HAWAII NATIONAL GUARD PERFORMANCE MANAGEMENT HANDOUT

15 MAR 24

References:

DoDI 1400.25 Vol 431 (DoD Civilian Personnel Management System: Performance Management and Appraisal), 04 February 2016, incorporating change 2, 1 July 2020.

CNGBI 1400.25 Vol 431 (National Guard Technician and Civilian Personnel Performance Management and Appraisal Program), 20 January 2022.

Applicability:

Title 5 and Title 32 National Guard Employees, Rating Officials (ROs) and Higher Level Reviewers (HLRs)

Purpose:

To provide step by step guidance on how to properly build performance plans, complete progress reviews and annual appraisals for the DoD Performance Management and Appraisal Program.

TABLE OF CONTENTS

Performance Plans

Progress Reviews

Annual Appraisals

Miscellaneous

PERFORMANCE PLAN- THE BASICS

Staff Responsibilities:

Rating Officials (RO) (*Supervisors*): The supervisor is responsible for drafting the performance plan every year beginning 1 April. Previous performance plans, the Position Description (PD), and the employee's input are the three main sources used to draft the performance plan.

Higher Level Reviewer (HLR) (*At least one Level Higher than the Supervisor*): The Higher-Level reviewer should review and approve the performance plan.

NOTE: Same RO/HLR? For employees whose immediate supervisor is TAG, TAG serves as both RO and HLR. No other exceptions are authorized.

Employee: Work with the supervisor to provide input into the performance plan. Acknowledge the performance plan once it has been approved and returned to the employee for acknowledgement.

Plan Elements:

Critical Elements: Each employee shall have their primary responsibilities or work functions described in their performance plan as a critical element.

- Performance plans shall consist of at least two critical elements, but no more than ten.

- Critical elements may be changed, added or deleted within the current appraisal period, as long as there are at least 90 calendar days prior to the end of the appraisal period.

- Individuals who have an approved telework agreement must have telework standards addressed in their performance plan (see page 6).

- A supervisor's performance plan must have a mandatory supervisory critical element(s) that addresses the following:

  o Equal Employment Opportunity
  o Prohibited Personnel Practices
  o Performance Management Actions, and
  o Whistleblower Protection Statement

- Final Decisions regarding performance plans are within the sole and exclusive discretion of management.

<u>Smart Criteria</u>: Performance elements should consist of SMART criteria as follows:

- **Specific.** Describe expected accomplishments
- **Measurable.** Performance element is clear and is quantified or substantiated using objective criteria.
- **Achievable.** Goals are realistic, challenging and accomplishable.
- **Relevant.** Element aligns with organizational mission and success.
- **Timely.** Goals have realistic timeframes.

<u>Supervisor Critical Element (Rating Official)</u>

The Supervisor Critical Element must include statements that address their role as a supervisor, as well as specific statements regarding EEO and Whistleblower Protection. Below are some examples.

- Supervises personnel assigned to (Office Name). Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives.

- Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Initiates action to correct performance or conduct problems; prepares documentation to support action taken. Identifies employee developmental needs and provides or arranges for training, formal and informal.

- Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources.

- Supports the Whistleblower Protection Program by responding constructively to employees who make protected disclosures under 5 USC 2302(b)(8); taking responsible and appropriate actions to resolve any such disclosures; and creating an environment in which employees feel comfortable making such disclosures.

If the supervisor also serves as a Higher Level Reviewer (HLR), consider language like the following:

- Ensures equitable application of performance management goals throughout the organization. Explains performance expectations of organization to

supervisors and provides regular feedback on strengths and weaknesses to supervisors annually. Holds supervisors responsible for satisfactory completion of performance management duties, plan, mid-term review, and appraisals. Encourages action to commend and/or correct performance or conduct by the use of awards, PIPs, non-disciplinary actions, and adverse actions.

Telework: Employee's on an approved regular telework agreement must have telework duties addressed within their performance plan. If all duties can be performed on telework, each element should state "All duties remain the same on telework". If only certain duties can be performed while on telework it should be noted accordingly within the plan element.

Timeline:

- Normal annual appraisal period is 01-April to 31-March, which is due 31 May with an effective date of 01-June.

- Performance Plans should be communicated and documented within **30 calendar days** from the start of the rating cycle (NLT 30 April for a standard annual appraisal), entrance on duty as a new employee, or job change.

