

Preparing Your Self-Assessment under the Defense Performance Management and Appraisal Program

On March 30, 2018, CNIC will close out its first performance appraisal cycle under the Defense Performance Management and Appraisal Program (DPMAP). All employees who have been under an approved performance plan for 90 days or more and have an appraisal plan that ends on 30 March 2018 must receive a performance rating. The rating is a collaborative process between the employee, the Rating Official (RO) and the Higher Level Reviewer (HLR).

What Do You Need to Do? CNIC employees who have been under an approved performance plan for a minimum of 90 days prior to the end of the appraisal cycle are asked to submit a written self-assessment of their accomplishments occurring during the appraisal cycle. The self-assessments are due by **April 13, 2018**. You will access your performance plan using the MyPerformance tool at <https://compo.dcpds.cpms.osd.mil/>. When preparing your self-assessment, you are encouraged to address specific accomplishments for individual elements, to explain the results and the impact of your accomplishments as they relate to the specific critical element, and explain how your work contributed to your organizations' accomplishment of its goals and mission.

What Documents or Tools Will You Need to Complete Your Self-Assessment?

- Your performance elements and standards
- The Performance Rating Levels and Performance Criteria (a copy is attached for your use)
- List of your accomplishments and achievements occurring during the appraisal cycle

What Should You Include in Your Self-Assessment?

- Include achievements on each performance elements
- Highlight the most significant achievements
- Show the connection between your accomplishments, the results, and the impact on the organization
- Identify challenges, how you resolved them, and lessons learned
- Show supportable distinctions in performance above fully successful if you believed you achieved above and beyond what was expected
- Include recognitions and compliments you received during the appraisal cycle

Is It Mandatory That You Submit a Self-Assessment of Your Performance? DoD and Navy highly encourages employees to participate in the performance management process by providing input of their accomplishments. This is your opportunity to explain how you have contributed to your command's mission, and to make sure your significant accomplishments, acknowledgements, and other recognition you received are reflected in your performance plan. Please note however, that if you do not submit a self-assessment, your supervisor will be required to draft a written assessment of your performance as it relates to your performance plan.

DOD's DPMAP web page provide tools to assist employees in writing their self-assessments. Specifically, the "Employee Input Worksheet " and the "Employee Input Fact Sheet" provide tips to assist employees in writing the assessments and can be found at <https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP>. You may also contact your Regional DPMAP Coordinator for more information.