

# MyPerformance Tool

## Employee Progress Review Guide:

### Provide Employee Input and Acknowledgment

#### PROVIDE EMPLOYEE INPUT

Your Rating Official created a Progress Review for you and before you can enter employee input, you will need to ensure the action column reflects 'Update' and not 'View'. If you do not have update capability, request that the Rating Official transfer the plan/appraisal to you.

#### Steps:

1. Log into DCPDS:

Go to DCPDS link: <https://compo.dcpds.cpms.osd.mil/>

- Accept the DoD Notice and Consent Banner
- Select button 'Smart Card Log In'
- Select signature certificate
- Select HR Mybiz+ Tile
- Accept Privacy Statement
- Select MyPerformance link located under 'Key Services'

2. On MyPerformance Main Page, select 'Go' button on your plan/appraisal

The screenshot shows the 'MyPerformance Main Page' interface. At the top, there are navigation links: 'MyPerformance Main Page', 'Provide Guest Feedback', and 'My Journal'. Below this is the 'Employee' section header. The main content area is titled 'MyPerformance Main Page' and includes a 'Need Help?' link. A red warning message states: 'Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.' Below the warning, there is a paragraph explaining the page's functionality: 'From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.' There are two columns of instructions: 'To create a Performance Plan:' (Select 'Choose a Plan Type', Select Appraisal Plan Type, Select the 'Go' button) and 'To complete other actions described above:' (Select an option from the Action column, Select the 'Go' button). An 'Important' note says: 'To become familiar with the columns, select the 'Need Help?' link.' Below this is the 'Appraisals of Employee One' section. It features a 'Create New Plan' button and a dropdown menu with '--Choose a Plan Type--' and a 'Go' button. At the bottom, there is a table with columns: 'Employee Name', 'Current Owner', 'Rating Official Name', 'Appraisal Year', 'Appraisal ID', 'Plan Approval Date', 'Type', 'Plan Status', 'Current Status', and 'Action'. The table contains one row of data: 'Employee One', 'Employee One', 'Rating Official One', '2019', '742', '12-Jul-2018', 'DoD', 'Approved', 'Progress Review in Progress', and 'Update'. There is also a 'Records Displayed' dropdown set to '10' and a 'Go' button at the bottom right of the table.

3. Select the 'Progress Reviews' tab.

Plan **Progress Reviews** Annual Appraisal Narrative Statements View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments Step 5: Performance Elements and Standards Re-approvals

[- Choose an Action -] Go

**Employee Information**

Employee Name Employee One  
[Show Employee Details](#)

This screen allows you to view and change the details of your performance plan/appraisal.

Step 1: Plan Details

- Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select **Need Help?**

Appraisal Type Annual Appraisal - DoD Performance Plan Approval Date 12-Jul-2018

\* Appraisal Period Start Date 01-Jun-2018 (dd-mmm-yyyy) Plan Last Modified Date 23-Aug-2018  
 Created By Rating Official One

\* Appraisal Period End Date 31-Mar-2019 (dd-mmm-yyyy)

\* Appraisal Effective Date 01-Jun-2019 (dd-mmm-yyyy)

Rating Official Name Rating Official One  
 Higher Level Reviewer Higher Level Reviewer One

Save and Continue

4. Select the 'Update' button located under the Action column.

Plan **Progress Reviews** Annual Appraisal Narrative Statements View/Print Form

[- Choose an Action -] Go

**Employee Information**

Employee Name Employee One  
[Show Employee Details](#)

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select **Need Help?**

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Rating Official One	23-Aug-2018	Higher Level Reviewer One	Pending Empl Acknowledgment	01-Aug-2018	Other		Update	

- On the 'Progress Review Information Page, by default, the 'Assessment' tab is the tab shown after selecting the 'Update' button for the Progress Review.