- Performance Plans **must be approved for 90 days prior to receiving a rated appraisal**. Employees who do not have 90 days under an approved plan will be unable to receive an appraisal and will be ineligible for any appraisal-based awards for that year. Leave without pay may not be applied toward the 90-day minimum.

STEP BY STEP: BUILDING THE INITIAL PERFORMANCE PLAN

DCPDS Portal – Login
https://compo.dcpds.cpms.osd.mil/

STEP 1: Login to your MyBiz+ Homepage. Find "Manager Functions" under KEY SERVICES. Click on "Performance Management and Appraisal"

Note: Your homepage may look different due to varying permissions within MyBiz+.

STEP 2: Find "Create New Plan" drop down menu. Click the arrow and select the option "DOD Performance Management Appraisal System". Hit "GO".

STEP 3: Find the employee you are creating the plan for and select the corresponding "Create" on the righthand side of the page. *If the employee is not listed, contact HRO for further information.*

STEP 4: Acknowledge the Supervisory Commitment Statement

| Confirmation | Acknowledge |

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.

STEP 5: Set Appraisal Start, End, and Effective Dates. Fill in RO name and HLR name. When selecting the RO and HLR, type the last name and the search button to ensure you select the correct account for each role. *See page 4. Timeline for further information on dates. See page 3. Staff Responsibilites for furhter information on RO and HLR.*

Create Performance Plan

Employee Information

Employee Name
▶ Show Employee Details

Setup Details

* Indicates required field

Appraisal Type	Annual Appraisal - DoD

☑TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and cha[...]e, if necessary.

* Appraisal Period Start Date	01-Apr-2022
	(dd-mmm-yyyy)
* Appraisal Period End Date	31-Mar-2023
	(dd-mmm-yyyy)
Appraisal Effective Date	01-Jun-2023
	(dd-mmm-yyyy)
* Rating Official Name	
* Higher Level Reviewer Name	
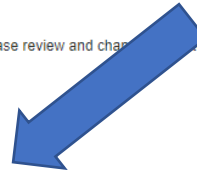
NOTE: If you plan to base the new plan on an existing plan (like the prior year's plan), at this step go to the description on Page 13 for step-by-step instructions on copying an existing plan.

STEP 6: Select "Build New Plan"

Create Performance Plan

Cancel and Return to Main Page

Need Help?

Employee Information

Employee Name
▶ Show Employee Details

Setup Details

* Indicates required field

Build New Plan   Copy from Existing Plan

Appraisal Type   Annual Appraisal - DoD

☑TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date   01-Apr-2022
(dd-mmm-yyyy)

* Appraisal Period End Date   31-Mar-2023
(dd-mmm-yyyy)

Appraisal Effective Date   01-Jun-2023
(dd-mmm-yyyy)

* Rating Official Name
* Higher Level Reviewer Name

STEP 7: Select "Step 2: "Mission Goals" Tab and insert your mission goals in the empty box. When done select "Save and Continue at the bottom. *Note: Mission Goals are overall comments on how the position supports the organization, which are supported by the Performance Elements in the next section.*

Plan   View/Print Form

Step 1: Plan Details   Step 2: Mission Goals   Step 3: Performance Elements and Standards   Step 4: Approvals and Acknowledgments

-- Choose an Action --   Go

Employee Information

Employee Name
▶ Show Employee Details

DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

This screen allows you to enter your employee's Component organizational values, mission statements, or goals which apply to their performance elements and standards.

Step 2: Mission Goals

- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

For additional guidance, select Need Help?

Suggestion: User verbiage from Position Description under title: Position Duties

(Limit to 1000 characters)   Spell Check   Counter

Save and Go Back   Save and Continue

10

STEP 8: Step 3: Performance Elements and Standards, Select "Add Performance Element"

STEP 8: Insert Title of the Element under "Performance Element Title" and insert SMART standard in the box "Performance Element and Standard(s)

STEP 9: Click "Click Save and Add Another Performance Element". (Repeat step 9. until all performance elements are added.)

Add Performance Element and Standard(s)

* Indicates required field

This screen allows you to add performance element and standard(s)

[Save] [Save and Add Another Performance Element] [Go Back to Performance Elements]

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards.
  - If you select Return to Performance Elements button without saving, a warning message will display.

