# 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: <a href="https://compo.dcpds.cpms.osd.mil/">https://compo.dcpds.cpms.osd.mil/</a>

- 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								
		leed 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, 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:								
<ul> <li>Select 'Choose a Plan Type'</li> <li>Select Appraisal Plan Type</li> </ul>	Select an option from the Action column								
<ul> <li>Select the 'Go' button</li> </ul>	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	<b>v</b>	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	Print Form					
1: Plan Details Step 2: Missio	n Goals Step 3: Performance Elem	nents and Standards Step 4: Approvals and	d Acknowledgments	Step 5: Performance Eleme	ents and Standards Re-approv	als	
						- Choose an Action -	~
ployee Information							
nployee Name Employee One	2						
Show Employee Details							
is screen allows you to view and c	hange the details of your performance	e plan/appraisal.					
ep 1: Plan Details							
<ul> <li>Verify the appraisal dates and</li> <li>Select Save and Continue but</li> </ul>	d rating official and higher level review tton at the bottom right corner to move	ver names are correct, and, if applicable, mak e to Step 2: Mission Goals.	e the necessary chang	9S.			
P: Choose an Action – located at t	ne top right corner – allows for selection	on of other actions throughout the performance	ce cycle.				
r additional guidance, select Need	I 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				
* Appraisal Period End Date	(dd-mmm-yyyy) 31-Mar-2019	Created By	Rating Official On	e			
Appraisal Period End Date	31-Mar-2019 6						
* Appraisal Effective Date	01-Jun-2019 🐞						
	(dd-mmm-yyyy)						
Rating Official Name Higher Level Reviewer	Rating Official One Higher Level Reviewer One						

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

									(and
							Choose an Action		~
	e Information								
	Name Employee One Employee Details	2							
JP SHOW L	improyee Details								
		cle.							
<ul> <li>Sele</li> </ul>	ct Create Progress Revie ct Update button under A ct View History button un al guidance, select Need	ew button to create a Action column to upda nder Action column to	progress review. ate a progress review. o view a completed progress review.						
<ul> <li>Sele</li> <li>Sele</li> </ul>	ct Update button under A ct View History button un	ew button to create a Action column to upda nder Action column to	ate a progress review.						
<ul> <li>Sele</li> <li>Sele</li> </ul>	ct Update button under A ct View History button un al guidance, select Need	ew button to create a Action column to upda nder Action column to	ate a progress review.	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
• Sele • Sele or addition	ct Update button under A ct View History button un al guidance, select Need	ew button to create a Action column to upda der Action column to d Help? Creation Date	ate à progress review. o view a completed progress review.	Status Pending Empl Acknowledgment	Communication Date 01-Aug-2018	Communication Method Other	Employee Ack Date	Action Update	Delete

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  Soft Engloyee Details  Progress Review Infrance  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 Infitiant Rating Official One Progress Review Infitiant Rating Official One Progress Review Status Pending Empl Acknowledgment  Assessments Approvals and Acknowledgments  This screen allows you to view your performance elements and standards and provide input.  Select Data bottom net to the performance element and atander(s) you want to vide and enter input.  Select Obstot Normal link focated bottom the Employee input body to the for for or aya and paid any information for your progress review input.  Select Obstot Normal link focated houts the Employee input body to the to or the performance element and atander(s).  Select Obstot Normal link focated houts the Employee input body to the to or of the part performance element and standard(s).  Select Obstot Normal link focated houts the Employee input body to the to or of the part performance element and standard(s).  Select Obstot Normal link focated houts the Employee input body to the to or of the part performance element and standard(s).  Select Obstot Normal link focated houts the top of the part.  Select Obstot Normal link focated houts the formation for your progress review input.  Select Obstot Normal link focated houts the performance element and standard(s).  Select Obstot Normal link focated houts the top of the part.  Select Obstot Normal link focated houts the performance element and standard(s).  Select Obstot Normal link focated houts the performance is performance element and standard(s).  Select Obstot Normal link focated houts the performance with the performance element and standard(s).  Select Obstot Normal Information Information Informatio	Progress Reviews Information area	
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Show Employee Details  Progress Review Information  A progress Review Infinition  A progress  A progress Review Infinition  A progress  A progress  A p	Employee Information	
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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 element and standards. Progress Review Initiator Rating Official One Progress Review Number Progress Review Status Pending Empl Acknowledgment Progress Review Status Pending Empl Acknowledgment Progress Review Number	Show Employee Details	
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This screen allows you to view your performance elements and standards and provide input.  Select Rado button next to the performance element and standards) you want to view and enter input.  Select Show M/ Journal link located before the Employee effect for cropy and paste any information for your progress review input.  Select Go Next Performance Element button at bottom right comer to go to the next performance element and standard(s).  Select Go Back to To pol Page button at bottom right comer to go that che to pol the page.		
<ul> <li>Select Data button ment to the performance element and standard(s) you want to view and enter input.</li> <li>Select Data but to the performance element and standard(s) you want to view and enter input.</li> <li>Select Os to Next Performance Element button to bottom vight concert to a bottom vight concert vight abottom vight abottom vight abottom vight concert vight abottom vight abottom vight concert vight abot</li></ul>	Assessments Approvals and Acknowledgments	
<ul> <li>Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.</li> <li>Select Go to Next Performance Element button at bottom right comer to go to the next performance element and standard(s).</li> <li>Select Go Back to Top of Page button at bottom right comer to go tack the top of the page.</li> </ul>	This screen allows you to view your performance elements and standards and provide input.	
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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								
	Order Performance Element Title Status Performance Element T							
$\odot$	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 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 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.
<ul> <li>To provide additional information to the RO, enter a message in the text box below Message to R</li> <li>If you choose not to send a message, select Transfer to Rating Official without E-mail Notification</li> </ul>	g Official and select Transfer to Rating Official and Notify by E-mail button at top right corner.
<ul> <li>Select Cancel button at top right corner to go back to previous screen without making any change For additional guidance, select Need Help?</li> </ul>	

