

ANNUAL APPRAISAL GUIDE

FOR EMPLOYEES

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Annual Appraisal Process Summary

An Annual Appraisal, and rating of record, is required when you have performed under an approved performance plan for at least 90 calendar days and fewer than 90 calendar days left in the appraisal cycle. Your Rating Official (RO) will evaluate your performance by assessing your performance against the elements and standards in your approved performance plan and assign a rating of record based on work you performed during the appraisal cycle. Your performance input, while not mandatory, is highly encouraged and valuable for end of the appraisal cycle. Your RO will assign an individual performance element rating of 5, 3, or 1 to each critical element. A rating of record is final after your Higher Level Reviewer (HLR) has reviewed and approved the rating. *All performance element ratings are averaged to calculate the rating of record, which reflects your overall job performance during the appraisal cycle based on the rating criteria outlined in the table below.*

Annual Appraisal Process Summary:

1. An annual appraisal may be initiated by you or your supervisor (Rating Official). After providing you with a reasonable amount of time to provide your performance input (self-assessment), your RO will complete a written assessment and rate each performance element and standard.
 - NOTE: While not mandatory, your input is highly encouraged and valuable for end of the appraisal cycle.
2. Once complete, your RO will forward the annual appraisal to your HLR for approval.
 - NOTE: Should circumstances warrant, you may edit your performance input before your RO transfers the annual appraisal to your HLR.
3. Your HLR will review, return for change or approve the performance element ratings and rating of record. Once approved, your HLR will transfer the appraisal to your RO who will then communicate your of the rating of record to you.
4. After your RO documents communicating your rating to you, he or she will transfer the annual appraisal to you for acknowledgment.
5. You will review the annual appraisal and acknowledge that it was communicated to you by your RO. If you are unable or refuse to acknowledge receipt of the appraisal, your RO may document acknowledgement on your behalf.

Rating Level and Criteria

Rating Level	Rating Criteria
Level 5 - Outstanding	The average score of all critical element performance ratings is 4.3 or greater, with no critical element being rated a '1' (Unacceptable), resulting in a rating of record that is a '5'
Level 3 – Fully Successful	The average score of all critical element performance ratings is less than 4.3, with no critical element being rated a '1' (Unacceptable), resulting in a rating of record that is a '3'
Level 1 – Unacceptable	Any critical element rated as '1'

EMPLOYEE: Initiate Annual Appraisal & Enter Performance Input

PERFORMANCE PLAN STATUS: [Approved](#) | CURRENT APPRAISAL STATUS: [Progress Review Completed](#) or [Plan Approved](#)

To initiate an annual appraisal:

1. Login to *MyBiz+* at <https://compo.dcpds.cpms.osd.mil/> Select 'Smart Card Log In'. When prompted, select your email certificate.

News and Information
Last updated January 04, 2018 13:00 CDT

Smart Card Access
To access MyBiz+/HR application, select **Smart Card Log In**.
Smart Card Log In
Click on "Smart Card Log In", select non-email certificate

Non-Smart Card Access
To access MyBiz+/HR application, select **Non-Smart Card Access Log In**.
Non-Smart Card Access Log In

Component Help Desk Information

2. Select "HR MyBiz + Navy"

My Application/Database [Add Additional Application/Databases](#)

Last Login: 16-MAR-2018 07:44:50 AM

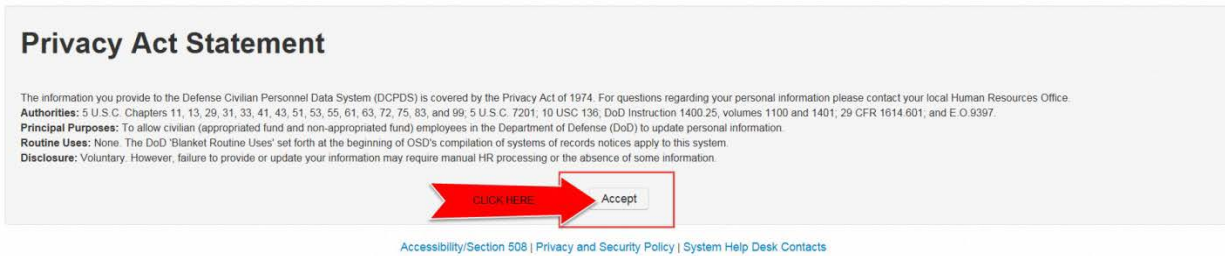
Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

