

Subject: New training available for the My Performance Tool (DPMAP)

Target Audience: All US Civilian Employees & Supervisors of US Civilian Employees

I. There are two step by step guides available to walk you through the process of creating a plan, creating a progress review, and creating an annual appraisal. One guide is for supervisors and the other guide is for employees.

a. They can be found by using the following link:

<https://www.manpower.usmc.mil/webcenter/content/conn/WebCenterSpaces-ucm/path/Enterprise%20Libraries/MPC/Pages/GT%20Page.htm>.

The slide shows are available on the Guides and Tutorials page. Please scroll down to the Employee Relations (MPC-40) section to find the guides.

II. There are also demo builder videos for the employee that cover the different phases of the appraisal process.

a. They can be found at the following link:

<https://www.manpower.usmc.mil/webcenter/portal/MPC40>.

Please scroll down the page to the Trending Topics found on the right hand side to find the videos.

For further information please contact MCIPAC CHRO LER at e-mail: [mcipac\\_chro\\_usemplrel@usmc.mil](mailto:mcipac_chro_usemplrel@usmc.mil) or phone: 645-7548.