#### 14. Confirmation Message Received

MyPerformance Main Page	Provide Guest Feedback My Journal
Confirmation	
The appraisal has bee	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: <a href="https://compo.dcpds.cpms.osd.mil/">https://compo.dcpds.cpms.osd.mil/</a>

- 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 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 CSD'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.

Employee										
			MyPerfo	ormance Main Pa	ge					
									Need H	telp?
	Warning: This application is de Unauthorized release of classifie						lassified information in	this system.		
From the Main Page, you can create, upd the bottom of this page.	te and view your Performance Plans; view	v and print part or an ent	ire plan after it is cre	ated; and track the status	of a plan. You	ı can also search	for completed plans by selecting	ng the 'Show Complete	ed Plans/Appraisals'	link loca
To create a Performance Plan:	To complete other actions described	d above:								
<ul> <li>Select 'Choose a Plan Type'</li> <li>Select Appraisal Plan Type</li> </ul>	<ul> <li>Select an option from the Ac</li> </ul>	tion column								
Select the 'Go' button	<ul> <li>Select the 'Go' button</li> </ul>									
mportant: To become familiar with the co										
Appraisals of Employee One	•									
								Create New Plan		
							-Choose a Plan	п Туре	~	Go
	- + -									
Records Displayed 10 🖂   💢 🎅	s 😳 🔺 🏢						Current Status	Action		
Employee Name  Current Owner	Rating Official Name .	🛆 🛛 Appraisal Year 🛆		Plan Approval Date 2		Plan Status 🛆				

**5.** Select the 'Progress Reviews' tab.

Plan	Progress Reviews An	nnual Apprais	al Narrative St	atements Viev	w/Print Form					
	<u> </u>									
s	tep 1: Plan Details Ste	ep 2: Mission	Goals Step 3:	Performance El	ements and Standards Step 4: Approvals an	d Acknowledgments	Step 5: Performance El	lements and Standards Re-approval	8	
-										
									- Choose an Action -	✓ Go
E	Employee Informati	tion								
	Employee Name Empl	loyee One								
	Show Employee Deta	ails								
-	This screen allows you to	view and cha	ange the details	of your performa	nce plan/appraisal.					
	Step 1: Plan Details									
		u han ootob lo	ration official and	higher level revi	ewer names are correct, and, if applicable, mail	o the necessary chan	1900			
	<ul> <li>Select Save and C</li> </ul>	Continue butte	on at the bottom	right corner to m	ove to Step 2: Mission Goals.	the necessary chan	iyes.			
	TIP: Choose an Action - I	located at the	e top right corner	- allows for sele	ction of other actions throughout the performan	ce cvcle.				
	For additional guidance, s	select Need I	Help?							
	Apprai	isal Type	Annual Appraisa	I - DoD	Performance Plan Approval Date	12-Jul-2018				
	* Appraisal Period S		01-Jun-2018	6	Plan Last Modified Date					
	rippratour r ottou o		(dd-mmm-yyyy)		Created By		ne			
	* Appraisal Period I	End Date	31-Mar-2019	6		-				
			(dd-mmm-yyyy)							
	* Appraisal Effect		01-Jun-2019	60						
	Rating Offic		(dd-mmm-yyyy) Rating Officia	10						
	Higher Level F		Higher Level F							
	. ignor corori									
										Save and Continue

