

The Air Force's Personnel Center



Defense Performance Management Appraisal Program (DPMAP) Appraisal Process Employee View

AFPC/DP3FS



- Log into MyBiz+ at:
<https://compo.dcpds.cpms.osd.mil/>

A screenshot of the DCPDS Portal website. The browser address bar shows "https://compo.dcpds.cpms.osd.mil/". The page header includes "Login Help | Contact List | Frequently Asked Questions (FAQ)". The main banner features the text "DCPDS PORTAL" and the Air Force Personnel Center logo. Below the banner, there is a "News and Information" section with a date of "Last updated February 02, 2018 13:00 CDT". The news section contains two paragraphs: one about the DoD Expeditionary Civilian Workforce (DoD-EC) program and another about the value of deployment for employees. A "Smart Card Access" section is also visible, with a "Smart Card Log In" button and instructions for users to register, re-register, or convert their smart cards.

News and Information

Last updated February 02, 2018
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the DoD Expeditionary Civilian Workforce (DoD-EC) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission. DoD civilians interested in learning more about the DoD-EC may do so using the following link - <https://www.cpms.osd.mil/expeditionary/home.html>.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to

Smart Card Access

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

****Important**** If you received a new Smart Card with no changes to your information (Full Name or EDIPI) select **Smart Card Log In**.

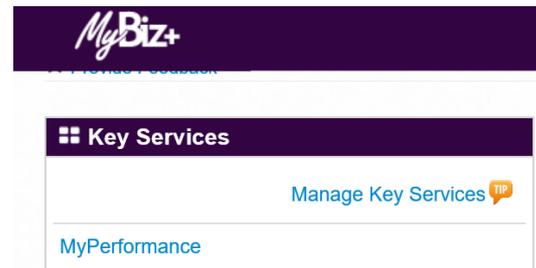
[Smart Card Log In](#)

Register your Smart Card for the **First Time**.
Re-register a newly issued Smart Card (e.g., you had a Name Change).
Convert from a Non-Smart Card User to a Smart Card User.



Employee View

- Under *Key Resources* select *MyPerformance*





Employee View

- To access the performance plan the dropdown menu must say Update* then hit Go
 - *If the dropdown menu says View, RO must transfer the plan to the employee to be able to update/edit

Employee

MyPerformance Main Page

[Need Help?](#)

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.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of

Create New Plan

--Choose a Plan Type--

Records Displayed 10 |

name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2019		23-Apr-2018	DoD	Approved	Progress Review Completed	Update <input type="button" value="Go"/>



Employee View

- Go to the *Annual Appraisal* tab, then *Inputs and Ratings* subtab





Employee View

- Enter information in Employee Input box

Employee Input

▶ Show My Journal

(Limit to 2000 characters) Spell Check Counter

You can view information recorded in My Journal by selecting Show My Journal. Information contained in My Journal cannot be viewed by the RO. Employee must provide all input in the Employee Input block for the RO to view. Once input is complete, select [Go to Next Performance Element](#) to continue.

Go to Next Performance Element Go Back to Top of Page

Go to Next Performance Element Go Back to Top of Page

Save and Continue



Employee View

- The tab under *Annual Appraisal* will move to *Approvals and Acknowledgements* (if not, select the *Approvals and Acknowledgements* subtab by clicking on it). Use the drop down menu at the top of screen to select *Transfer to Rating Official* and hit **Go**

A screenshot of the myPers web application interface. At the top, there are navigation tabs: "Plan", "Progress Reviews", "Annual Appraisal", "Narrative Statements", and "View/Print Form". Below this, there are sub-tabs: "Inputs and Ratings" and "Approvals and Acknowledgements". The "Approvals and Acknowledgements" sub-tab is active. In the bottom right corner of the main content area, there is a dropdown menu with the text "Transfer to Rating Official" and a "Go" button. This dropdown menu and button are circled in red.



Employee View

- There will be an option to send with or without an e-mail. Once transferred a confirmation screen will appear.



- Process Complete

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