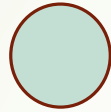
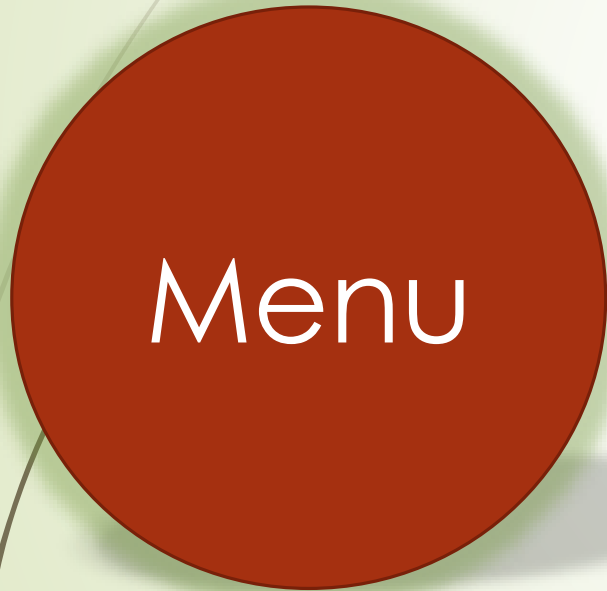




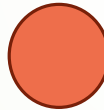
A complete guide for supervisors

DPMAP

What action would you like to complete?



Create a Plan



Create a Progress Review



Create an Annual Appraisal

Beginning of Appraisal Cycle



- **Initiate a new performance plan**
- **Includes a maximum of ten performance elements and related performance standards**
- **Two approaches to creating a performance plan:**
 - **Employee create the plan; or**
 - **Create the plan for your employee.**
- **Communicate with your employee**

News and Information

Last updated February 02, 2016
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the DoD Expeditionary Civilian Workforce (DoD-EC) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission. DoD civilians interested in learning more about the DoD-EC may do so using the following link - <https://www.cpms.osd.mil/expeditionary/home.html>.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

Smart Card Access

To access MyBiz+HR application, select **Smart Card Log In**.

****Important**** If you received a new Smart Card with no changes to your information (First Name or EIDID) select **Smart Card Log In**.

Smart Card Log In

Register your Smart Card for the **First Time**.

Reassign a newly issued Smart Card (e.g., you had a Name Change).

Convert from a Non-Smart Card User to a Smart Card User.

Non-Smart Card Access

To access MyBiz+HR application, select **Non-Smart Card Access Log In**.

Non-Smart Card Access Log In

Register as a Non-Smart Card User for the **First Time**.

Reset Password.

For access problems, select [Contact List](#) for your Agency's Help Desk.

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.

Accept

- ➔ Go to <https://compo.dcpds.cpms.osd.mil/> (MYBiz+)
- ➔ Use CAC card to log in.
- ➔ Select Certificate and click ok
- ➔ Click accept on the Privacy Statement



MyBiz+ offers employees improved navigation and HR information in an easy to understand display!

Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....



Notifications

Read / Unread	Title	Start Date
*	DCPDS/MyBiz+ Downtime	01-Jun-2016
*	DCPDS/MyBiz+ Technology Updates	17-May-2016

Welcome, The Rater

The information is current as of 01-Jun-2016

* You have 2 unread notifications.

Home



★ Provide Feedback

Manage My Views

Key Services

[Manage Key Services](#)

[MyPerformance](#)

[Manager Functions](#)

[Performance Management and Appraisal](#)

[Update MySupervisor](#)

[Update MyTeam](#)

[Add Employee](#)

[Remove Employee](#)

[Process Employee Requests](#)

Other DCPDS Tools

[DCPDS Navigator Homepage](#)

[Add HR Region Associations](#)

[HR Region SQT121](#)

[HR Region SQTINT](#)

Last Personnel Action

Type of Action: General Pay Adjustment

Effective Date: 10-Jan-2016

\$ Insurance

Health Insurance: Blue Cross and Blue Shield (10)

Life Insurance: Basic + Option C (1x)

\$ Pay

Gross Pay: 3626.40

Net Pay: 1636.23

Pay Period End Date: 18-Apr-2015

- Select Performance Management and Appraisal
- Can be found on lower left side of the screen.



Rating Official/Higher Level Reviewer

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 employee Performance Plans, change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created, close a plan, 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.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals | Appraisal Year: ALL

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
No results found.									

Select the link to search for Completed Plans.
[Show Completed Plans/Appraisals](#)

Create New Plan

- Choose a Plan Type--
- DoD Performance Management Appraisal Program
- Defense Civilian Intelligence Personnel System
- National Guard (Title 32)

Go

Create New Plan

- Choose a Plan Type--
- DoD Performance Management Appraisal Program
- Defense Civilian Intelligence Personnel System
- National Guard (Title 32)

Go

- Click the drop down menu under Create a New Plan
- Select DoD Performance Management Appraisal Program
- Click Go

The MyPerformance tool is only available to employees and supervisors whose position is covered by the new DoD Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is scheduled for immediate transition to the new performance program.

[Need Help?](#)

Focus	Name	Occupational Code	Position Name	Organization	Performance Plan
	Rater, The One, Employee	0560.Budget Analysis (0560)	244014.BUDGET ANALYST.1657727.ARBA.APPR	U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01	Create
	Two, Employee	0318.Secretary (0318)	265919.SECRETARY (OA).1652368.ARBA.APPR	U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01	Create
	Vacant Position	0318.Secretary (0318)	Z129.SECRETARY (OA).2506405.NV52.APPR	CNI, SW SDIEGO NV5200242 01	

Supervisory Commitment Statement

Confirmation

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

[Acknowledge](#)

- This is a list of your employees
- Find employee you want to create a plan for
- Click create to create a plan for that employee
- Read your role and responsibilities
- Click Acknowledge

Create Performance Plan

[Cancel and Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name **Two, Employee**
[Show Employee Details](#)

Click to show employee details. Click again to hide the details

Setup Details

* Indicates required field

* Appraisal Type **Annual Appraisal - DoD**

Click to go to step 1

[Build New Plan](#)

TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date	<input type="text" value="01-Apr-2016"/>	
* Appraisal Period End Date	<input type="text" value="31-Mar-2017"/>	
Appraisal Effective Date	<input type="text" value="01-Jun-2017"/>	
* Rating Official Name	<input type="text" value="Rater, The"/>	
* Higher Level Reviewer Name	<input type="text" value="Reviewer, Higher Level"/>	

Review to make sure correct Dates, RO and HLR

- Review for accuracy
- Make changes, if necessary
- Click Build a new plan

Plan Reports/Forms

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

Employee Information

Employee Name **Two, Employee**
[Show Employee Details](#)

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is 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	
* Appraisal Period Start Date	01-Apr-2016	Plan Last Modified Date	
* Appraisal Period End Date	31-Mar-2017	Created By	Rater, The
* Appraisal Effective Date	01-Jun-2017		
Rating Official Name	Rater, The		
Higher Level Reviewer	Reviewer, Higher Level		

Go

Save and Continue

Available on every tab

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

- Review for accuracy
- Click Save and Continue
- Go to step 2: Mission Goals

Employee Information

Employee Name **Two, Employee**
[Show Employee Details](#)

DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.



This screen allows you to enter your employee's Component organizational values, mission statements, or goals which apply to their performance elements and standards.

Step 2: Mission Goals

- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

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

To provide accurate, relevant, and useable all-source intelligence and services to the Marine Corps, Operating Forces, and the Intelligence Community in support of the National Security strategy:
- Focus Our Mission and Enterprise Activities to enable MCIA to meet the Intelligence needs of our Customers
- Provide Analysis that is Preeminent and Supports Mission Accomplishment
- Align Resources and Develop Sustainment Plan to support MCIA 2013 and Beyond



(Limit to 1400 characters)

Counter **462**

- Enter Mission Goals in Text box
- Click Save and Continue
- Go to step 3: Performance Elements and Standards

Step 1: Plan Details Step 2: Mission Goals **Step 3: Performance Elements and Standards** Step 4: Approvals and Acknowledgements

– Choose an Action – Go

Employee Information

Employee Name: **Two, Employee**
 > Show Employee Details

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

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

Details	Number	Title	Status	Element Type	Action	Delete
No results found.						

