

# Performance Management Reports

How to pull your own reports



# DCPDS PORTAL



Last Login: 03-MAR-2020 06:08:09 AM

**My Application/Database** [Add Additional Application/Databases](#)

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

## Choose your Path



To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.

 Logout

Log in to MyBiz and MyWorkplace: <https://compo.dcpds.cpms.osd.mil/>

## Key Services

Manage Key Services 

[MyPerformance](#)

[Manager Functions](#)

[Performance Management and Appraisal](#)

[Apply Action\(s\) to Multiple Employees](#)

[Manage MyPerformance Trusted Agent Authorization](#)

[View/Print Performance Management Reports](#)

[View Previous Requests](#)

[CIV Fill Request Status](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

[Update Contact Information](#)

[Update Professional Development](#)

[SF50 Personnel Actions](#)

[Update MySupervisor](#)

[Update MyTeam](#)

[Civilian Expeditionary Workforce \(CEW\)](#)

[Hiring Manager's Toolkit](#)

[MyTeam Update Trusted Agent](#)

[Civilian Career Brief](#)



Under Key Services, select View/Print performance Management Reports

## Report Request

Cancel Continue

\* Indicates required field

### PRIVACY ACT INFORMATION

The information accessed through this system must be protected in accordance with the Privacy Act of 1974. Personal information contained in this system may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties.

How to request a report: (Step 1 of 2)

**Report Name:** Type the report name you wish to request. If you don't know the name of report, select the search icon to begin the search. Select the 'Go' button on the page that will be presented. Choose the applicable report from the list.

**Request Name:** Enter information that will assist in doing a search on this request at a later time.

**Parameters:** All required data fields must be entered before selecting the 'Continue' button.

\* Report Name



Request Name

The name can later be used to search for this request

Parameters

Click on the Magnifying Glass icon next to the Report Name field.

Search and Select List of Values - Google Chrome

potter.dcpds.cpm.s.osd.mil/OA\_HTML/cabo/jsps/a.jsp?t=fredRC&enc=WINDOWS-1252&\_minWidth=750&\_minHeigh...

### Search and Select: Report Name

Cancel Select

#### Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or 02%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Program Name  **Go** ←

#### Results

Quick Select	Program Name	Application Name
No search conducted.		

Parameters: All required data fields must be entered before selecting the Continue button.

\* Report Name

Request Name

The name can later be used to search for this request

Parameters

Select "Go" to produce a list of reports.

Search and Select List of Values - Google Chrome

potter.dcpds.cpms.osd.mil/OA\_HTML/cabo/jsps/a.jsp?\_t=fredRC&enc=WINDOWS-1252&\_minWidth=750&\_minHeight=550&conf...

### Search and Select: Report Name

Cancel Select

#### Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search followed by the '%'; e.g., Smi% or 02%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Program Name  Go

#### Results

	Quick Select	Program Name	Application Name
<input type="radio"/>		Closeout Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Midpoint Review Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - DoD	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - DoD	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Progress Review Status Report (Rating Official) - DoD	CIVDODHR

Parameters

Step #2 – Click Select

Step #1 – Select one of these three options

Only choose reports which end in “- DoD” and then click “Select.”  
(Or use the Quick Select button)

Enter information that will assist in doing a search on this request at a later time.  
All required data fields must be entered before selecting the 'Continue' button.

Report Name Performance Appraisal Status Report (Rating Official - DoD)  
Request Name Appraisals\_20200303



Parameters

Appraisal Effective Year

Continue

Final

Report Request

\* Indicates required field

PRIVACY ACT INFORMATION

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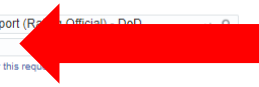
How to request a report (Step 1 of 2)

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Request Name: Enter information that will assist in doing a search on this request at a later time.

Parameters: All required data fields must be entered before selecting the 'Continue' button.

