

# ***DEFENSE PERFORMANCE MANAGEMENT & APPRAISAL PROGRAM (DPMAP)***

## ***QUICK REFERENCE GUIDE***

Appraisal cycle: **1 Apr to 31 Mar**

(AFI36-1002, *Performance Management and Appraisal Program Administration in the Air Force*)

**MyBiz+:** <https://compo.dcpds.cpms.osd.mil/>

- a) Civilian Employees:
  - i) First time accessing site - register for Smart Card Access
  - ii) Update Supervisor if needed (select **“Update MySupervisor”** link)
  - iii) Select **“MyPerformance”** link under ‘Key Services’ to access performance plans
  
- b) Military Supervisors:
  - i) First time accessing site - register for Smart Card Access (Note: if you do not see your employees, work with your Organization Liaison to ensure you are coded in the system as a supervisor of civilians)
  - ii) Supervisors can view their employees on the **“MyTeam”** page by clicking on the **MyTeam** icon  located in the **“Details Pages”** area
  - iii) Supervisors select **“Manage Functions”** then **“Performance Management and Appraisal”** link

**User Guides (click titles to access guides):**

[\*Employee User Guide\*](#)

[\*Rating Official User Guide\*](#)

[\*Completing Key Actions\*](#)

[\*Creating Progress Review\*](#)

[\*Copying One Active Plan to Multiple Employees\*](#)

[\*Trusted Agent User Guide\*](#)

[\*Creating Annual Appraisal Overview for Rating Official Guide\*](#)

**Additional Resources:**

[\*\*AMC/A1K EIM Site\*\*](#)

[\*\*DCPAS - New Beginnings\*\*](#)

[\*\*AFI 36-1002\*\*](#)

**ACTIONS REQUIRED WHEN EMPLOYEE CHANGES POSITIONS**

<b>If</b>	<b>Between These Dates</b>	<b>And</b>	<b>Action Required By Losing Rating Official:</b>	<b>Action Required By Employee Prior to Departure:</b>	<b>Action Required By Gaining Rating Official:</b>
Employee departs current position (promoted, reassigned, or changed to a lower grade)	1 Apr-31 Dec	Employee remains within Air Force and has been on an approved performance plan for a minimum of 90 calendar days	Create a narrative statement for each job element in MyBiz+  Click Here: <a href="#">Creating a Narrative Statement</a>  <i>NOTE: No action required for plans approved less than 90 calendar days</i>	Update rating official* (supervisor) in MyBiz+  Click Here: <a href="#">Completing Key Action</a> (see page 8)	Review/modify employee's existing performance plan. Plan must be reapproved if modified.  DO NOT CREATE A NEW PLAN!  Click Here: <a href="#">Completing Key Actions</a> (see pages 13/14)
		Employee departs Air Force	Close employee performance plan  Click Here: <a href="#">Completing Key Action</a> (see page 19)	No action required	No action required
	1 Jan-31 Mar	Employee remains within Air Force and has been on an approved plan for a minimum of 90 calendar days	Complete annual appraisal and obtain HLR approval and document employee communication in MyBiz+  Click Here: <a href="#">Completing Key Action</a> (see page 22)	Provide input for annual appraisal and submit to rating official (optional)  Click Here: <a href="#">Completing Key Action</a> (see page 10)	Create new performance plan  Click Here: <a href="#">Completing Key Action</a> (see page 12)
		Employee departs Air Force and has been on an approved plan for a minimum of 90 calendar days			No action required

**\*Contact Civilian Personnel Flight if new rating official name cannot be located**

**ACTIONS REQUIRED WHEN RATING OFFICIAL DEPARTS**

<b>If</b>	<b>Between These Dates</b>	<b>Action Required By: Losing Rating Official</b>	<b>Action Required By: Employee</b>	<b>Action Required By: Gaining Rating Official</b>
Rating Official departs	1 Apr-31 Dec	Create narrative statement for each job element in MyBiz+  Click Here: <a href="#">Creating a Narrative Statement</a>  <i>NOTE: No action required for plans approved less than 90 calendar days</i>	Update rating official* (supervisor) in MyBiz+  Click Here: <a href="#">Completing Key Action</a> (see page 8)	<ul style="list-style-type: none"> <li>Consider narrative statement prepared by losing rating official</li> <li>Review existing performance plan</li> <li>Initiate performance discussion with employee</li> </ul> <p align="center"><b>DO NOT CREATE A NEW PLAN!</b></p>
	1 Jan-31 Mar	Complete annual appraisal and obtain HLR approval and document employee communication in MyBiz+ Click Here: <a href="#">Completing Key Action</a> (see page 22)	Provide input for annual appraisal and submit to rating official (optional)  Click Here: <a href="#">Completing Key Action</a> (see page 10)	Create performance plan for the new cycle  Click Here: <a href="#">Completing Key Action</a> (see page 12)