DoD Performance Management Program

Employees How to Guide: Annual Appraisals
DCPDS WEBSITE

https://compo.dcpds.cpms.osd.mil/rsouiportal/AccessRegions.jsf
DoD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

- Reference CNGBI 1400.25, Vol 431
- Periods of appraisal:
  - Trial/Probation - 1 year from appointment
  - Annually - 1 Apr – 31 Mar, Effective date of 1 Jun
DPMap – Performance Plan Requirements

- **Mission Goals**

- **Job Objectives (3 to 5)** – Critical areas of Position
  Specific, Measurable, Aligned, Relevant/Realistic & Timed (SMART)

- **Interim/Progress Review mandatory** - Higher level review not required if employee is performing at the fully successful level or higher.

- **Self Assessment** – Employee should be given the opportunity to provide comments on progress review and annual appraisal

- **Annual Appraisal** – Employee comments and HLR required
Performance Timeline

• **Performance Plan Approved;** plan due within 30 days of assignment to a position or after the end of a previous rating period, not 30 days after the previous appraisal was complete.

• **Progress Review;** must be on an approved plan (this includes modified plans) for at least 90 days, must be 90 days with current supervisor, and at least 90 days prior to the rating period end date.

• **Annual Appraisal;** due 30 days after end of rating period, e.g. end date is 31 March, appraisal due NLT 30 April.
SAMPLE Performance Rating Narratives

Level 5 - Outstanding
- Produces exceptional results or exceeds expectations well beyond specified outcomes
- Sets targeted metrics high and far exceeds them (e.g., quality, budget, quantity)
- Handles roadblocks or issues exceptionally well and makes a long-term difference in doing so
- Is widely seen as an expert, valued role model, or mentor for this work
- Exhibits the highest standards of professionalism

Level 3 – Fully Successful
- Effectively produces the specified outcomes, and sometimes exceeds them
- Consistently achieves targeted metrics
- Proactively informs supervisor of potential issues or roadblocks and offers suggestions to address or prevent them
- Achieves goals with appropriate level of supervision

Level 1 - Unacceptable
- Does not meet expectations for quality of work; fails to meet many of the required results for the goal
- Is unreliable; makes poor decisions; misses targeted metrics (e.g., commitments, deadlines, quality)
- Lacks or fails to use skills required for the job
- Requires much more supervision than expected for an employee at this level

No surprises for either party at the end of the appraisal cycle
Performance Management

- Ongoing
- Supervisors and employees share responsibility
- Consist of:
  - Proactively planning work and setting expectations
  - Continually monitoring performance
  - Evaluating performance in a summary fashion
  - Recognizing and rewarding good performance

Performance Management is a COLLABORATIVE EFFORT between Supervisors and Employees
MyBiz+ Home Page; Select MyPerformance to continue
Ensure that you are the current owner of the plan. If you are not the owner, contact your rating official and have them transfer the plan to you. Once you own it, select Update and click Go.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Rating Official</th>
<th>Appraisal Year</th>
<th>Appraisal ID</th>
<th>Plan Approval Date</th>
<th>Type</th>
<th>Plan Status</th>
<th>Current Status</th>
</tr>
</thead>
</table>

**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.
Select the Annual Appraisal tab at the top and Input and Ratings on the next tab. Add your input for each element, then select Go to Next Performance Element.
Once you have completed your input for all elements, you can select Save and Continue. It is suggested that you copy and paste your input to a word document in the event that the system does not save it for you.
You are now ready to transfer the Annual Appraisal to your Rating Official. Select Transfer to Rating Official from the drop down and click Go.
Select Transfer to Rating Official with E-mail Notification
Once your Annual Appraisal has been communicated to you by your Rating Official: Return to the Annual Appraisal Tab and Select Approvals and Acknowledgments Tab
Steps 1-3 should show completed at this point. Click Start on Step 4 - Acknowledgment
Enter Date and Save. If the annual appraisal was communicated to you but you forgot to acknowledge, you can enter the date that the appraisal was communicated.

* This page shows a progress review but an appraisal is the same*
My Biz\MyPerformance\DPMAP

• If you encounter login or access issues with MyBiz/MyPerformance, please contact Denise Anderson – Ext 8177

• If you have any questions regarding how to use MyBiz, or have questions regarding employee performance, please contact Steve Oppliger – Ext 8185
There is a link to DCPDS on the NEGUARD WEBSITE