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

							- Choose an Action		~
Employe	e Information								
	Name Employee One Employee Details								
	ct Create Progress Review	w putton to create a	progress review.						
Sele     Sele     or addition	ct Update button under Ac ct View History button und al guidance, select Need	der Action column to	ale à progress review. view a completed progress review.						
• Sele • Sele or addition	ct View History button und al guidance, select Need	der Action column to	ate à progress review. view a completed progress review. Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
Sele     Sele     For addition	ct View History button und al guidance, select Need	der Action column to Help? Creation Date	view a completed progress review.	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						
	Show En	nployee Detai	ls						
Pr	ogress R	Review Inf	ormation						
A	progress re nd standard:	eview should a s.	cknowledge achievements to date and suggested areas	for improvement. The supervisor and er	mployee should engage in meaningful communications through	ughout the appraisal cycle to assess performance against the performance elements			
			w Initiator Rating Official One	Pr	ogress Review Number 1				
	Pi	rogress Revi	ew Status Pending Empl Acknowledgment						
Α	ssessment	ts Approva	Is and Acknowledgments						
			<b>û</b> .						
		,	ou to view your performance elements and standards an button next to the performance element and standard(s)						
		Select Show	My Journal link located below the Employee Input heading Next Performance Element button at bottom right corner	ig to refer to or copy and paste any infor	mation for your progress review input.				
		Select Go Ba	ck to Top of Page button at bottom right corner to go bac vals and Acknowledgments tab to go to Approvals and A ck to Progress Reviews button at top right corner to go b	k to the top of the page.	na otariati o(o).				
				ack to Progress Reviews page.					
	For add	ditional guidar	ce, select Need Help?						
	Perform	mance Ele	ments						
	<u>iz</u> 2 ⊡ <u>o</u> • ■								
			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	Progress Review Number 1		
	Progress Review Status Pending Empl Acknowledgment	Progress Review Number 1		
Assessmer	nts Approvals and Acknowledgments			
	screen allows you to view approval and/or communication status of your progress review and, if ava	ilable, acknowledge receipt of progress review.		
This	<ul> <li>Select Show All Details link to see status information (date, method, etc.) and Hide All Details link Select &gt;</li></ul>	to collapse all steps. tep and select ⊿ icon to collapse step.		
This For a	Select Show All Details link to see status information (date, method, etc.) and Hide All Details link Select >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	to collapse all steps. tep and select ⊿ icon to collapse step.		
This For a	Select Slow AII Details link to see status information (deter method, etc.) and Hide AII Details link Select Slow AII Details link to see approval and/or communication information for each st Select Actionwhelps Rescip buttom to see approval and/or communication information for each st Select Actionwhelps Rescip buttom to the Action collarity for STM 4. If and the Select Actionwhelps Rescip buttom at top right comer to go back to Progress Reviews pu- diditional guidance, select Need Help? Select Select Select Need Help?     Select Select Select Need Help?	to collapse all steps. tep and select ⊿ icon to collapse step.		
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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				
Franksisse Information							
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 emp and standards.	loyee should engage in meaningful comm	unications throughout the appraisal cycle to asse	ess performance against the performance elements				
Progress Review Initiator Rating Official One	need Device Number of						
Progress Review Status Pending Empl Acknowledgment	ress Review Number 1						
Assessments Approvals and Acknowledgments							
This screen allows you to view approval and/or communication status of your progress review and, if available, acknowledge							
<ul> <li>Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all</li> <li>Select          icon under Details column to see approval and/or communication information for each step and select     </li> </ul>	steps.						
<ul> <li>Select Acknowledge Receipt button under Action column for Step 4, if available.</li> </ul>	i con to conapse step.						
Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.							
For additional guidance, select Need Help?							
○ ○ ☆ - Ⅲ							
Show All Details   Hide All Details		• 4					
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), useDate 28-Aug-2018 6							
the calendar icon and select (dd-mmm-yyyy)							
appropriate date.		Cancel Save					
abbi di secondo di secon		Û					

- **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						Transfer to	ting Official or Higher Le Rating Official	vel Reviewer
Employee Name Employee One Return to Main Page									
through the • Sele • Sele • Sele	performance cycle. ct Create Progress Reviev ct Update button under Ac	v button to create a prog tion column to update a er Action column to view	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		d progress review which	
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.						
<ul> <li>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.</li> <li>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.</li> <li>Select Cancel button at top right corner to go back to previous screen without making any changes.</li> </ul>								
For additional guidance, select Need Help?								
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

 Confirmation
 The appraisal has been submitted to the rating official.
 The appraisal has been submitted to the rating official.