For additional guidance, select **Need Help?**

Performance Element Number	1
* Performance Element Title	
* Performance Element Start Date	01-Apr-2023 (dd-mmm-yyyy)
Performance Element Status	Pending
Date Last Modified	21-Jun-2022
* Performance Element Type	Critical ∨

Performance Element and Standard(s)

STEP 10: Step 4: Approvals and Acknowledgements, Find Step 1: Rating Official – Request or Document Higher Level Review (if required) and select "Start" under Action.

Plan   View/Print Form

Step 1: Plan Details   Step 2: Mission Goals   Step 3: Performance Elements and Standards   **Step 4: Approvals and Acknowledgments**

-- Choose an Action --

Employee Information

Employee Name
▶ Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

12

STEP 11: Select "Transfer to Higher Level Reviewer with E-mail Notification

STEP 12: HLR will review and transfer the approved plan back to the RO. Note: HLR can also suggest changes when necessary.

STEP 13: Step 4: Approvals and Acknowledgements, Find Step 3: Rating Official – Document Communication to Employee and select "Start" under Action.

STEP 14: After meeting with the employee or reviewing the plan in some other format, fill in Communication Date and Communication Method. Then select "Save and transfer to Employee for acknowledgement.

STEP 15: Employee must acknowledge the plan for it to be completed.

STEP BY STEP: HOW TO DUPLICATE THE PREVIOUS PLAN

STEP 1: Follow Steps 1-5 above.

STEP 2: Select "Copy from Existing Plan"

STEP 3: Type in the Appraisal Effective Date you wish to duplicate. Select Find. Then select "Copy" next the plan once it populates.

STEP 4: Select "Yes"

STEP 5: Review prepopulated "Step 1: Plan Details", "Step 2: Mission Goals", "Step 3: Performance Elements and Standards" as detailed above in steps 7 – 9. Make any changes as necessary.

STEP 6: Complete Steps 10-15 above.

PROGRESS REVIEW- THE BASICS

Staff Responsibilities:

Rating Officials (RO) (*Supervisors*): The supervisor is responsible for completing at minimum one progress review midway through the appraisal cycle. Multiple progress reviews can be completed as necessary based on need for performance feedback.

NOTE: RO should request employee to provide a self-assessment. If employee does not provide self-assessment within a reasonable timeframe the supervisor should retrieve the plan and provide the progress review, and note the employee declined to provide employee feedback.

Higher Level Reviewer (HLR) (*At least one Level Higher than the Supervisor*): The Higher-Level Reviewer has the option to review and approve the progress review. This is not required.

Employee: The employee should provide a self-assessment midway through the rating cycle and transfer to the RO. Upon receipt of progress review employee is to acknowledge the progress review.

Timeline:

There must be at least one progress review during the appraisal period. The progress review should be completed approximately half-way through the rating period.

STEP BY STEP: HOW TO COMPLETE A PROGRESS REVIEW- Employee

DCPDS Portal – Login
https://compo.dcpds.cpms.osd.mil/

STEP 1: Login to your MyBiz+ Homepage. Click "My Performance" under KEY SERVICES.

Note: Your homepage may look different due to varying permissions within MyBiz+.

STEP 2: Find "Action" category and select "Update" from the drop-down menu. Hit "GO".

STEP 3: Select "Progress Reviews" tab.

STEP 4: Click the "Create Progress Review" button

STEP 5: Provide Self-assessment under "Employee Input" and click "Go to Next Performance Element". Complete "Employee Input" on each Performance Element.