Report Name Performance Appraisal Status Report (Rating Official - DoD)  
Request Name Appraisals\_20200303



Parameters

* Appraisal Effective Year (YYYY)	<input type="text"/>
* Rating Official	<input type="text"/>
Higher Level Reviewer	<input type="text"/>
Current Status Equals	<input type="text"/>
Current Status DOES NOT EQUAL	<input type="text"/>
Performance Plan Status EQUALS	<input type="text"/>
Perf Plan Status DOES NOT EQUAL	<input type="text"/>
Appraisal Assessment and Rating Status	<input type="text"/>
Employee Name	<input type="text"/>
Employee Number	<input type="text"/>
Organization Name	<input type="text"/>

Enter a name for the report you can remember and track.

# Report Request

\* Indicates required field

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## How to request a report: (Step 1 of 2)

**Report Name:** Type the report name you wish to request. If you don't know the name of report, select the search icon to begin the search. Select the 'Go' button on the page to view the list.

**Request Name:** Enter information that will assist in doing a search on this request at a later time.

**Parameters:** All required data fields must be entered before selecting the 'Continue' button.

\* Report Name

Request Name   
The name can later be used to search for this request

**Parameters**

* Appraisal Effective Year (YYYY)	2020
* Rating Official	Scott, Daryl Gregery
Higher Level Reviewer	
Current Status Equals	
Current Status DOES NOT EQUAL	
Performance Plan Status EQUALS	
Perf Plan Status DOES NOT EQUAL	
Appraisal Assessment and Rating Status	
Employee Name	
Employee Number	
Organization Name	

**Leave these fields empty**

Enter the Appraisal Effective Year as “2020.”  
Search for the Rating Official’s name (This is your name) by typing it as such:  
Last Name, First Name  
Click on your name and it will populate the Rating Official field.



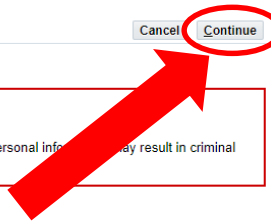
Report Request

Cancel Continue

\* Indicates required field

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Request Name: Enter information that will assist in doing a search on this request at a later time.

Parameters: All required data fields must be entered before selecting the 'Continue' button.

\* Report Name Performance Appraisal Status Report (Rating Official) - DoD

Request Name Appraisals\_20200303

The name can later be used to search for this request

Parameters

\* Appraisal Effective Year (YYYY) 2020

\* Rating Official Scott, Daryl Gregery

Higher Level Reviewer

Current Status Equals

Current Status DOES NOT EQUAL

Performance Plan Status EQUALS

Perf Plan Status DOES NOT EQUAL

Appraisal Assessment and Rating Status

Employee Name

Employee Number

Organization Name

Click "Continue."

## Report Request: Review

Cancel Back **Submit**

How to complete Step 2 of 2:

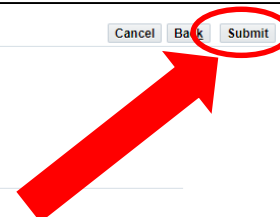
Verify the information located within the 'Parameters'  
If the information is correct, select the 'Submit' button to continue.  
If you wish to cancel this request, select the 'Cancel' button.

### Report Name


Performance Appraisal Status Report (Rating Official) - DoD

### Parameters

Appraisal Effective Year (YYYY) 2020  
Rating Official Scott, Daryl Gregory  
Higher Level Reviewer  
Current Status Equals  
Current Status DOES NOT EQUAL  
Performance Plan Status EQUALS  
Perf Plan Status DOES NOT EQUAL  
Appraisal Assessment and Rating Status  
Employee Name  
Employee Number  
Organization Name



Review the report parameters and then click “Submit.”

 Information

Your request for Performance Appraisal Status Report (Rating Official) - DoD has been scheduled. The Request ID is 19659296

OK







When you see this page, click “OK.”

## Requests

Refresh Button: Select to update the Phase of the process execution  
Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters  
Output Icon: Review report information

To exit this page, select the 'Home' link or select 'Logout' to exit the system.

