

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

| If | Between These Dates | And | Action Required By Losing Rating Official: | Action Required By Employee Prior to Departure: | Action Required By Gaining Rating Official: |
|---|----------------------------|--|--|--|---|
| 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: Creating a Narrative Statement <i>NOTE: No action required for plans approved less than 90 calendar days</i> | Update rating official* (supervisor) in MyBiz+ Click Here: Completing Key Action (see page 8) | Review/modify employee's existing performance plan. Plan must be reapproved if modified. DO NOT CREATE A NEW PLAN! Click Here: Completing Key Actions (see pages 13/14) |
| | | Employee departs Air Force | Close employee performance plan Click Here: Completing Key Action (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: Completing Key Action (see page 22) | Provide input for annual appraisal and submit to rating official (optional) Click Here: Completing Key Action (see page 10) | Create new performance plan Click Here: Completing Key Action (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

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