Choose your Path

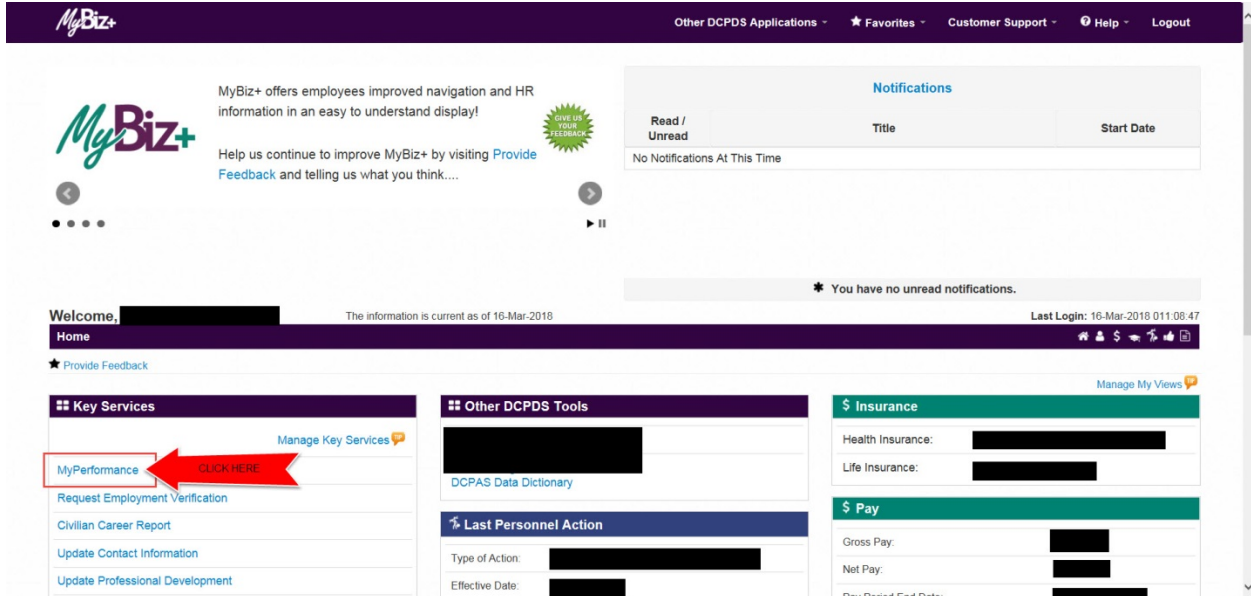
HR MyBiz+ Navy **DD DCPAS Data Dictionary**

To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button. **Logout**

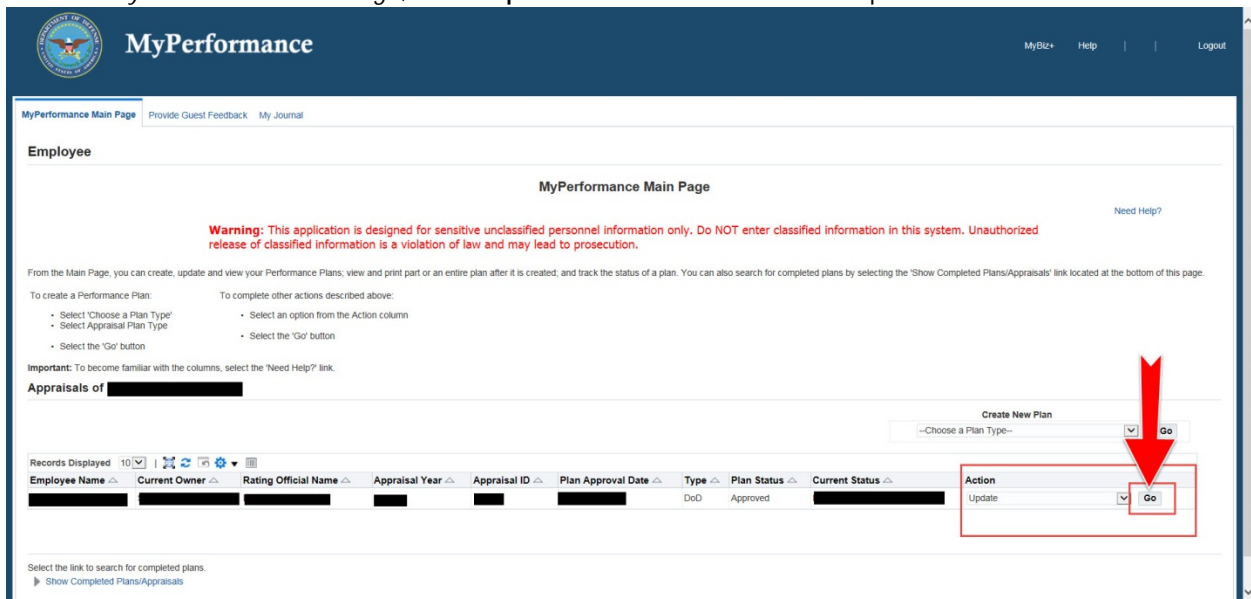
3. Read the Privacy Act Statement, select 'Accept'.



4. Select 'MyPerformance' from the Key Services Menu.



5. At the MyPerformance Main Page, select 'Update' from the Action column drop-down menu. Select 'Go'.



6. Select 'Annual Appraisal' from the tab at the top of the page.

DoD Performance Management Appraisal Program

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments Step 5: Performance Elements and Standards Re-approvals

Employee Information

Employee Name [Redacted] Show Employee Details

This screen allows you to view and change the details of your performance plan/appraisal

- Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select **Need Help?**

Appraisal Type: Annual Appraisal - DoD

Appraisal Period Start Date: 01-Apr-2017

Appraisal Period End Date: 31-Mar-2018

Appraisal Effective Date: 01-Jun-2018

Rating Official Name: Higher Level Reviewer

Performance Plan Approval Date: [Redacted]

Plan Last Modified Date: [Redacted]

Created By: [Redacted]

Save and Continue

7. Select the 'Radio Button' next to the performance element and enter your performance input (self-assessment) into the 'Employee Input' box.