**Progress Reviews Information area** [Go Back to Progress Reviews](#)

**Employee Information**

Employee Name Employee One  
[▶ Show Employee Details](#)

**Progress Review Information**

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Rating Official One  
 Progress Review Status Pending Empl Acknowledgment Progress Review Number

**Assessments** [Approvals and Acknowledgments](#)

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

- Scroll down to the Performance Elements area of this page to view the Performance Element and Standard(s) that you wish to provide input.

**Performance Elements**

Order	Performance Element Title	Status	Performance Element Type
1	Training	Approved	Critical
2	Budget	Approved	Critical

**Performance Element and Standard(s)**

Provide training modules to employees for new programs within three weeks of deployment.

- Under the 'Employee Input', enter your input in text box. If you have any documentation in your 'My Journal', select the 'Show My Journal' link and can copy and paste information from that area into the text box. Use the 'Spell Check' functionality to check spelling.

**Employee Input**

[▶ Show My Journal](#)

I exceeded this element. Videos for training were produced well ahead of schedule. Received positive feedback on the videos

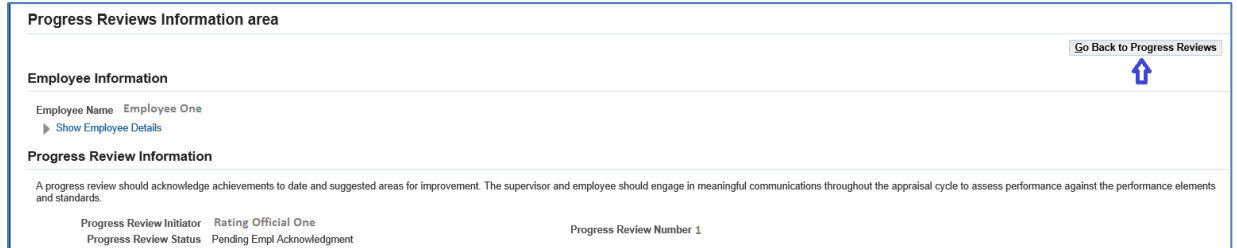
(Limit to 2000 characters) [Spell Check](#) Counter 127

- Repeat the step above for all other Performance Element and Standards.

9. Once you've completed entering input on each Element, select 'Go Back to Top of Page' button.



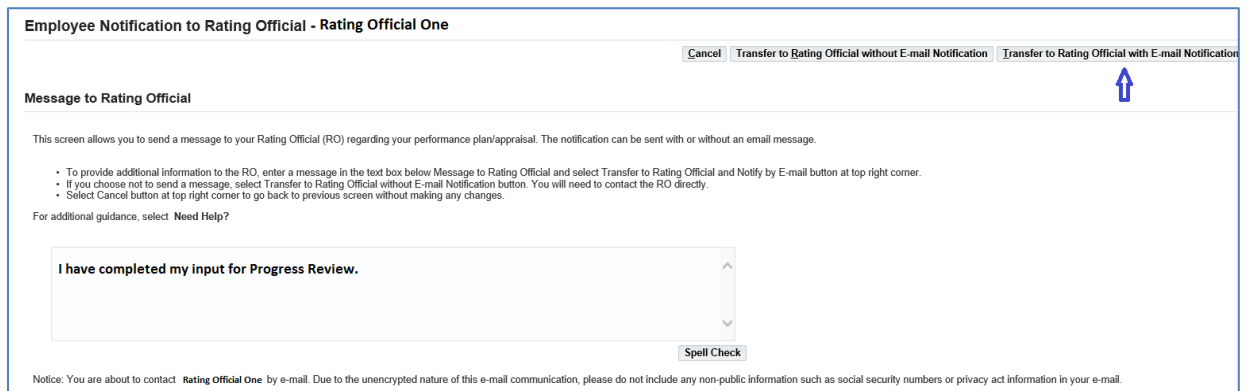
10. Return to the 'Progress Reviews' page by selecting the 'Go Back to Progress Reviews' button.