Assessments | Approvals and Acknowledgments

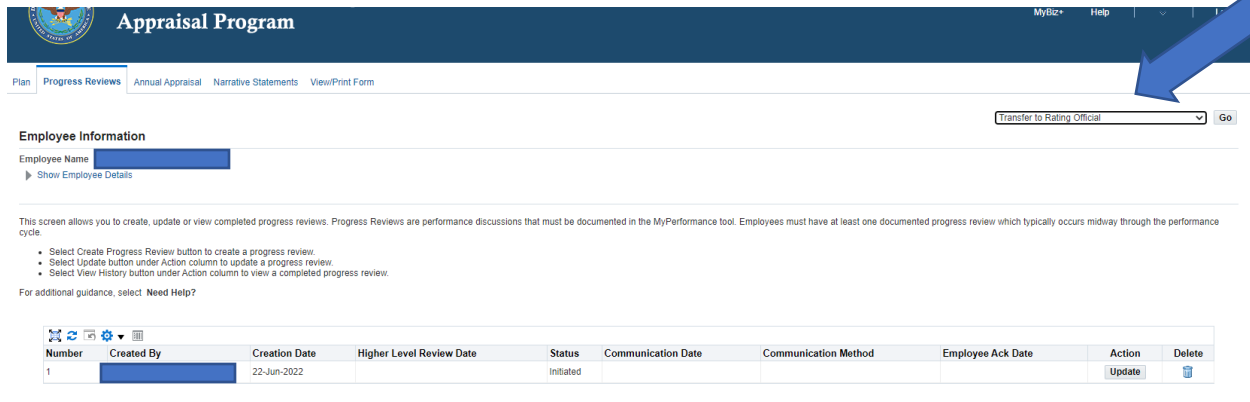This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**
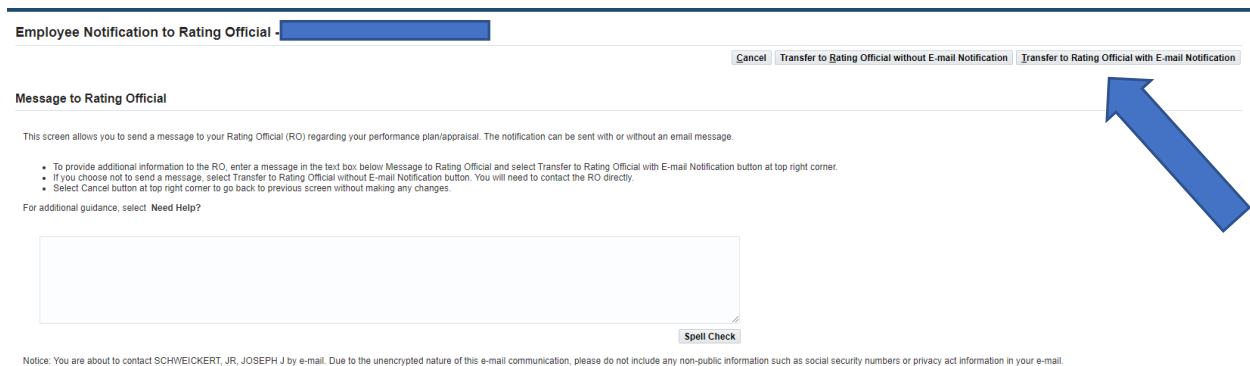
Performance Elements

Order	Performance Element Title	Status	Performance Element Type
1	Supervisory	Approved	Critical
2	Employee Relations	Approved	Critical
3	Employee Benefits	Approved	Critical
4	USERRA	Approved	Critical

Performance Element and Standard(s)

Supervises personnel assigned to HRO/Employee Relations Section. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives.

Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Initiates action to correct performance or conduct problems; prepares documentation of support action taken. Identifies employee developmental needs and provides or arranges for training, formal and informal.

Hears and resolves employee complaints and refers serious unresolved complaints to higher level. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources.

Supports the Whistleblower Protection Program by responding constructively to employee disclosures under 5 USC 2302(b)(8); taking responsible and appropriate actions to resolve any such disclosures, and creating an environment comfortable making such disclosures.

All tasks are performed also while in telework status.

Employee Input

▶ Show My Journal

(Limit to 2000 characters)   Spell Check   Counter [   ]

Rating Official Assessment

Go to Next Performance Element | Go

STEP 6: When completed with all Employee Input click the "Go Back to Progress Reviews" button.

Progress Reviews Information area

Go Back to Progress Reviews

Employee Information

Employee Name [   ]
▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator PRIHODA, TAMMY M
Progress Review Status Initiated

Progress Review Number 1

Assessments | Approvals and Acknowledgments

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Performance Elements

Order	Performance Element Title	Status	Performance Element Type
1	Supervisory	Approved	Critical
2	Employee Relations	Approved	Critical
3	Employee Benefits	Approved	Critical
4	USERRA	Approved	Critical

STEP 7: Select the "—Choose an Action—" drop-down menu and select "Transfer to Rating Official". Hit "GO".