Inputs and Ratings Approvals and Acknowledgments

Employee Information

Employee Name [Redacted] Show Employee Details

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

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 annual appraisal 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 Save and Continue button at bottom right corner to go to Approvals and Acknowledgments page.

For additional guidance, select **Need Help?**

Performance Elements

	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1 [Redacted]	Approved	Critical
<input type="radio"/>	2 [Redacted]	Approved	Critical
<input type="radio"/>	3 [Redacted]	Approved	Critical

Performance Element and Standard(s)

Your Performance Element and Standard(s)

Employee Input

Show My Journal

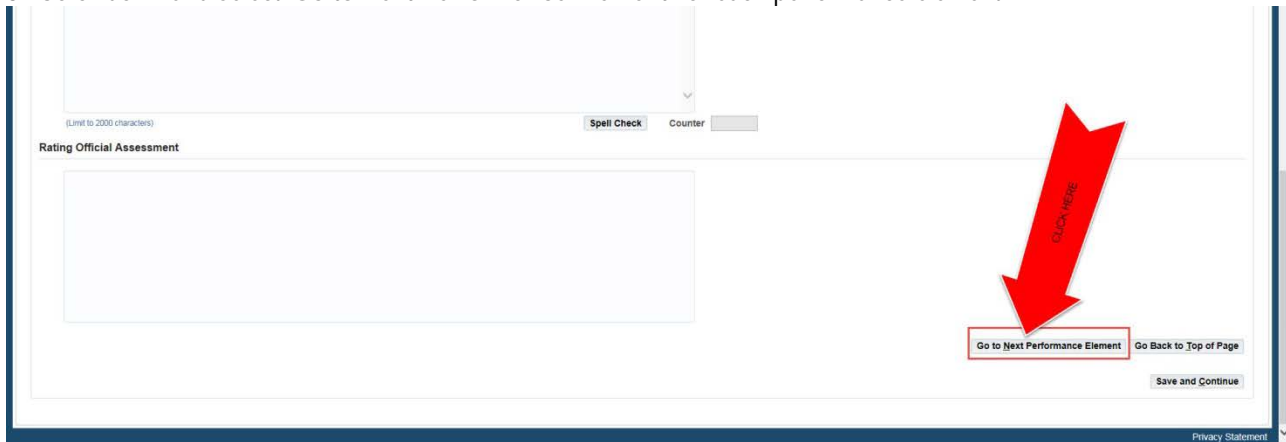
YOUR EMPLOYEE PERFORMANCE INPUT

(Limit to 2000 characters)

Spell Check Counter

Rating Official Assessment

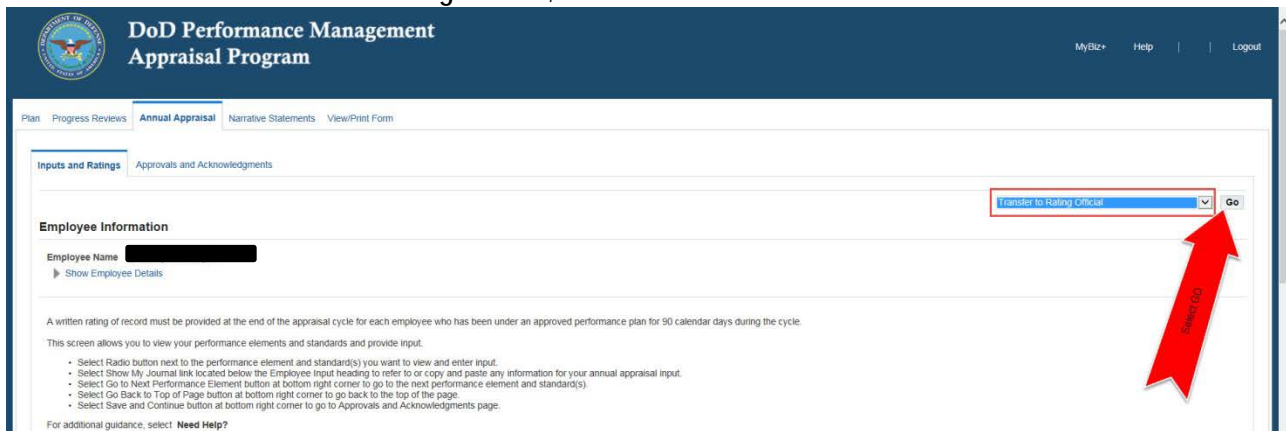
8. Scroll down and select 'Go to Next Performance Element' for each performance element.



