



DoD Performance Management Appraisal Program

Appraisal Process – Higher Level Review

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

The screenshot shows the DCPDS Portal website. At the top, there are navigation links: "Login Help | Contact List | Frequently Asked Questions (FAQ)". Below this is a banner with "DCPDS PORTAL" and a globe icon. The main content area is divided into two columns. The left column is titled "News and Information" and contains a date "Last updated February 02, 2018 13:00 CDT" and a paragraph about the DoD Expeditionary Civilian Workforce (DoD-EC) program. The right column is titled "Smart Card Access" and contains instructions on how to log in, including a "Smart Card Log In" button and links for "Register", "Re-register", and "Convert".

Under Key Services, Manager Functions select Performance Management and Appraisal

The screenshot shows a "Key Services" menu. At the top, there is a "Manage Key Services" link with a "TIP" icon. Below this, there are three menu items: "MyPerformance", "Manager Functions", and "Performance Management and Appraisal".

Select an employee by pressing the Go button next to Update on that record

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer, view and print part or an entire plan after it is created, close a plan, 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.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals | Appraisal Year: ALL

Create New Plan: --Choose a Plan Type--

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2019		02-Oct-2018	DoD	Approved	Progress Review Completed	Update <input type="button" value="Go"/>
			2019		01-May-2018	DoD	Approved	Progress Review Completed	View <input type="button" value="Go"/>
			2019		23-Apr-2018	DoD	Approved	Progress Review Completed	View <input type="button" value="Go"/>

Acknowledge Supervisory Commitment Statement

DoD Performance Management Appraisal Program

MyBiz+ Help | Logout

Confirmation

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals, establish open communication, monitor and evaluate employee performance, recognize and reward performance, and appropriately address deficient performance.

Go to Annual Appraisal tab and Narratives and Ratings subtab to review Employee and RO input

Plan | Progress Reviews | **Annual Appraisal** | Narrative Statements | View/Print Form | Manage Guest Participants

Narratives and Ratings | Rating of Record | Approvals and Acknowledgments

-- Choose an Action --

Employee Information

Select Approvals and Acknowledgments subtab

Plan | Progress Reviews | **Annual Appraisal** | Narrative Statements | View/Print Form | Manage Guest Participants

Narratives and Ratings | Rating of Record | **Approvals and Acknowledgments**

-- Choose an Action --

Select Finalize to approve or Return for Change if changes to narrative or element ratings are needed

Show All Details | Hide All Details

Details	Tasks	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Pending Approval Finalize Ratings or Return for Change
▶	Step 3: Rating Official - Document Communication to Employee	Not Started Step 2 must be completed
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started Step 3 must be completed

Transfer back to Rating Official – warning message will appear based on approval or return for change selection

Higher Level Reviewer Approval Notification to Rating Official -

Message to Rating Official

The recipient does not have an e-mail address on file. Please contact the individual directly. Select Approve and Notify Rating Official without E-mail to complete this task. For additional guidance, select **Need Help?**

 Warning

Do you wish to approve the Annual Review for .

OR

 Warning

You have chosen to return the Annual Review to the rating official for correction. Do you wish to continue?