STEP 8: Select "Transfer to Rating Official with E-mail Notification". *Note: It is optional to put a message to the RO in this section.*

STEP 9: Supervisor will complete Rating Official Assessment and return to employee for acknowledgement.

STEP 10: Upon receipt of Progress Review from the RO, go to Progress Review-Approvals and Acknowledgements Tab. Click "Start" next to Step 4: Employee Acknowledgement. Acknowledge the Progress Review to finalize.

STEP BY STEP: HOW TO COMPLETE A PROGRESS REVIEW- Supervisor

STEP 1: DCPDS Portal – Login
https://compo.dcpds.cpms.osd.mil/

STEP 1: Login to your MyBiz+ Homepage. Find KEY SERVICES, under "Manager Functions" Click on "Performance Management and Appraisal"

Note: Your homepage may look different due to varying permissions within MyBiz+.

STEP 2: If the employee provides a self-assessment, find "Action" category and select "Update" from the drop-down menu. Hit "GO". *Note: If the employee chooses not to give a self-assessment, find the "Action" category and select "Retrieve" from the drop-down menu. Hit "Go". Then from the same menu select "Update" and Hit "Go".*

- 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
                                                         --Choose a Plan Type--   ⌄   Go

Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action		
2024	347206		DoD	Pending	Plan in Progress	View	⌄	Go
2023	328490	07-Apr-2022	DoD	Approved	Plan Approved	View	⌄	Go
2023	328484	07-Apr-2022	DoD	Approved	Plan Approved	View		Go
2023	328483	07-Apr-2022	DoD	Approved	Plan Approved	Retrieve / View/Print Form		Go
2023	328083	06-Apr-2022	DoD	Approved	Plan Approved	Change RO and/or HLR / Track Progress		Go
2023	326972	05-Apr-2022	DoD	Approved	Plan Approved	View	⌄	Go

Select the link to search for Completed Plans.

STEP 3: Click "Acknowledge"

📄 Confirmation   Acknowledge

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.

STEP 4: Select "Progress Reviews" tab.

Plan   Progress Reviews   Annual Appraisal   Narrative Statements   View/Print Form

Step 1: Plan Details   St___ ___ Goals   Step 3: Performance Elements and Standards   Step 4: Approvals and Acknowledgments

Employee Information

Employee Name ▮▮▮▮▮▮▮▮
▶ Show Employee Details

This screen allows you to view and change the details of your performance plan/appraisal.

Step 1: Plan Details

- Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select Need Help?

STEP 5: *Only complete this step if the employee did not do a self-assessment.* Click "Create Progress Review" button.

STEP 6: Provide performance feedback under "Rating Official Assessment" and click "Go to Next Performance Element". Complete "Rating Official Assessment" for each Performance Element.

STEP 7: Upon completion of performance element feedback for all performance elements, click on the "Approval and Acknowledgements" tab. *To obtain HLR approval (optional), find Step 1: Rating Official Request or Document Higher Level Reviewer and click "Start". Then click "Transfer to Higher Level Reviewer with Email Notification". Progress Review then transfers to the HLR for approval and return to the RO.*

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standar

Progress Review Initiator
Progress Review Status   Initiated

Progress Review Number   1

Assessments | **Approvals and Acknowledgments**

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◢ icon to collapse step.
- Select Start' button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
▷	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▷	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▷	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▷	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

STEP 8: To move the Progress Review directly to the employee, find Step 3: Rating Official- Document Communication to Employee and click "Start".

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standar

Progress Review Initiator
Progress Review Status   Initiated

Progress Review Number   1

Assessments | **Approvals and Acknowledgments**

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◢ icon to collapse step.
- Select Start' button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
▷	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▷	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▷	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▷	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

STEP 9: Insert Communication Date, Method and Click "Save and Transfer for Acknowledgement

Show All Details | Hide All Details

Details	Tasks	Status	Action
▷	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▷	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
◢	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date   _____ (dd-mmm-yyyy)
Communication Method   [dropdown]
Other   _____

Cancel | Save and Transfer to Employee for Acknowledgment | Save and go to Step 4

Details	Tasks	Status	Action
▷	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

STEP 10: Employee must complete the final step of acknowledging the plan under Step 4: Employee Acknowledgement.