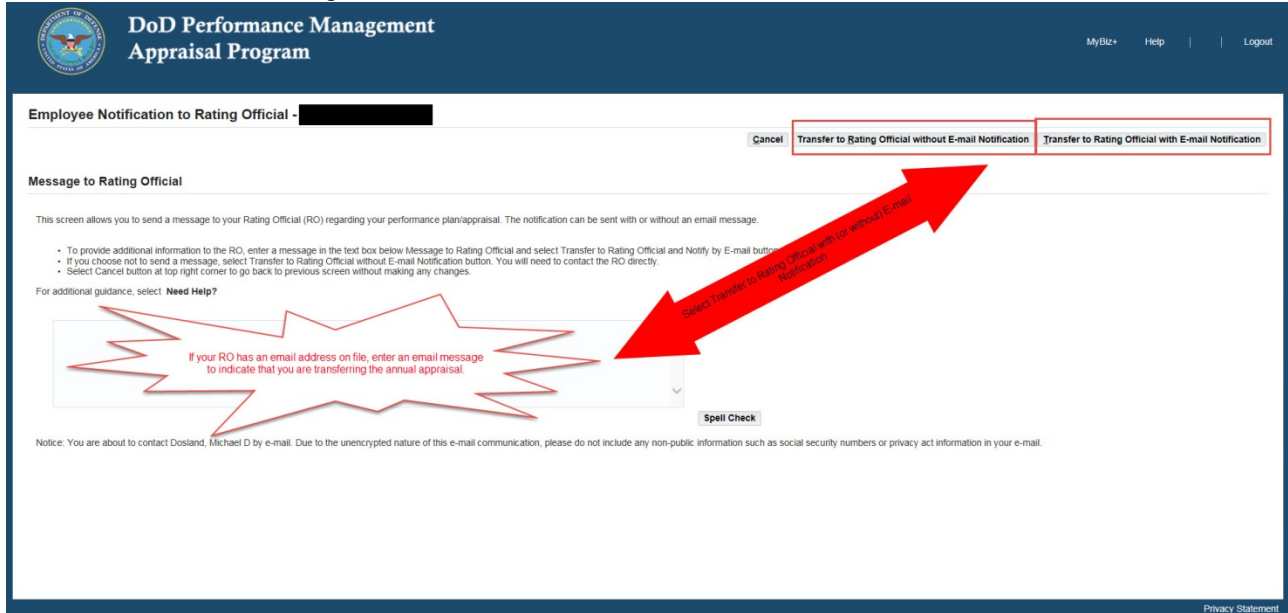
9. Repeat numbers 7 and 8 until you have entered your performance input for each element and then select 'Go Back to Top of Page'



10. Transfer input to your RO by selecting the 'Choose an Action' drop down arrow in the upper right hand corner of the screen and select 'Transfer to Rating Official', then select 'Go'.



11. Select 'Transfer to Rating Official with E-mail Notification' (or without).



12. You will be navigated back to the *MyPerformance Main Page* and a confirmation message will be displayed at the top of the page stating that the appraisal has been submitted to the rating official.

13. Select 'Logout' in the upper right hand corner of the screen.



EMPLOYEE: Acknowledgment of Rating of Record

After the Rating Official (RO) communicates your rating of record, please acknowledge receipt of your annual appraisal

PERFORMANCE PLAN STATUS: Approved | CURRENT APPRAISAL STATUS: Pending Employee Acknowledgement

To acknowledge your annual appraisal and rating of record:

1. Login to MyBiz+ at <https://compo.dcpds.cpms.osd.mil/> Select 'Smart Card Log In'. When prompted, select your email certificate.

News and Information
Last updated January 04, 2018
13:00 CDT

Smart Card Access
To access MyBiz+/HR application, select **Smart Card Access Log In**

Smart Card Log In

Non-Smart Card Access
To access MyBiz+/HR application, select **Non-Smart Card Access Log In**

Non-Smart Card Access Log In

2. Select "HR MyBiz + Navy"

My Application/Database [Add Additional Application/Databases](#)

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

Choose your Path

HR MyBiz+ Navy

DD DCPAS Data Dictionary

To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.

Logout

3. Read the Privacy Act Statement, select 'Accept'.

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 OSD'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.



