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

MyPerformance Main Page Provide Guest Feedback My Journal									
Employee									
	MyPerformance Main Page								
	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, up the bottom of this page.	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:	To complete other actions described above:								
 Select 'Choose a Plan Type' Select Appraisal Plan Type 	Select an option from the Action column								
 Select the 'Go' button 	Select the 'Go' button								
Important: To become familiar with the	ne columns, select the 'Need Help?' link,								
Appraisals of Employee Or	Dne								
	Create New Plan								
	Choose a Plan Type	v	Go						
Records Displayed 10 🗸 💢									
Employee Name Current Own	mer 🛆 🔋 Rating Official Name 🛆 Appraisal Year 🛆 Appraisal ID 🛆 Plan Approval Date 🛆 Type 🛆 Plan Status 🛆 Current Status 🛆 Action								
Employee One Employee C	One Rating Official One 2019 742 12-Jul-2018 DoD Approved Progress Review in Progress Update	~	Go						

3. Select the 'Progress Reviews' tab.

Progress Reviews Annual Appra	isal Narrative Statements View/P	rint Form				
1: Plan Details Step 2: Missio	n Goals Step 3: Performance Elem	ents and Standards Step 4: Approvals and	d Acknowledgments St	ep 5: Performance Elements and S	tandards Re-approvals	
					- Choose an Acti	ion – 🔽
ployee Information						
nployee Name Employee One	2					
Show Employee Details						
is screen allows you to view and c	hange the details of your performance	plan/appraisal.				
ep 1: Plan Details						
 Verify the appraisal dates and Select Save and Continue but 	d rating official and higher level review atton at the bottom right corner to move	er names are correct, and, if applicable, mak a to Step 2: Mission Goals.	e the necessary changes			
P: Choose an Action – located at the	he top right corner – allows for selection	on of other actions throughout the performance	ce cycle.			
or additional guidance, select Need	J Help?					
Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	12-Jul-2018			
* Appraisal Period Start Date	01-Jun-2018 🚳	Plan Last Modified Date	23-Aug-2018			
	(dd-mmm-yyyy)	Created By	Rating Official One			
*	31-Mar-2019 🚳					
* Appraisal Period End Date	(dd mmm iaani)					
* Appraisal Period End Date * Appraisal Effective Date	(dd-mmm-yyyy) 01-Jun-2019					
* Appraisal Period End Date * Appraisal Effective Date	(dd-mmn-yyyy) 01-Jun-2019 to (dd-mmn-yyyy)					
* Appraisal Period End Date * Appraisal Effective Date Rating Official Name	(dd-mmm-yyyy) 01-Jun-2019 (dd-mmm-yyyy) Rating Official One					

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

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

Co Back to Progress Review Employee Information Employee Name Employee One Solve Employee Details Progress Review Information Agrogress 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 element and standards. Progress Review Infitiator Rating Official One Progress Review Number Progress Review Number Progress Review Status Pending Empl Acknowledgenent Approvals and Acknowledgenents This screen allows you to view your performance elements and standards and provide input. Select Date Not Note The performance Element and attandfoly you want to view and enter input. Select Obset Note The performance Element button at bottom right comer to go to the net performance element and attandfoly. Select Obset Note Note The Depreformance Element button at bottom right comer to go to the net performance element and attandfoly. Select Obset Note Note The The performance element and attandfoly. Select Obset Note Op of Page button to bottom right comer to go to the net performance element and attandfoly. Select Obset Note Op of Page button to bottom right comer to go to the net performance element and attandfoly. Select Obset Note Op of Page button the top Of the page. Select Obset Note Op of Page button the top of the page. Select Obset Note Op of Page button the Dottom right comer to go the net top of the page. Select Obset Note Op of Page button the Dottom right comer to go the net top of the page. Select Obset Note Op of Page button the Dottom right comer to go top the net pofference element and attandfoly. Select Obset Note Op of Page button the Dottom right comer to go top the net pofference element and attandfoly. Select Obset Note Op of Page button the Dottom right comer to go top the net pofference element and attandfoly. Select Obset Note Op of Page button the Dottom right comer to go top the net pofference element	Progress Reviews Information area	
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For additional guidance, select Need Help?	For additional guidance, select Need Help?	