Save and Go Back Save and Continue

Screen Shot 1

Add Performance Element

Add Performance Element and Standard(s)

* Indicates required field

Save Save and Add Another Performance Element Go Back to Performance Elements

Or

This screen allows you to add performance element and standard(s)

- Enter the Performance Element title and verify the Performance Element Start Date
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards
 - if you select Return to Performance Elements button without saving, a warning message will display.

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

Performance Element Number: 1

* Performance Element Title:

* Performance Element Start Date: 01-Apr-2016 (calendar icon)
 (example: 17-Feb-2015)

Performance Element Status: Pending

Date Last Modified: 01-Jun-2016

* Performance Element Type: Critical

Performance Element and Standard(s):

(limit: 1000 characters) Spell Check

Screen Shot 2

Add a element title

Change if necessary

Add element

- Screen shot 1-Click Add Performance element
- Screen Shot 2-Add Element title and one element
- Click Save or Save and add another Performance element
- Add another performance element or Go to step 4: Approvals and Acknowledgements

Step 1: Plan Details Step 2: Mission Goals **Step 3: Performance Elements and Standards** Step 4: Approvals and Acknowledgments

-- Choose an Action --

Employee Information




Employee Name **Two, Employee**
[Show Employee Details](#)

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.









Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

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

[Add Performance Element](#)   

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
	1 	Performance Element 1	Pending	Critical		
	2 	Performance Element 2	Pending	Critical		

- You can Add another performance
- You can update the elements
- You can delete the elements
- Save and continue to Step 4: Approvals and Acknowledgments

-- Choose an Action --

Go

Employee information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

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 Started	Start
Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
Step 3: Rating Official - Document Communication to Employee	Not Started	Start
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

-- Choose an Action --

Change Rating Official or Higher Level Reviewer

Transfer to Employee

Track Progress

Return to Main Page

Go

- Click Transfer to employee
- Click Go

Rating Official Notification to Employee - Two, Employee

Cancel

Transfer to Employee without E-mail Notification

Transfer to Employee with E-mail Notification

OR

Message to Employee

This screen allows you to send a message to your employee regarding their performance plan/appraisal. The notification can be sent with or without an email message.

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

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

Please go to your Performance Management and Appraisal to view or update your performance plan.

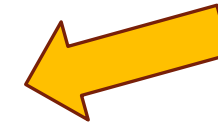
Enter the message to employee here.

Spell Check

Notice: You are about to contact Two, Employee 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.



If



Then

- Click either Transfer to Employee without Email Notification
- Or Click transfer to Employee with Email Notification

This screen allows you to start the approval and/or communication process or view status information of the employee's 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 Start button under Action column for Steps 1 (if required) or 3, 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 Started	<input type="button" value="Start"/>
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

- Employee reviewed plan and sent back to supervisor
- Begin the approval process
- Click start next to Step 1 – will be sent to HLR
- When HLR sends back, click start next to Step 3
- Document the meeting with the employee by clicking on the Acknowledgement drop down
- Change the date to reflect the day you met with the employee
- Send to Employee for Acknowledgement

TIP There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer

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

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Progress Review. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Spell Check

Notice: You are about to contact Higher Level Reviewer 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.