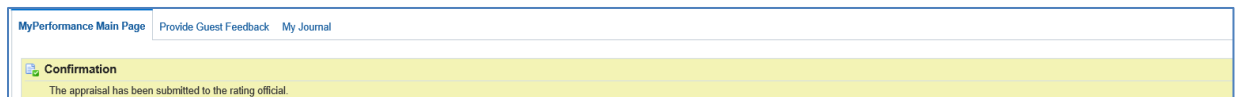
11. Select the 'Drop Down' arrow for Actions and select the 'Transfer to Rating Official' from the list.

12. Select the 'Go' button.

13. Enter a message in text box for the Rating Official and select the 'Transfer to Rating Official with E-mail Notification' button. (If you don't want to enter message for RO, select the other button.)



14. Confirmation Message Received



## ACKNOWLEDGE YOUR PROGRESS REVIEW

Your Rating Official documented communication or Progress Review and transferred it to you for acknowledgment. The 'Action' column should reflect 'Update' and not 'View'. If you do not have update capability, request that the Rating Official transfer the Progress Review to you.

### Steps:

1. Log into DCPDS:

Go to DCPDS link: <https://compo.dcpds.cpms.osd.mil/>

- Accept the DoD Notice and Consent Banner
- Select button 'Smart Card Log In'
- Select signature certificate
- Select HR Mybiz+ Tile
- Accept Privacy Statement
- Select MyPerformance link located under 'Key Services'

2. Select the 'Accept' button to the Privacy Act Statement.

### Privacy Act Statement


The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O. 9397.

**Principal Purposes:** To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

**Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.



[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

3. Select the MyPerformance Link located under 'Key Services'.

4. Ensure you have the 'Update' under the 'Action' column, and select the 'Go' button.

MyPerformance Main Page | Provide Guest Feedback | My Journal

**Employee**

**MyPerformance Main Page**

[Need Help?](#)

**Warning:** This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

**Appraisals of Employee One**

Create New Plan  
--Choose a Plan Type--

Records Displayed: 10 | | | |

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Employee One	Employee One	Rating Official One	2019	742	12-Jul-2018	DoD	Approved	Progress Review in Progress	Update <input type="button" value="Go"/>

5. Select the 'Progress Reviews' tab.

Plan | **Progress Reviews** | Annual Appraisal | Narrative Statements | View/Print Form

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments | Step 5: Performance Elements and Standards Re-approvals

-- Choose an Action --

**Employee Information**

Employee Name: Employee One  
[Show Employee Details](#)

This screen allows you to view and change the details of your performance plan/appraisal.

Step 1: Plan Details

- Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

**TIP:** Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select [Need Help?](#)

Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	12-Jul-2018
* Appraisal Period Start Date	01-Jun-2018 <small>(dd-mm-yyyy)</small>	Plan Last Modified Date	23-Aug-2018
* Appraisal Period End Date	31-Mar-2019 <small>(dd-mm-yyyy)</small>	Created By	Rating Official One
* Appraisal Effective Date	01-Jun-2019 <small>(dd-mm-yyyy)</small>		
Rating Official Name	Rating Official One		
Higher Level Reviewer	Higher Level Reviewer One		

6. Select the 'Update' action on the Progress Review.

Plan | **Progress Reviews** | Annual Appraisal | Narrative Statements | View/Print Form

-- Choose an Action --

**Employee Information**

Employee Name: Employee One  
[Show Employee Details](#)

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select [Need Help?](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Rating Official One	23-Aug-2018	Higher Level Reviewer One	Pending Empl Acknowledgment	01-Aug-2018	Other		Update <input type="button" value="Go"/>	

7. Review the 'Rating Official Assessment' for the Performance Element and Standard(s).
8. Select the 'Approvals and Acknowledgments' Tab.

