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From: DONAA, OCHR

Sent: Thursday, March 01, 2018 9:08 AM

Subject: DPMAP UPDATE: Restoration of Progress Review Assessments Tab in MyPerformance

DON PMIWG members,

BLUF: MyPerformance Progress Review Assessments Tab - Restored and approved for implementation

As you may recall, I discussed the restoration of the Assessments Tab in the Progress Review section of MyPerformance Tool during the last DON PMIWG meeting. On 25 February 2018, the Assessments Tab was restored.

1. The Assessments Tab provides the following capability for Progress Reviews:
 - a. Employees - Employees may document their progress on each performance element and standard in the 'Employee Input' box for progress reviews.
 - b. Rating Officials - ROs may document performance feedback on each performance element and standard in the 'Rating Official Assessment' box for progress reviews.
2. Guidance - Implementation of the Progress Review Assessments Tab
 - a. DoDI 1400.25 v451 - Paragraph 3.4(c) of the current policy states, "Employees are not given a performance narrative or performance element ratings on progress reviews." DCPAS is working to update the DoDI, applicable MyPerformance user guides, and the DPMAP webpage to reflect the utilization of the assessments tab for progress reviews.
 - b. DCPAS advised that Components are cleared to utilize the assessment tab ahead of the release of revised DCPAS guidance.
3. How to access the Assessments Tab for progress reviews:
 - a. Go to DCPDS link: <https://compo.dcpds.cpms.osd.mil>
 - b. Select the appropriate certificate and select OK.
 - c. Click the 'MyBiz+Navy Icon
 - d. Click the 'Accept' icon for the Privacy Act Statement screen.
 - e. On the left side of the page under 'Key Services', go to the 'MyPerformance' hyperlink.
 - f. Identify the plan in which you wish to access and click the 'Go' icon. You must have Update capability under the 'Action' column.
 - g. Click the 'Progress Reviews' tab located at the top left of the page.

h. Select the Create Progress Review button to create the Progress Review. This will bring you to the Assessments Tab page where employee input and/or rating official assessment information may be documented

Please note that CNIC does not require that progress reviews include narrative statements. Narratives are optional for both employees and Rating Officials.