Cancel

Transfer to Higher Level Reviewer without E-mail Notification

Transfer to Higher Level Reviewer with E-mail Notification

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer

Review Date

(dd-mm-yyyy)

Method of Review

Other Method

Cancel

Save

- Use option A
- Click transfer to HLR with email or without email
- If sending with email add information in box below Message to HLR

This screen allows you to start the approval and/or communication process or view status information of the employee's 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 Start' button under Action column for Steps 1 (if required) or 3, 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 Started	<input type="button" value="Start"/>
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
◀	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
<p>Communication Date <input type="text" value=""/> (dd-mmm-yyyy)</p> <p>Communication Method <input type="text" value=""/> Other <input type="text" value=""/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Save and Transfer to Employee for Acknowledgment"/> <input type="button" value="Save and go to Step 4"/></p>			
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

- After the higher level review official sends the plan back, click start next to step 3
- Annotate the date you communicated with the employee
- Click the drop down next to communication method
- Select the communication method
- Click safe and transfer to employee for Acknowledgement



Create Progress Review

- Complete in the middle of the rating cycle
- Go to DCPDS link: <https://compo.dcpds.cpms.osd.mil/>
- Accept the DoD Notice and Consent Banner
- Select button 'Smart Card Log In'
- Select certificate
- Select HR Mybiz+ Tile
- Accept Privacy Statement
- Select Performance Management and Appraisal link located under 'Manager Functions'

Rating Official/Higher Level Reviewer

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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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.

Plans/Appraisals In Progress










 **TIP** Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

Records Displayed    

Rows 1 to 26

Employee Name 	Current Owner 	Rating Official Name 	Appraisal Year 	Appraisal ID 	Plan Approval Date 	Type 	Plan Status 	Current Status 	Action
Employee One	Rating Official	Rating Official One	2019	742	12-Jul-2018	DoD	Approved	Plan Approved	Update <input type="text" value="Update"/> <input type="button" value="Go"/>
Employee Two	Rating Official	Rating Official Two	2019	788	02-Apr-2018	DoD	Approved	Plan Approved	Update <input type="text" value="Update"/> <input type="button" value="Go"/>

➤ Select 'Go' button

➤ If Update not an option employee send back to you



-- Choose an Action --

Employee Information

Employee Name Employee One

[▶ Show Employee Details](#)

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is 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 <input type="text" value="01-Jun-2018"/> <small>(dd-mm-YYYY)</small>	Plan Last Modified Date	12-Jul-2018
* Appraisal Period End Date	31-Mar-2019 <input type="text" value="31-Mar-2019"/> <small>(dd-mm-YYYY)</small>	Created By	Rating Official One
* Appraisal Effective Date	01-Jun-2019 <input type="text" value="01-Jun-2019"/> <small>(dd-mm-YYYY)</small>		
Rating Official Name	Rating Official One		
Higher Level Reviewer	Higher Level Reviewer One		

➡ Click Progress Review Tab

-- 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 di 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?](#)


-- Choose an Action --

Change Rating Official or Higher Level Reviewer

Transfer to Employee

Track Progress

Return to Main Page



Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

- Click Create Progress Review
- Click transfer to employee then go
- Same screen to add Another Progress Review
- Transfer to employee will transfer current Progress Review only.

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

Progress Review Initiator Rating Official One

Progress Review Status Initiated

Progress Review Number 1

Assessments

Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- 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	Budget	Approved	Critical

Performance Element and Standard(s)

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

Employee Input

There is a 2,000 character limit in this text box. Input the Progress Review Information here.
Spell Check functionality is available.

Rating Official Assessment

Rating Official Assessment goes into this block.

There is a 2,000 character limit in this text box. Input the Progress Review Information here.
Spell Check functionality is available.

(Limit to 2000 characters)

Spell Check

Counter 50

Go to Next Performance Element

Back to Top of Page

- Type in Rating Official Assessment
- Click Go to Next Performance Element
- Type in rating Official Assessment for that Performance Element
- Repeat steps if more Performance Elements

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 Number 1

Progress Review Status Initiated

Assessments

Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.


- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- 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		Approved	Critical

➤ Click Go Back to Progress Review

-- 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		Initiated				<input type="button" value="Update"/>	

-- Choose an Action --	<input type="button" value="Go"/>
Change Rating Official or Higher Level Reviewer	
Transfer to Employee	
Track Progress	
Return to Main Page	

- Click transfer to Employee
- Click Go

Rating Official Notification to Employee - Employee One

Cancel

Transfer to Employee with E-mail Notification

OR

Transfer to Employee without E-mail Notification

Message to Employee

Enter message to employee in this block.