[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

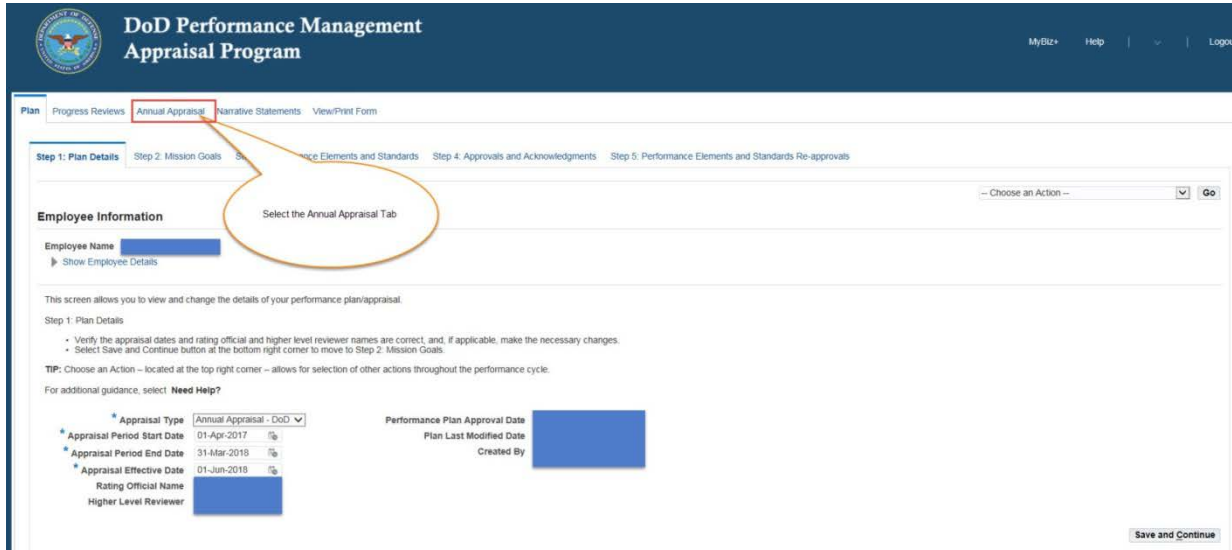
4. Select 'MyPerformance' from the Key Services Menu.

The screenshot shows the MyBiz+ dashboard. At the top, there are navigation links: Other DCPDS Applications, Favorites, Customer Support, Help, and Logout. Below the navigation is a 'Notifications' section with a table showing 'No Notifications At This Time'. A message states 'You have no unread notifications.' The main content area is divided into three columns: 'Key Services', 'Other DCPDS Tools', and '\$ Insurance'. In the 'Key Services' column, 'MyPerformance' is highlighted with a red box and a red arrow pointing to it with the text 'CLICK HERE'. Other services listed include 'Request Employment Verification', 'Civilian Career Report', 'Update Contact Information', and 'Update Professional Development'. The '\$ Insurance' column shows 'Health Insurance' and 'Life Insurance' with redacted values. The '\$ Pay' column shows 'Gross Pay', 'Net Pay', and 'Pay Period End Date' with redacted values.

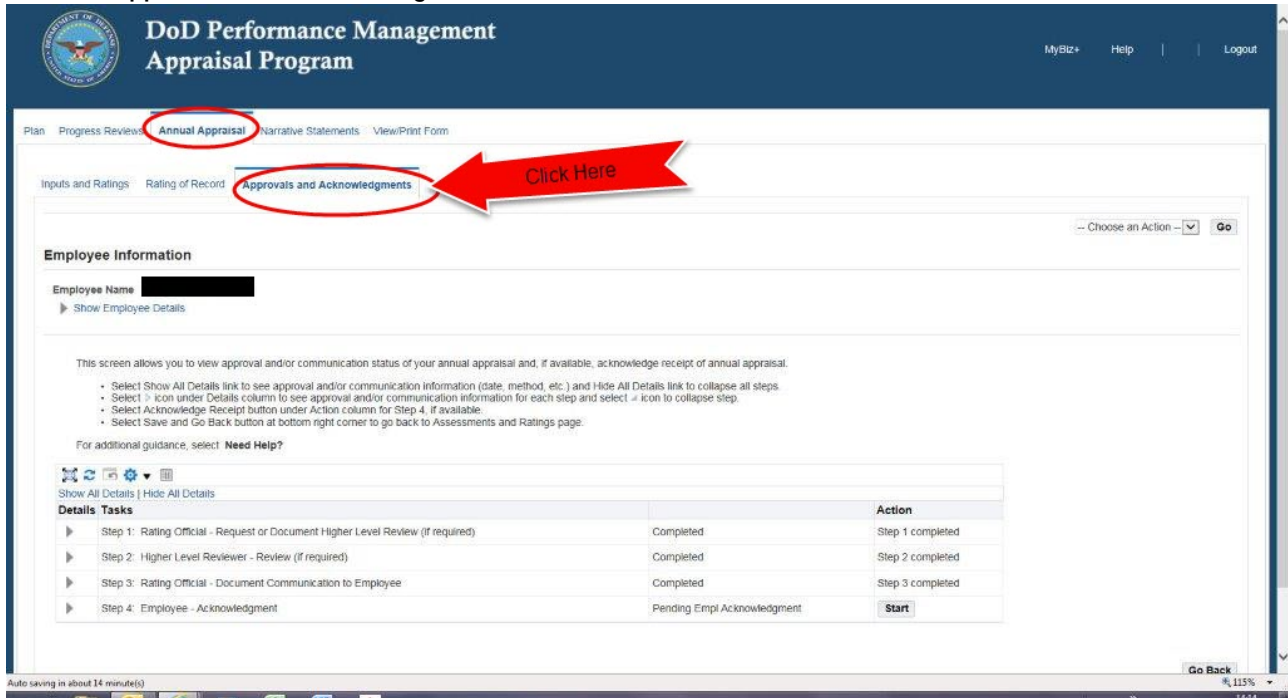
5. At the MyPerformance Main Page, select 'Update' from the Action column drop-down menu. Select 'Go'.

