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
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
Select Performance Management and Appraisal
- Can be found on lower left side of the screen.
- Click the drop down menu under Create a New Plan
- Select DoD Performance Management Appraisal Program
- Click Go
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
- Review for accuracy
- Make changes, if necessary
- Click Build a new plan

Review to make sure correct Dates, RO and HLR
- Review for accuracy
- Click Save and Continue
- Go to step 2: Mission Goals
- Enter Mission Goals in Text box
- Click Save and Continue
- Go to step 3: Performance Elements and Standards
- 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
- You can Add another performance
- You can update the elements
- You can delete the elements
- Save and continue to Step 4: Approvals and Acknowledgements
- Click Transfer to employee
- Click Go
Enter the message to employee here.

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

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?

<table>
<thead>
<tr>
<th>Details</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Rating Official - Request or Document Higher Level Review (if required)</td>
<td>Not Started</td>
<td><img src="https://example.com" alt="Start" /></td>
</tr>
<tr>
<td>Step 2: Higher Level Reviewer - Reviewer (if required)</td>
<td>Not Started</td>
<td>Not Started</td>
</tr>
<tr>
<td>Step 3: Rating Official - Document Communication to Employee</td>
<td>Not Started</td>
<td><img src="https://example.com" alt="Start" /></td>
</tr>
<tr>
<td>Step 4: Rating Official - Document Employee Acknowledgment</td>
<td>Not Started</td>
<td></td>
</tr>
</tbody>
</table>
Use option A
Click transfer to HLR with email or without email
If sending with email add information in box below Message to HLR
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’
Select ‘Go’ button

If Update not an option employee send back to you
Click Progress Review Tab
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.
If you have more than one performance element, you can add them as follows:

- 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

#### Employee Information

- **Employee Name:** Employee One
- **Employee Info:** None

#### Progress Review Information

A progress review assists in enhancing performance through self-assessment and action plans. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

<table>
<thead>
<tr>
<th>Progress Review Initiator</th>
<th>Rating Official One</th>
<th>Progress Review Status</th>
<th>Progress Review Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee One</strong></td>
<td></td>
<td><strong>Initiated</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

#### Assessments and Approvals

This section allows you to view your employee's performance elements and standards and to record and complete your assessments.

- Select Free text button to describe performance: element and standard(s) you want to view and edit assessments.
- Select Go to Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select the Go to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approve and Acknowledge link to go to Approve and Acknowledge page.
- Select the Click to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select Help.

#### Performance Elements

<table>
<thead>
<tr>
<th>Order</th>
<th>Performance Element Title</th>
<th>Status</th>
<th>Performance Element Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training</td>
<td>Approved</td>
<td>Critical</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Approved</td>
<td>Critical</td>
</tr>
</tbody>
</table>
Click transfer to Employee

Click Go
- Click Transfer to employee
- Click Transfer with Email Notification or
- Click Transfer Without Email Notification
Click Go
Click Acknowledge
Click Progress Reviews
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
Use option A

- Click transfer to HLR with email or without email
- If sending with email add information in box below Message to HLR
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’
Click on Annual Appraisal Tab
Add assessment
Click Dropdown add rating
Click go to next performance element
Employee added their input
Rater will add their assessment
Click Dropdown to add rating for this element
Click when finished all elements
Assessments and Ratings Tab
- Click on the Rating of Record Tab
- Check for updates
- Select Save and Continue
- Click Approvals and Acknowledgements tab
- Click Start for Step 1
- Go through the steps for acknowledgement
- Use option A
- Click transfer to HLR with email or without email
- If sending with email add information in box below Message to HLR
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?