MyPerformance Main Page

Provide Guest Feedback

Confirmation

The appraisal has been submitted to the employee.

Need Help?

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	View

- Click Transfer to employee
- Click Transfer with Email Notification or
- Click Transfer Without Email Notification

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

Records Displayed |

Rows 1 to 26

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Employee One	Rating Official	Rating Official One	2019	742	12-Jul-2018	DoD	Approved	Progress Review in Progress	<input type="button" value="Update"/> <input type="button" value="Go"/>
Employee Two	Rating Official	Rating Official Two	2019	788	02-Apr-2018	DoD	Approved	Plan Approved	<input type="button" value="Update"/> <input type="button" value="Go"/>



DoD Performance Management Appraisal Program

MyBiz+ Help | Logout

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

Plan

Step 1: Plan Details

Employee Information

- Click Go
- Click Acknowledge
- Click Progress Reviews

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-2016		Initiated				Update	



Assessments **Approvals and Acknowledgments**

This screen allows you to start the approval and/or communication process or view status information of the employee's 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 Start button under Action column for Steps 1 (if required) or 3, 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?](#)

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed



- Click update
- Click Approvals and Acknowledgements tab
- Click Start for Step 1, if required. If not required, click start next to step 3
- Go through the steps for acknowledgement

TIP There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer

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

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Progress Review. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Spell Check

Notice: You are about to contact Higher Level Reviewer 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.

Cancel

Transfer to Higher Level Reviewer without E-mail Notification

Transfer to Higher Level Reviewer with E-mail Notification

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer

Review Date

(dd-mm-yyyy)

Method of Review

Other Method

Cancel

Save

- Use option A
- Click transfer to HLR with email or without email
- If sending with email add information in box below Message to HLR

This screen allows you to start the approval and/or communication process or view status information of the employee's 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 Start' button under Action column for Steps 1 (if required) or 3, 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	Status	Action
▶ Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶ Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
◀ Step 3: Rating Official - Document Communication to Employee	Not Started	Start
<div style="text-align: right; margin-right: 50px;"> Communication Date <input style="width: 100px;" type="text"/> <small>(dd-mmm-yyyy)</small> </div> <div style="text-align: right; margin-right: 50px;"> Communication Method <input style="width: 100px;" type="text"/> ▼ Other <input style="width: 100px;" type="text"/> </div> <div style="text-align: right; margin-right: 50px;"> <input type="button" value="Cancel"/> <input type="button" value="Save and Transfer to Employee for Acknowledgment"/> <input type="button" value="Save and go to Step 4"/> </div>		
▶ Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

- After the higher level review official sends the Progress Review back, if required, click start next to step 3
- Annotate the date you communicated with the employee
- Click the drop down next to communication method
- Select the communication method
- Click save and transfer to employee for Acknowledgement



Annual Appraisal

- ▶ Complete at the end of the rating cycle
- ▶ Go to DCPDS link: <https://compo.dcpds.cpms.osd.mil/>
- ▶ Accept the DoD Notice and Consent Banner
- ▶ Select button 'Smart Card Log In'
- ▶ Select certificate
- ▶ Select HR Mybiz+ Tile
- ▶ Accept Privacy Statement
- ▶ Select Performance Management and Appraisal link located under 'Manager Functions'

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is 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	20-Apr-2016
Appraisal Period Start Date	01-Apr-2016	Plan Last Modified Date	01-Jun-2016
Appraisal Period End Date	31-Mar-2017	Created By	Rater, The
Appraisal Effective Date	01-Jun-2017		
Rating Official Name	Rater, The		
Higher Level Reviewer	Reviewer, Higher Level		

Save and Continue

Click on Annual Appraisal Tab

Employee Input

I developed one alternative process and presented my recommendations within the time frames established in the performance objective. I met the criteria of Successful level (3). In accomplishing this performance objective, I received minimal guidance, met the established timelines, and presented my information in the required format and with limited revisions from my rating official. My rating official indicated that the information and briefing was well received by those who attended my participation. By meeting this objective on time, I supported achieving our organization's goal 4.