**Progress Reviews Information area** [Go Back to Progress Reviews](#)

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**Employee Information**

Employee Name Employee One  
[▶ Show Employee Details](#)

**Progress Review Information**

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Rating Official One  
 Progress Review Status Pending Empl Acknowledgment Progress Review Number 1

**Assessments** Approvals and Acknowledgments

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

**Performance Elements**

	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Training	Approved	Critical
<input type="radio"/>	2	Adding Element Plan Modified Date 7 12 18	Approved	Critical

9. Select the 'Acknowledge' Receipt button.

**Progress Reviews Information area** [Go Back to Progress Reviews](#)

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**Employee Information**

Employee Name Employee One  
[▶ Show Employee Details](#)

**Progress Review Information**

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Rating Official One  
 Progress Review Status Pending Empl Acknowledgment Progress Review Number 1

**Assessments** Approvals and Acknowledgments

This screen allows you to view approval and/or communication status of your progress review and, if available, acknowledge receipt of progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▶ icon under Details column to see approval and/or communication information for each step and select ◀ icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

	Details Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not requested	Not requested
▶	Step 2: Higher Level Reviewer - Review (if required)	Not requested	Not requested
▶	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▶	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	<a href="#">Acknowledge Receipt</a>

10. Enter the date you acknowledged receipt of the Progress Review and select the 'Save' button.

**Progress Reviews Information area** [Go Back to Progress Reviews](#)

**Employee Information**  
 Employee Name Employee One  
[Show Employee Details](#)

**Progress Review Information**  
 A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Rating Official One  
 Progress Review Status Pending Empl Acknowledgment  
 Progress Review Number 1

Assessments **Approvals and Acknowledgments**

This screen allows you to view approval and/or communication status of your progress review and, if available, acknowledge receipt of progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select > icon under Details column to see approval and/or communication information for each step and select - icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

Show All Details | Hide All Details

Details	Tasks	Status	Action
>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not requested	Not requested
>	Step 2: Higher Level Reviewer - Review (if required)	Not requested	Not requested
>	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▲	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	<b>Acknowledge Receipt</b>

**Note: If you acknowledged your Progress Review before the system date (today's date), use the calendar icon and select the appropriate date.**

Date: 28-Aug-2018 (dd-mm-yyyy) [Cancel](#) [Save](#)

11. Step 4: Employee – Acknowledgment Completed

12. Select the 'Go Back to Progress Reviews' button.

13. (Optional) - To view your completed Progress Review, select the 'View History' button.

14. Select the 'down arrow' under the 'Choose an Action' and select the 'Transfer to Rating Official' and then the 'Go' button.

Plan **Progress Reviews** Annual Appraisal Narrative Statements View/Print Form

**Employee Information**  
 Employee Name Employee One  
[Show Employee Details](#)

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select [Need Help?](#)

Create Progress Review

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Rating Official One	23-Aug-2018		Completed	01-Aug-2018	Other	28-Aug-2018	<a href="#">View History</a>	

**Choose an Action**  
 Change Rating Official or Higher Level Reviewer  
 Transfer to Rating Official  
 Track Progress  
 Return to Main Page

[Go](#)



**15. Enter a message to the Rating Official and select the 'Transfer to Rating Official with E-mail Notification' button.**

**Employee Notification to Rating Official - Rating Official One**

[Cancel](#) [Transfer to Rating Official without E-mail Notification](#) [Transfer to Rating Official with E-mail Notification](#)

**Message to Rating Official**

This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Rating Official and Notify by E-mail button at top right corner.
- If you choose not to send a message, select Transfer to Rating Official without E-mail Notification button. You will need to contact the RO directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select [Need Help?](#)

**I have acknowledged my Progress Review. Thanks.**

[Spell Check](#)

Notice: You are about to contact Rating Official One by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

**16. Confirmation message received**

[MyPerformance Main Page](#) [Provide Guest Feedback](#) [My Journal](#)

**Confirmation**

The appraisal has been submitted to the rating official.