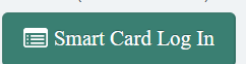


How to add Employee Input for DPMAP Annual Appraisals and Progress Reviews

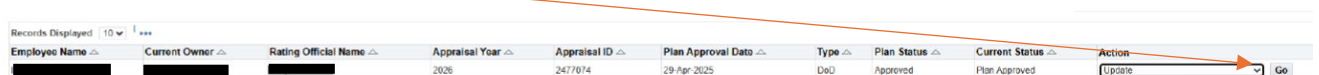
1. Navigate to: <https://compo.dcpds.cpms.osd.mil/>

2. Select  & enter your PIN

3. Under Key Services on the left side of the screen – select MyPerformance



4. Click Go on your plan

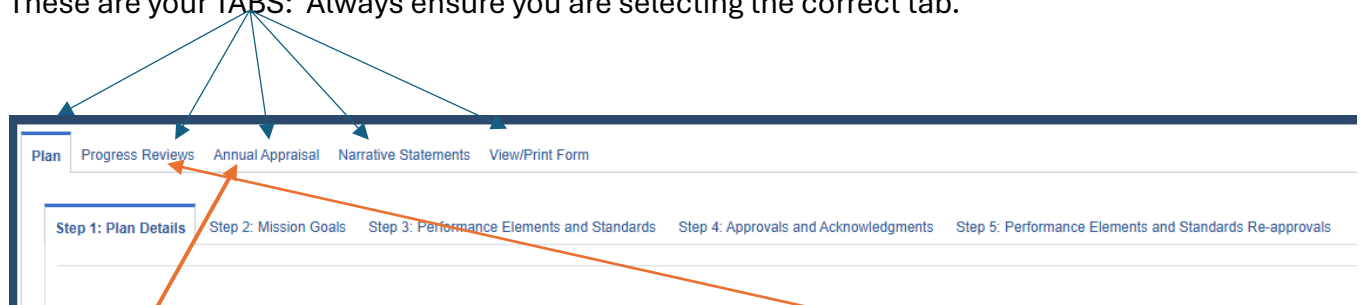
A screenshot of a table with columns: Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, Current Status, and Action. The 'Action' column contains a dropdown menu with 'Update' selected. An orange arrow points from the text 'Click Go on your plan' to the 'Go' button next to the dropdown.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2026	2477074	29-Apr-2025	DeU	Approved	Plan Approved	Update Go

Note- If you are not listed as the owner of your Performance Plan, you will need to ask the owner (normally your Rating Official) to transfer the plan to you.

You will now see your Performance Plan- this is the point where selecting the correct TAB is IMPORTANT

These are your TABS: Always ensure you are selecting the correct tab.



5. Depending on which you are working on, you will select either the **Progress Review** or **Annual Appraisal** tab to enter your employee input.

