

COMPLETING YOUR SELF ASSESSMENT FOR YOUR ANNUAL APPRAISAL UNDER THE DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

If your current appraisal plan will end on 30 March 2018 under DPMAP, you are required to complete your self-assessment in the MyPerformance tool by 13 April 2018. Provided below is a step-by step guide for inputting your self-assessment in the tool.

Access the MyPerformance tool by visiting <https://compo.dcpds.cpms.osd.mil/>

Click on the “OK” button

Click on “SMART CARD LOG IN” button

1. Begin at *MyPerformance Main Page*.

2. Select ‘Update’ from the Action column drop-down menu.

NOTE: The current status should be either ‘Progress Review Completed’ or ‘Plan Approved.’ (If you do not have ownership of your plan, please contact your Rating Official (RO) and request that the plan be transferred to allow you to input your self-assessment.)

3. Select ‘Go’ button.

4. Select *Annual Appraisal* tab which opens the *Assessments* tab.

5. Select radio button for the performance element and standard(s) for which you want to enter input.

6. Type input into the box. You may copy and paste this data into the appropriate box from MS Word or ‘My Journal’. The ‘Spell Check’ button is available if you wish to check the spelling of the text.

7. Select ‘Go to Next Performance Element’ button for each performance element and standard(s). Repeat steps 5, 6 and 7 until input is complete. Select ‘Go Back to Top of Page’ button when all input has been entered.

8. Transfer input to your rating official by selecting the ‘Choose an Action’ drop down arrow in upper right hand corner of screen and select ‘Transfer to Rating Official’, then select ‘Go’ button.

9. If the rating official has an email address on file, enter an email message to the rating official indicating that you are transferring the annual appraisal. The ‘Spell Check’ button is available if you wish to check the spelling of the text.

10. Select ‘Transfer to Rating Official’ without or with email notification button at the top of the *Employee Notification to Rating Official* page.

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

12. Select ‘Logout’ link in the upper right hand corner to end session.

For additional information, please contact your Regional DPMAP Coordinator. You may also obtain additional information at <HTTPS://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP>