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
3. Select the ‘Progress Reviews’ tab.

4. Select the ‘Update’ button located under the Action column.
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.

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.

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.

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.

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.

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](image)

**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.

To create a Performance Plan:
- Select ‘Choose a Plan Type’
- Select an update from the Action column
- Select the ‘Go’ button

To complete other actions described above:
- Select the ‘Progress Reviews’ tab
- Select the ‘Update’ action on the Progress Review

5. Select the ‘Progress Reviews’ tab.

![Progress Reviews](image)

6. Select the ‘Update’ action on the Progress Review.

![Progress Reviews](image)

8. Select the ‘Approvals and Acknowledgments’ Tab.

9. Select the ‘Acknowledge’ Receipt button.
10. Enter the date you acknowledged receipt of the Progress Review and select the ‘Save’ button.

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

16. Confirmation message received