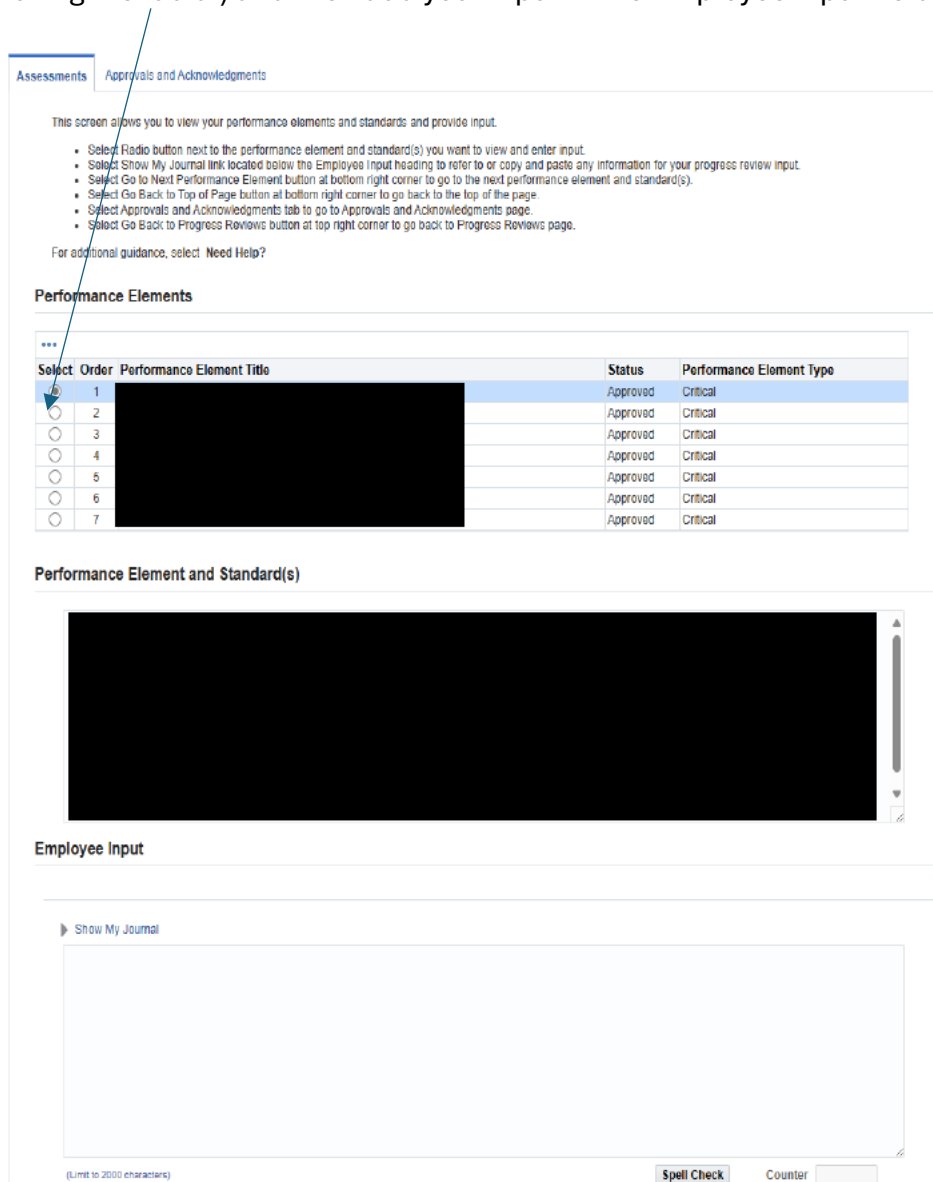
****NOTE- DO NOT MAKE ANY CHANGES TO THE PLAN TAB- Doing so will force you to go through reapproving of the plan.***

6. If your Progress Review was not started by your Rating Official, you need to select Create Progress Review ***Note you will only need to do this for Progress Reviews- Not Annual Appraisals**



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

7. Once you select Create Progress Review, your Performance Elements and Performance Element Standards will populate. You will need to select each Performance Element (by clicking the radial) and then add your input in the Employee Input field.



Assessments | **Approvals and Acknowledgments**

This screen allows you to view your performance elements and standards and provide input.

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

Select	Order	Performance Element Title	Status	Performance Element Type
☒	1		Approved	Critical
☐	2		Approved	Critical
☐	3		Approved	Critical
☐	4		Approved	Critical
☐	5		Approved	Critical
☐	6		Approved	Critical
☐	7		Approved	Critical

Performance Element and Standard(s)

Employee Input

[Show My Journal](#)

(Limit to 2000 characters)

[Spell Check](#) Counter

8. Once you have entered your input for each Element- you can return your plan back to your Rating Official (or they will retrieve it).

USAG West Point Tips for Employee Input when Preparing for DPMAP Annual Appraisals & Progress Reviews

Providing employee input in **MyPerformance (DCPDS)** is your opportunity to document your contributions during the rating cycle. Thoughtful, specific input allows your rating official to accurately evaluate performance against established standards.

Your input should clearly explain:

- What you accomplished
- The results achieved
- How well you accomplished it
- The impact on the mission

1. Focus on Results — Not Just Duties

Do not restate your job description. Explain outcomes and impact.

Weak Example- “Performed maintenance.”

Stronger Examples:

“Completed 172 work orders within established timelines, maintained 100% safety compliance, and reduced repeat service calls by correcting root causes.”

“Processed 210 personnel actions with 98% accuracy and a 3-day average turnaround time, ensuring uninterrupted support to USMA and Garrison organizations.”