The screenshot shows the MyPerformance Main Page. At the top, there is a 'MyPerformance' header with 'MyBiz+', 'Help', and 'Logout' links. Below the header is a 'MyPerformance Main Page' section with a 'Warning' message: '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.' Below the warning is 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 is highlighted with a red box, and 'Update' is selected from the drop-down menu. A red arrow points to the 'Go' button next to the 'Update' selection. Below the table is a 'Create New Plan' section with a 'Go' button.

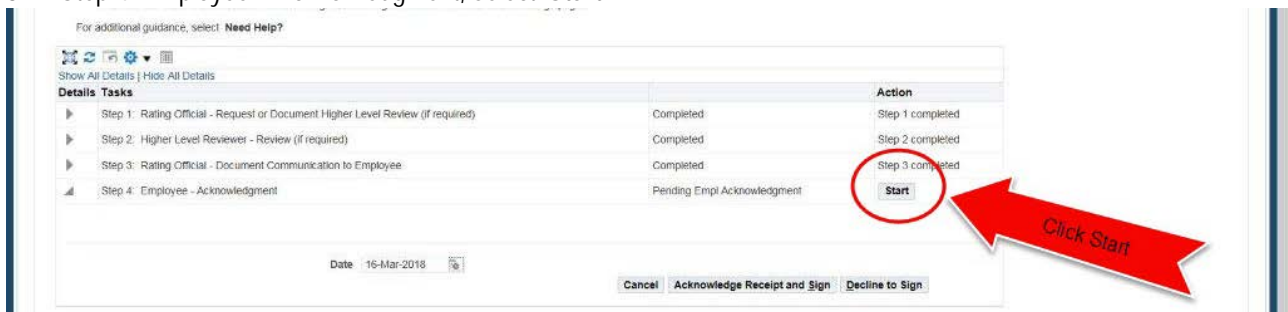
6. Select 'Annual Appraisal' tab from at the top of the page.



7. Select 'Approvals and Acknowledgments'



8. In Step 4: Employee – Acknowledgment, select 'Start'.



9. Enter the **date** you acknowledged the annual appraisal by selecting the 'calendar' icon or entering date (DD-MMM-YYYY).

The screenshot shows a 'Details Tasks' table with the following content:

Details Tasks	Status	Action
▶ Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶ Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶ Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▶ Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Start

Below the table, there is a 'Date' field with a calendar icon, currently displaying '16-Mar-2018'. A red arrow points to this field with the text 'Enter date of acknowledgment'. At the bottom, there are buttons for 'Cancel', 'Acknowledge Receipt and Sign', and 'Decline to Sign'. A 'Go Back' button is located in the bottom right corner.

10. Select '**Acknowledge Receipt and Sign**' button. Note: Acknowledging the annual appraisal means that you received your plan. Should you select '**Decline to Sign**', there is no change to the rating (it remains final).

This screenshot is identical to the previous one, but with a red circle around the 'Acknowledge Receipt and Sign' button and a red arrow pointing to it with the text 'CLICK HERE'.

11. You will receive a confirmation message verifying that your appraisal will be removed from your '**Plans/Appraisals**' section on your *MyPerformance Main Page*. An official copy is placed under the '**Completed Plans/Appraisals**' section at the bottom of your *MyPerformance Main Page* (see the next section). If you want to print a copy of your appraisal form prior to exiting your appraisal, select '**Yes**'.

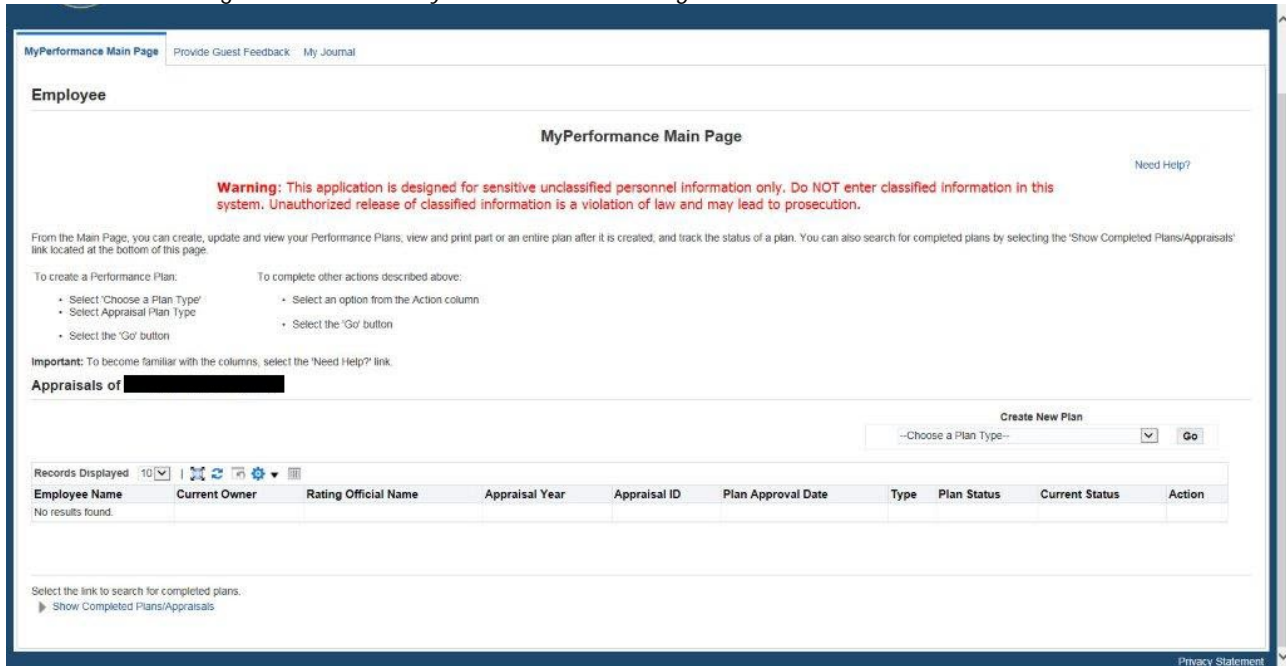
The screenshot shows a confirmation dialog box titled 'Confirmation' with the following text:

This appraisal will be removed from your Plans/Appraisals in Progress on the MyPerformance Main Page. An official copy will be placed under the 'Completed Plans/Appraisals' found on the bottom of the MyPerformance Main Page. 'Print Appraisal Form' button if you wish to print the form prior to exiting this appraisal.

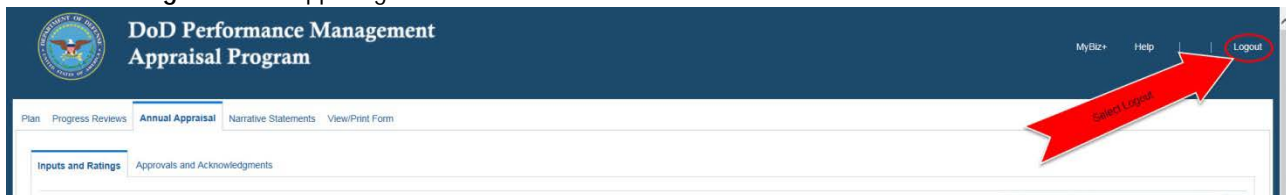
Do you want to continue?

At the top right of the dialog, there are 'No' and 'Yes' buttons. A red arrow points to the 'Yes' button with the text 'SELECT YES'.

12. You will be navigated back to the *MyPerformance Main Page*.



13. Select 'Logout' in the upper right hand corner of the screen.



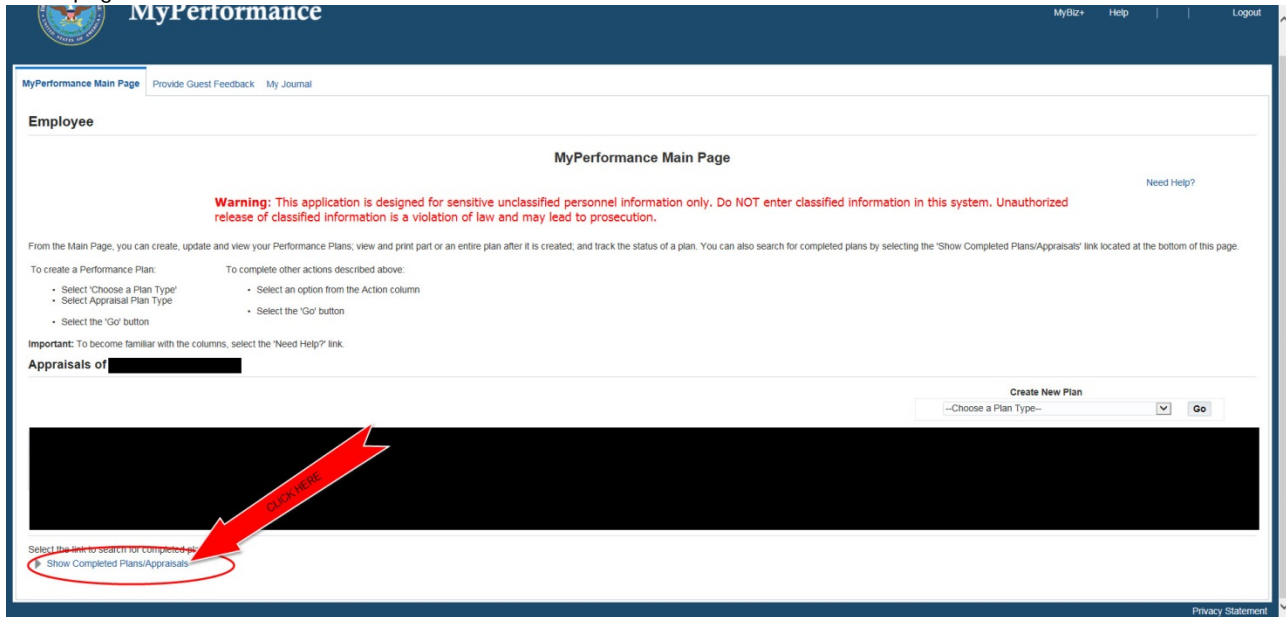
EMPLOYEE: View/Print Completed Plans/Appraisals

After acknowledging receipt of your annual appraisal, a copy of your official plan is placed under the 'Completed Plans/Appraisals' section at the bottom of your MyPerformance Main Page.