**Assessments
and Ratings
Tab**



Employee added their input

Rating Official Assessment

Employee received minimal guidance in her analysis of the problem and developed a briefing that fit the standard organizational format and required only minor editing revisions. A draft of the briefing was provided to her supervisor one month in advance of the end of the fiscal year and the briefing was delivered two weeks before the end of the fiscal year. Participants in the briefing commented on its usefulness.



Rater will add their assessment

Performance Element Rating

Element Rating ⓘ

Element Rating ⓘ

- 1
- 3
- 5
- NR

Click Dropdown to add rating for this element

[Go to Next Performance Element](#) [Go Back to Top of Page](#)



[Save and Continue](#)

Click when finished all elements

- Add assessment
- Click Dropdown add rating
- Click go to next performance element

Assessments and Ratings **Rating of Record** Approvals and Acknowledgments

-- Choose an Action --

Employee Information

Employee Name: Two, Employee
[Show Employee Details](#)

[Need Help?](#)

This screen allows you to view or update your employee's performance element rating, average score and rating of record. If you change an assigned rating, the average score and rating of record will re-calculate. Once you have completed your updates, select the 'Approvals and Acknowledgments' tab to complete the process.
Important Note: Only "Approved" performance elements and standards are used to calculate the average score and rating and record.

Appraisal Type: Annual Appraisal - DoD Appraisal Period Start Date: 01-Apr-2016
 Appraisal Effective Date: 01-Jun-2017 Appraisal Period End Date: 31-Mar-2017

Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Performance Element 1	Approved	Critical	3 <input type="button" value="v"/>
2	Performance Element 2	Approved	Critical	3 <input type="button" value="v"/>

Rating of Record

Average Score: 3.00
 Rating of Record: 3

- Click on the Rating of Record Tab
- Check for updates
- Select Save and Continue



DoD Performance Management Appraisal Program

MyBiz+ | Logged In As **Rating Official** Logout

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

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

-- Choose an Action --

Employee Information

Employee Name
[Show Employee Details](#)

This screen allows you to start the approval and/or communication process or view status information of the employee's annual appraisal.

- Select [Show All Details](#) link to see status information (date, method, etc.) and [Hide All Details](#) link to collapse all steps.
- Select [Show](#) icon under Details column to see approval and/or communication information for each step and select [Hide](#) icon to collapse step.
- Select [Start](#) button under Action column for Steps 1 (if required) or 3, if available.
- Select [Save and Go Back](#) button at bottom right corner to go back to Rating of Record page.

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

Details	Tasks	Status	Action
Show All Details Hide All Details			
Show	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
Show	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Step 1 must be completed
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[Save and Go Back](#)

- Click Approvals and Acknowledgements tab
- Click Start for Step 1
- Go through the steps for acknowledgement

TIP There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer

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

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Progress Review. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Spell Check

Notice: You are about to contact Higher Level Reviewer 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.

Cancel

Transfer to Higher Level Reviewer without E-mail Notification

Transfer to Higher Level Reviewer with E-mail Notification

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer

Review Date

(dd-mm-yyyy)

Method of Review

Other Method

Cancel

Save

- Use option A
- Click transfer to HLR with email or without email
- If sending with email add information in box below Message to HLR

This screen allows you to start the approval and/or communication process or view status information of the employee's 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 Start' button under Action column for Steps 1 (if required) or 3, 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 Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
◀	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
<p>Communication Date <input type="text" value=""/> (dd-mmm-yyyy)</p> <p>Communication Method <input type="text" value=""/> Other <input type="text" value=""/></p> <p>Cancel Save and Transfer to Employee for Acknowledgment Save and go to Step 4</p>			
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

- After the higher level review official sends the appraisal back, click start next to step 3
- Annotate the date you communicated with the employee
- Click the drop down next to communication method
- Select the communication method
- Click save and transfer to employee for Acknowledgement



YOU DID IT!

You completed a performance appraisal!



Questions?