2. Address Each Performance Element

Structure your input under each performance element in your plan.

For each element, consider:

- Did I meet or exceed the standard?
- What measurable evidence supports this?
- What was the impact?

Ratings are based on your documented standards — not comparison to coworkers.

3. Quantify Whenever Possible

Use objective data to strengthen your input.

Include:

- Workload volume
- Accuracy rates
- Timeliness
- Budget oversight
- Training completed
- Efficiency Improvements
- Cost savings
- Safety record

Examples:

- “Maintained 99% inventory accuracy across 1,200 line items.”
- “Executed \$400K budget with zero discrepancies.”
- “Completed 100% of mandatory training prior to suspense.”
- “Achieved zero lost-time safety incidents.”

4. Demonstrate Efficiency & Process Improvement

Improving efficiency reflects stewardship of government resources and mission discipline.

Document how you:

- Reduced processing time
- Improved workflow
- Eliminated redundant steps
- Reduced rework or errors
- Conserved time or resources
- Improved organization or accountability
- Maintained productivity during staffing shortages

Examples:

“Reorganized tool inventory, reducing equipment retrieval time and increasing daily productivity.”

“Streamlined tracking procedures, reducing processing delays by 15% and improving cross-directorate transparency.”

“Balanced team workload and implemented tracking metrics, reducing backlog by 12% while maintaining quality standards.”

5. How did you support the Superintendent's priority - Developing Leaders of Character?

Every civilian at USAG West Point contributes to an environment that supports the development of future Army officers.

You support this priority when you:

- Demonstrate integrity and accountability
- Model professionalism and Army Values
- Maintain safe, disciplined operations
- Provide reliable, high-quality service
- Mentor or develop others
- Uphold standards without compromise

Examples

“Maintained academic facilities to standard, ensuring a professional and safe learning environment supporting cadet development.”

“Mentored junior employees in technical proficiency and professional conduct, reinforcing a culture of accountability and excellence.”

Even routine duties contribute to mission success. Be intentional in explaining how your work strengthens readiness, discipline, and professionalism across the Garrison.

6. Supervisory Employees Supervisors should address:

Leadership

- Timely completion of performance plans and reviews
- Coaching and counseling
- Development of subordinates
- Addressing performance issues appropriately

Mission Execution

- Workload management
- Resource allocation
- Budget oversight
- Risk and safety management

Organizational Impact

- Reducing backlogs
- Enhancing efficiency
- Improving morale
- Achieving team goals

7. Non-Supervisory Employees

Focus on:

- Technical competence
- Quality and timeliness
- Team contributions
- Reliability and accountability
- Initiative / Cost Saving Measures
- Special projects or collateral duties

8. Include Special Contributions

Document:

- Acting supervisory roles
- Safety programs
- Awards or recognition
- Additional duties beyond core responsibilities
- Committees or working groups
- Certifications or training completed
- Process improvements

9. Progress Reviews (Mid-Year)

For Progress Reviews:

- Summarize accomplishments to date
- Note mission or workload changes
- Identify development goals
- Identify challenges
- Request feedback

Progress Reviews are designed to improve performance — not assign final ratings.

10. Use the Action + Result + Impact Method

A simple structure for strong input:

Action – What you did

Result – What happened

Impact – Why it mattered

Example:

“Implemented improved tracking procedures (Action), reducing errors by 20% (Result), enhancing accountability and supporting efficient mission execution (Impact).”

11. Maintain Professional Tone

- Be factual and concise
- Avoid unexplained acronyms
- Focus on documented standards
- Use plain language
- Do not compare yourself to others

Avoid vague statements such as “worked hard” or “did my job.”

Final Reminder

Your performance appraisal impacts:

- *Your rating of record*
- *Career progression*
- *Award eligibility*
- *Development opportunities*

Providing thoughtful, measurable, mission-focused input ensures your contributions are fully recognized and accurately documented.

Every civilian — whether maintaining facilities, managing resources, supporting operations, or leading teams — plays a role in sustaining the standards that enable West Point to fulfill its mission.

- **Be deliberate.**
- **Be specific.**
- **Connect your work to mission impact.**