6. 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										
X 2 🛛										
	Order	Performance Element Title	Status	Performance Element Type						
\odot	1	Training	Approved	Critical						
0	2	Budget	Approved	Critical						
Pro	ovide trai	ining modules to employees for new programs within three w	eeks of deploymen	e.						

7. 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.

Em	ployee Input				
	Show My Journal				
	I exceeded this element. Videos for training were produced well ahead of so	hedule. Received positive feedback on the videos		~]
				1	
				\sim	
	(Limit to 2000 characters)	Spell (Check	Counter	er 127

8. 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.
 - Go to Next Performance Element Go Back to Top of Page
- **10.** Return to the 'Progress Reviews' page by selecting the 'Go Back to Progress Reviews' button.

Progress Reviews Information area						
Employee Information		Go Back to Progress Reviews				
Employee Name Employee One						
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					

- **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.)

	Cancel Transfer to Rating Official without E-mail Notification Iransfer to Rating Official with E-mail Notif
lessage to Rating Official	۲
This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/	aisal. 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 R If you choose not to send a message, select Transfer to Rating Official without E-mail Notification 	g Official and select Transfer to Rating Official and Notify by E-mail button at top right corner.
 Select Cancel button at top right corner to go back to previous screen without making any change For additional guidance, select Need Help? 	
Select Cancel button at top right corner to go back to previous screen without making any change For additional guidance, select. Need Help? I have completed my input for Progress Review.	

14. Confirmation Message Received

MyPerformance Main Page	Provide Guest Feedback My Journal
Confirmation	
The appraisal has been	n submitted to the rating official.

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) 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.
Accept
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.

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Employee											
				MyPerfo	ormance Main Pa	ge					
										Need He	lp?
	Warning: T Unauthorize	This application is dead of the contract of th	signed for sensitiv d information is a	e unclassified p violation of law	ersonnel information and may lead to pr	n only. Do osecution	o NOT enter c n.	lassified information in	this system.		
From the Main Page, you can create, t the bottom of this page.	odate and view you	ur Performance Plans; view	and print part or an ent	ire plan after it is cre	ated; and track the status o	of a plan. Yo	u can also search	for completed plans by selectir	ng the 'Show Completed	d Plans/Appraisals' li	ink loca
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Important: To become familiar with th	columns, select th	ie 'Need Help?' link.									
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5. Select the 'Progress Reviews' tab.

Plan	Progress Reviews Annual	Appraisal Narrative Statements Vi	ew/Print Form				
	<u> </u>						
1	Step 1: Plan Details Step 2:	Mission Goals Step 3: Performance I	Elements and Standards Step 4: Approvals an	d Acknowledgments	Step 5: Performance Elements and Standards Re-approval	5	
						Channe an Antian	
						- Choose an Action -	• 00
	Employee Information						
	Employee Name Employe	e One					
	Show Employee Details						
	This screen allows you to view	and change the details of your perform	ance plan/appraisal.				
	Step 1: Plan Details						
	 Verify the appraisal date Select Save and Continue 	tes and rating official and higher level re nue button at the bottom right corner to	wiewer names are correct, and, if applicable, mak move to Step 2: Mission Goals.	e the necessary chan	nges.		
	TIP: Choose an Action - locat	ed at the top right corner – allows for se	lection of other actions throughout the performant	ce cycle.			
	For additional guidance, selec	Need Help?					
	Appraisal	Type Annual Appraisal - DoD	Performance Plan Approval Date	12-Jul-2018			
	* Appraisal Period Start	Date 01-Jun-2018 🐞	Plan Last Modified Date	23-Aug-2018			
		(dd-mmm-yyyy)	Created By	Rating Official O	Dne		
	* Appraisal Period End	Date 31-Mar-2019					
	* Appraisal Effective	Date 01-Jun-2019 6					
		(dd-mmm-yyyy)					
	Rating Official N	ame Rating Official One					
	Higner Level Revi	wer nigner Level Keviewer On	e				
							Save and Continue

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

		Appraisal Narrative	e Statements Viewmint Form						
							- Choose an Action		V
Employe	ee Information								
Employee	Name Employee One Employee Details								
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or addition	G 🍄 ▼ 🏢 Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
For addition	G ☆ ▼ Ⅲ Created By Rating Official One	Creation Date 23-Aug-2018	Higher Level Review Date Higher Level Reviewer One	Status Pending Empl Acknowledgment	Communication Date 01-Aug-2018	Communication Method Other	Employee Ack Date	Action Update	Delete