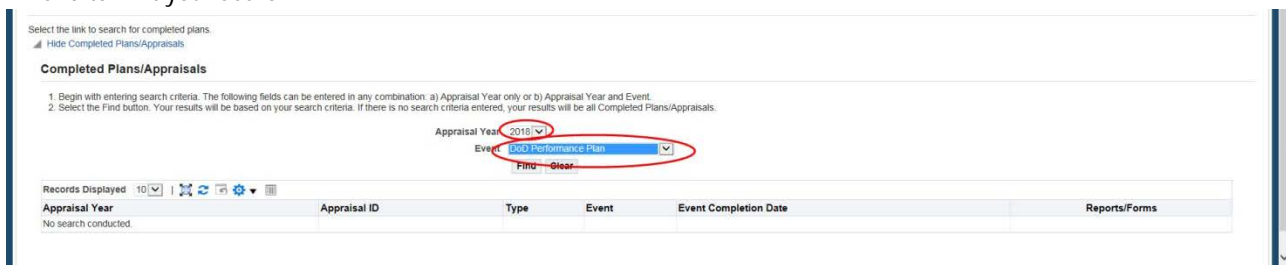
PERFORMANCE PLAN STATUS: Approved | CURRENT APPRAISAL STATUS: Completed

To view or print your completed plan:

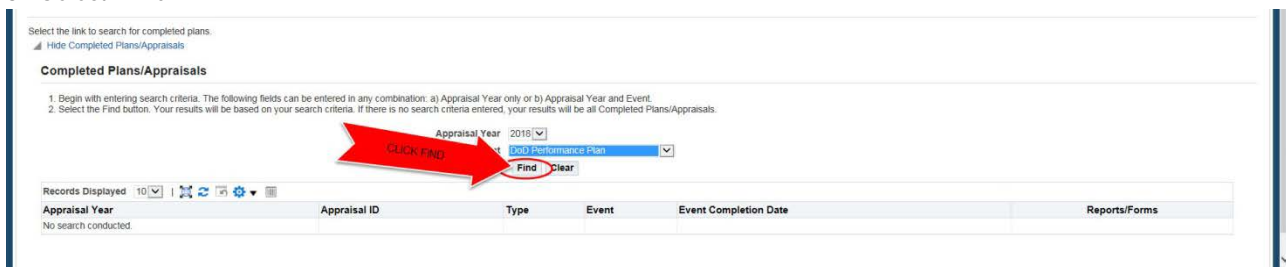
1. Begin at MyPerformance Main Page. Select 'Show Completed Plans/Appraisals' link at the bottom left hand corner of the page.



2. Enter the ending appraisal year in 'Appraisal Year' and select 'DoD Annual Appraisal' from the list of values for the 'Event' to limit your search.



3. Select 'Find'.



4. Select the 'Printer Icon' under the Reports/Forms column. You can open, save or cancel the PDF file. Select 'Open' button.

Select the link to search for completed plans.
Hide Completed Plans/Appraisals

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination: a) Appraisal Year only or b) Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year: 2018
Event: DoD Performance Plan
Find Clear

Records Displayed: 10 | [Refresh] [Settings] [Filter]

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2018	2175	DoD	DoD Performance Plan	05-May-2017	[Printer Icon]

Privacy Statement

5. Review the appraisal and select red 'X' at the top right hand corner to close or select 'Logout' link in upper right hand corner to end session.

Questions & Additional Resources

Questions?

Please direct any Performance Management questions to CNO HRO, Labor and Employee Relations:

Kim Sweeney
Labor and Employee Relations
HR Specialist
Chief of Naval Operations- Human Resources Office (CNO HRO)
kimberly.sweeney@navy.mil
703-693-1589

OR

Jeff Carpenter
Labor and Employee Relations
HR Specialist
Chief of Naval Operations- Human Resources Office (CNO HRO)
Jeff.Carpenter@navy.mil
703-835-5281

MyPerformance system inquires only:

Tara Davis
HR Specialist
Chief of Naval Operations- Human Resources Office (CNO HRO)
Tara.a.davis@navy.mil
703-693-1580

Additional Resources

DOD DPMAP Resources and References:

<https://www.cpms.osd.mil/Subpage/NewBeginnings/ResourcesReferences/>

Employee Input Factsheet:

<https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Labor-and-Employee-Relations/Performance-Management/Documents/EmployeeInputWorksheet.pdf>

Employee Input and Appraisal Comparison Fact Sheet:

<https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Labor-and-Employee-Relations/Performance-Management/Documents/EmployeeInputandAppraisalComparisonFactSheet.pdf>