ANNUAL APPRAISAL- THE BASICS

Annual Appraisals. Each permanent and indefinite employee shall be rated annually. The appraisal period for all on-board NG employees begins 1 April and ends 31 March each year. The end-of-year appraisals shall be completed by NLT 31 May of each calendar year. The effective date is 01 June.

Probationary/Trial Period employees cannot be subject to an official performance appraisal rating until they have completed 12 months of Federal Service. The effective date of the appraisal shall be 60 days after the rating period ends. After the first appraisal, probationary/trial period employees move to the 1 April to 31 March annual appraisal period as appropriate. If an employee has less than 90 days following their probationary period that period should be included in the next appraisal period. For example, an employee's probationary period is 20 January 2022 to 19 January 2023, the follow-on appraisal period is 20 January 2023 to 31 March 2024.

Appraisal dates may be partial-year due to LWOP/AUS or job changes.

Postponement of Annual Appraisals. In rare instances, the annual performance appraisal may be postponed (with documentation of circumstances).

Staff Responsibilities:

Rating Officials (RO) (*Supervisors*): The supervisor is responsible for completing the employee's annual appraisal. Once completed, the RO will forward to the Higher-Level Reviewer for approval and is also responsible for documenting employee acknowledgement once completed.

NOTE: RO should request employee to provide a self-assessment. If employee does not provide self-assessment within a reasonable timeframe the supervisor should retrieve the plan/appraisal, and note the employee declined to provide employee feedback.

Higher Level Reviewer (HLR) (*At least one Level Higher than the Supervisor*): The Higher-Level Reviewer will review and approve the annual appraisal. Once the appraisal is approved it cannot be edited. If changes are needed the appraisal should be returned to the RO prior to approval.

NOTE - Only The Adjutant General can serve as both RO and HLR for the same employee.

Employee: The employee should provide a self-assessment and transfer to the RO. Upon receipt of annual appraisal employee is to acknowledge the progress review.

Ratings:

Level 5 – Outstanding. Average score of all critical elements with a performance rating of 4.3 or above with no critical element rated at 1 will result in an overall rating of record of 5.

Level 3 – Fully Successful. Average score of all critical elements is less than 4.3 with no critical element being rated at 1 will result in an overall rating of record of 3.

Level 1 – Unacceptable. Any critical element rated as 1 will result in an overall rating of record of 1. An appraisal with any element rated as 1 will require a follow-up Performance Improvement Plan.

STEP BY STEP: HOW TO COMPLETE AN ANNUAL APPRAISAL- Employee

DCPDS Portal – Login
https://compo.dcpds.cpms.osd.mil/

STEP 1: Login to your MyBiz+ Homepage. Click "My Performance" under KEY SERVICES.

Note: Your homepage may look different due to varying permissions within MyBiz+.

STEP 2: Find "Action" category and select "Update" from the drop-down menu. Hit "GO".

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

Appraisals of

Create New Plan

--Choose a Plan Type-- ⌄ Go

Records Displayed 10 ⌄

	Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action	
	2023	344769	07-Jun-2022	DoD	Approved	Plan Approved	Update ⌄	Go

STEP 3: Select "Annual Appraisal" tab.

Plan   Progress Reviews   Annual Appraisal   Narrative Statements   View/Print Form

Step 1: Plan Details   Step 2: Mission Goals   Performance Elements and Standards   Step 4: Approvals and Acknowledgments

Employee Information

Employee Name

▶ Show Employee Details

This screen allows you to view and change the details of your performance plan/appraisal.

Step 1: Plan Details

- Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select Need Help?

STEP 4: Provide Self-assessment under the Inputs and Ratings Tab under "Employee Input" and click "Go to Next Performance Element". Complete "Employee Input" on each Performance Element.

STEP 5: Select the "—Choose an Action—" drop-down menu and select "Transfer to Rating Official". Hit "GO".

STEP 6: Select "Transfer to Rating Official with E-mail Notification". *Note: It is optional to put a message to the RO in this section.*

STEP 7: **Supervisor** will complete Rating Official Assessment, route to Higher Level Reviewer for approval and return to employee for acknowledgement.

STEP 8: Upon receipt of Annual Appraisal from the RO, go to Annual Appraisal-Approvals and Acknowledgements Tab. Click "Start" next to Step 4: Employee Acknowledgement. Acknowledge the Annual Appraisal to finalize.