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

Pr	Progress Reviews Information area								
						Go Back to Progress Reviews			
En	nployee	Informatio	on						
E	mployee Na	ame Emplo	yee One						
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A	progress re nd standard:	view should a s.	acknowledge achievements to date and suggested areas	for improvement. The supervisor and e	mployee should engage in meaningful communications thro	ughout the appraisal cycle to assess performance against the performance elements			
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	Perform	nance Ele	ments						
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		Order	Performance Element Title	Status	Performance Element Type				
	۲	1	Training	Approved	Critical				
	0	2	Adding Element Plan Modified Date 7 12 18	Approved	Critical				

9. Select the 'Acknowledge' Receipt button.

rogica	s Reviews Information area			
				Go Back to Progress Rev
nploye	e Information			
mployee	Name Employee One			
Show	Employee Details			
ogress	Review Information			
A progress tandards.	review should acknowledge achievements to date and suggested areas for improvement. The supe	rvisor and employee should engage in meaningful communi	cations throughout the appraisal cycle to asso	ess performance against the performance elemen
F	Progress Review Initiator Rating Official One	Programs Paview Number 1		
	Progress Review Status Pending Empl Acknowledgment	Progress Review Number 1		
Assessmer	nts Approvals and Acknowledgments			
This	screen allows you to view approval and/or communication status of your progress review and, if ava	ilable, acknowledge receipt of progress review.		
This	screen allows you to view approval and/or communication status of your progress review and, if ava - Setect Show All Datais Ink'to see status information (date method, etc.) and Hide All Datais Init - Setect > Icon under Datais column to see approval and/or communication information for each st - Setect > Con under Datais column to see approval and/or communication information for each st - Setect & Con Back to Progress Reviews button at top right comer to go back to Progress Reviews p	llable, acknowledge receipt of progress review. . to collapse all steps. e and select i con to collapse step. age.		
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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							
Enployee mornation							
Employee Name Employee One							
Show Employee Details							
Progress Review Information							
A progress review should acknowledge achievements to date and suggested areas for improvement. The super and standards.	visor and employee should engage in meaningful commu	inications throughout the appraisal cycle to asso	ess performance against the performance elements				
Progress Review Initiator Rating Official One	Dragrada Daviour Number 1						
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 avail	able, acknowledge receipt of progress review.						
 Select Show All Details link to see status information (date, method, etc.) and Hide All Details link Select b icon under Details column to see approval and/or computingiation information for each status 	to collapse all steps.						
 Select Acknowledge Receipt button under Action column for Step 4, if available. 	p and select a roun to conapse step.						
Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews part	ge.						
For additional guidance, select Need Help?							
◎ 2 🖻 🕸 🕶 🎟							
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	Acknowledge Receipt					
Note: If you acknowledged your							
Progress Review before the							
system date (today's date), use Date 28-Aug-2018 6							
the calendar icon and select (dd-mmm-yyyy)							
appropriate date.		Cancel Save					
		C C					

- **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 Progr	ess Reviews Annual Ap	ppraisal Narrative Sta	tements View/Print Form						
Employe	e Information						- Choose a Change Ra Transfer to	n Action ting Official or Higher Le Rating Official	vel Reviewer
Employee Name Employee One Roturn to Main Page Show Employee Details									
This screen through the • Sele • Sele • Sele For addition	allows you to create, upda performance cycle. ct Create Progress Review ct Update button under Ac ct View History button und al guidance, select Need i	te or view completed pr v button to create a prog tion column to update a er Action column to view Help?	ogress reviews. Progress Reviews are j gress review. progress review. v a completed progress review.	performance discuss	sions that must be documented	In the MyPerformance tool. Employees	must have at least one documentee	d progress review which	typically occurs mi
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	View History	11

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								
	<u>C</u> ancel	Transfer to Rating Official without E-mail Notification	Iransfer 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. I 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. 								
roi auduionai guidance, select, Need neipr								
I have acknowledged my Progress Review. Thanks.	-							
	~	-						
	Spell Che	ck						
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 a	ny non-pu	blic information such as social security numbers or privacy a	act information in your e-mail.					

16. Confirmation message received

MyPerformance Main Page Provide Guest Feedback My Journal