

Tip Sheet

NSPS Supervisor/Employee

Create Performance Plan Process

Step 1 as an employee:

1. Ensure your CAC is entered into the reader and go to myBiz at <https://compo.dcpds.cpms.osd.mil/> and log in.
2. Select *DODEA Region*.
3. Select the appropriate ID and click OK. Enter your PIN and click OK.
4. Select the *My Biz* link.
5. Select NSPS Appraisals(My Biz)
6. Select the *Create* button 
7. Setup Details for this rating cycle should be set as shown below.

Appraisal Type	Annual Appraisal - NSPS	
* Appraisal Period Start Date	<input type="text" value="20-Jan-2008"/>	
* Appraisal Period End Date	<input type="text" value="30-Sep-2008"/>	
* Appraisal Effective Date	<input type="text" value="01-Jan-2009"/>	
* Rating Official Name	<input type="text"/>	

NOTE: If the rating official name is blank, use the  icon to search for and add your rating official.

8. Click *Next*
9. Enter information into the *Relevant Organizational Mission/Strategic Goals* field.
10. Select the *Add Objective* button.
11. Enter information into the *Objective Number* and *Objective Title* fields.
12. Enter your draft Job Objective into the *Job Objective* field.
13. Select the appropriate contributing factor(s).
14. Select *Save and return to Overview Page*

15. Select *Continue*. From here you can review your plan if desired.
16. Select *Transfer to Rating Official*.
17. Enter notification message if desired, then select *Transfer to Rating Official*.
18. Select *Log Out*.
19. Notify your supervisor that you have completed the *Create Performance Plan* process.

Step 2 as a supervisor: Update the performance plan and/or acknowledge and approve the performance plan.

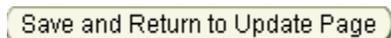
1. Ensure your CAC is entered into the reader and go to myBiz at <https://compo.dcpds.cpms.osd.mil/> and log in.
2. Select *DODEA Region*.
3. Select the appropriate ID and click OK. Enter your PIN and click OK.
4. Select the *My Workplace* link.
5. Select the *NSPS Appraisals (My Workplace)* link.
6. Select the blue pencil icon of the employee for whom you want update/acknowledge.



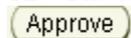
7. To update the plan that the employee submitted, select the *Update Plan/Appraisal* button.



8. Update the *Relevant Organizational Mission/Strategic Goals* if desired.
9. Under the *Job Objectives* heading, Select the blue pencil icon.
10. Review and make any changes desired.
11. Select *Save and Return to Update Page*.



12. The *Approve* button is now visible under the *Job Objectives* heading.



NOTE: While working in this area, job objectives can also be added and deleted.

13. Click the checkbox next to the objective(s) and Select *Approve*.

Select

Approve

14. The objective(s) is now approved.
15. Select *Save and Continue*.
16. You will now see a heading called *Approvals and Acknowledgements*.
 - From here, select either:
 - Option A: Transfer to the Higher Level Reviewer (HLR) in the PAA
 - Or
 - Option B: Document the higher level review has taken place by entering the following information
17. The example here will focus on Option B. Fill in the fields appropriately.

Review Date	<input type="text" value="21-Mar-2008"/>		HLR Name	<input type="text"/>	
Method of Review	<input type="text" value="Verbal"/>		Other	<input type="text"/>	

Use the  icon to find HLR name.

18. Select the appropriate HLR and click *Select*.

Select

Select The HLR name filed will populate with the name of the HLR.

19. Select the *Save* button. The *Save and Transfer to Employee for Acknowledgement* button is now available.

20. Fill in the *Communication Date* and *Communication Method* boxes.

Step 2 - Document communication of performance plan to employee:

 **TIP** Communication Date entered will be used to populate the Performance Plan Approval Date.

Communication Date	<input type="text" value="21-Mar-2008"/>		Communication Method	<input type="text" value="Face to Face"/>	
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21. Select *Save and Transfer to Employee for Acknowledgement*.
 22. Edit the notification message if desired and select the *Transfer to Employee* button.
 23. Select Log out.
- NOTE: There is an option that allows for the supervisor to acknowledge for the employee. To do this simply select *Save and go to Step 3* instead of *Save and Transfer to Employee for Acknowledgement*.

24. Notify the employee that their Performance Plan has been approved and they need to acknowledge it.

Step 3 as an employee: Acknowledge Performance Plan

1. Log in to My Biz and select DODEA Region.
2. Select NSPS Appraisals (My Biz).
3. Select the blue pencil icon.
4. Select *Continue*.
5. Select the *Acknowledge Receipt* button. The *Communication Date* and *Communication Method* populate automatically.

At this point you may select the *Return to Main Page* button and select the blue pencil icon to select the *Create Interim Review* button. See the Interim Review Guide for tips and screen shots.