STEP BY STEP: HOW TO COMPLETE AN ANNUAL APPRAISAL- Supervisor

STEP 1: DCPDS Portal – Login
https://compo.dcpds.cpms.osd.mil/

STEP 1: Login to your MyBiz+ Homepage. Find KEY SERVICES, under "Manager Functions" Click on "Performance Management and Appraisal"

Note: Your homepage may look different due to varying permissions within MyBiz+.

STEP 2: If the employee provides a self-assessment, find "Action" category and select "Update" from the drop-down menu. Hit "GO". *Note: If the employee chooses not to give a self-assessment, find the "Action" category and select "Retrieve" from the drop-down menu. Hit "Go". Then from the same menu select "Update" and Hit "Go".*

STEP 3: Click "Acknowledge"

STEP 4: Select "Annual Appraisal" tab.

STEP 5: Provide performance feedback under "Rating Official Narrative" and click "Go to Next Performance Element". Complete "Rating Official Narrative" for each Performance Element.

STEP 6: Upon completion of performance element feedback for all performance elements, click on the "Approval and Acknowledgements" tab. To obtain HLR approval, find Step 1: Rating Official Request or Document Higher Level Reviewer and click "Start". Then click "Transfer to Higher Level Reviewer with Email Notification". Progress Review then transfers to the HLR for approval and return to the RO.

STEP 7: HLR will clock on "Approvals and Acknowledgements" tab and click "Start" next to the Step 2: Higher Level Reviewer. HLR will complete the approval process and return the approved appraisal to the RO.

STEP 8: Once RO receives approved appraisal, return to Approvals and Acknowledgement Tab and Go to Step 3. Insert Communication Date, Method and Click "Save and Transfer for Acknowledgement

STEP 9: Employee must complete the final step of acknowledging the Appraisal under Step 4: Employee Acknowledgement.

FREQUENT ASKED QUESTIONS

Q: Does the effective date of the performance plan/appraisal have any impact on the employee?

A: The effective date of the appraisal is the date the appraisal rating is effective on the employee record. Incentive award submission deadlines are based on the effective date. For example: Sustained Superior Performance (SSP) Awards must be submitted to HRO within 90 days of the effective date and Quality Step Increase (QSI) Awards must be submitted to HRO within 30 days of the effective date.

Q: Who is the proper person to fill the role of HLR?

A: The HLR should be one level higher than the RO. For employees whose immediate supervisor is TAG, TAG serves as both RO and HLR. No other exceptions are authorized.

Q: What is the role of the HLR?

A: The role of the HLR is to review and approve ratings of record and performance decisions. Ensures rating officials execute the performance management process within the established guidelines and timelines. The HLR may also approve performance plans established by the RO for the employee.

Q: What if there is a change in Supervisor?

A. Plans may be changed during the appraisal period but must be reapproved. Newly assigned ROs and HLRs may approve performance documents. Input from all applicable supervisors for the rating period should be considered in the performance narratives and appraisal.

Q: I have a new employee and there is not 90 days left in the rating period, how do I date their plan?

A. If there is not enough time to have an approved plan for 90 days within the rating period, include that short period of time in the next appraisal year. For example: If you have a new employee who started 14-Feb-2022, the plan year should be 14-Feb-2022 through 31-Mar-2023 with the effective date of 01-Jun-2023.

Q. I am giving my employee an unacceptable rating of record, what do I do?

A. RO must issue a Performance Improvement Plan (PIP) to an employee when issuing an unacceptable rating of record. Contact HRO-ERS for guidance prior to taking action.

10 THINGS TO CONSIDER

1. Personalize your feedback. Avoid copy and pasting for multiple employees.

2. Give substantiated feedback. Provide examples.

3. Avoid one-liners.

4. Do not skip HLR review on annual appraisals.

5. Watch for spelling errors and sentence structure.

6. Remember to reward deserving employees.

7. Always give employees a chance to provide input into their performance elements and standards.

8. You can give more than one progress review throughout the year. This is a good way to document performance success, opportunities and feedback.

9. Plans, progress reviews and annual appraisals will not show as complete unless the employee acknowledges.

10. As a supervisor it is your responsibility to ensure your employees are taken care of!