### Requests Summary Table

Process Name ^	Phase ^	Details	Output ^	Request ID ^	Status
Appraisals_20200303 (Performance Appraisal Status Report (Rating Official) - P	Completed			19659296	Normal
Appraisals_20200302 (Performance Appraisal Status Report (Rating Offi	Completed			19656434	Normal

“Refresh” button

“Output” button

This page shows your requested reports.  
You may need to click “Refresh” to see recently submitted requests.  
Click on “Output” to view your report.



Department of Defense

Performance Appraisal Status Report

**PRIVACY ACT INFORMATION - The information provided in this report must be protected in accordance with the Privacy Act of 1974. Personal information contained in this report may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties.**

Organization Name	Appraisal Assessment and Rating Status	Current Appraisal Status	Employee Name	Employee Number	Appraisal ID	Rating Official	Higher Level Reviewer	Performance Plan owner	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Effective Date	Performance Plan Status	Performance Plan Approval Date	Performance Plan Modified Date	Date Entered DoD	Higher Level Review Date	Communication Date	Communication Method
OH ANG HQ N	In Progress	Progress Review in Progress	Camarata, Ms. Tonya	380393	102505	Scott, Daryl Gregory	Mowery, Dana Ann	Camarata, Ms. Tonya	01-APR-19	31-MAR-20	01-JUN-20	Approved	20-AUG-19	26-AUG-19	18-FEB-03			
OH ANG HQ TS N	In Progress	Progress Review Completed	BELL, CRYSTAL D	377694	101651	Camarata, Ms. Tonya	Scott, Daryl Gregory	BELL, CRYSTAL D	01-APR-19	31-MAR-20	01-JUN-20	Approved	08-AUG-19	25-SEP-19	28-APR-07			
OH ANG HQ TS N	Not Initiated	Plan Approved	CURRY, JACOB M	391275	98496	French, JR, Donald Eugene	Scott, Daryl Gregory	CURRY, JACOB M	01-APR-19	31-MAR-20	01-JUN-20	Approved	20-AUG-19	20-AUG-19	04-SEP-14			
OH ANG HQ TS N	In Progress	Progress Review Completed	HAMMITT, SANDRA K.	377604	101661	Camarata, Ms. Tonya	Scott, Daryl Gregory	Camarata, Ms. Tonya	01-APR-19	31-MAR-20	01-JUN-20	Approved	08-AUG-19	25-SEP-19	31-MAR-19			
OH ANG HQ TS N	In Progress	Progress Review Completed	HIGHTOWER, RUDOLPH LEWIS III	372197	101744	Camarata, Ms. Tonya	Scott, Daryl Gregory	HIGHTOWER, RUDOLPH LEWIS III	01-APR-19	31-MAR-20	01-JUN-20	Approved	08-AUG-19	30-SEP-19	29-JUN-15			
OH ANG HQ TS N	In Progress	Progress Review Completed	NICKLES, TRAVIS M	343388	101657	Camarata, Ms. Tonya	Scott, Daryl Gregory	NICKLES, TRAVIS M	01-APR-19	31-MAR-20	01-JUN-20	Approved	08-AUG-19	26-SEP-19	12-FEB-16			
OH ANG HQ TS N	Not Initiated	Progress Review Completed	Sherwin, Beverly C	256306	101670	Camarata, Ms. Tonya	Scott, Daryl Gregory	Sherwin, Beverly C	01-APR-19	31-MAR-20	01-JUN-20	Approved	08-AUG-19	30-SEP-19	12-APR-04			
OH ARNG FULL TIME SUPPORT N	Not Initiated	Plan Approved	BENNETT, TARA LEE	200299	88282	French, JR, Donald Eugene	Scott, Daryl Gregory	BENNETT, TARA LEE	01-APR-19	31-MAR-20	01-JUN-20	Approved	20-AUG-19	26-AUG-19	09-JUL-08			
OH ARNG FULL TIME SUPPORT N	In Progress	Progress Review in Progress	BENSON, CHRISTOPHER ALLEN	249156	98527	French, JR, Donald Eugene	Scott, Daryl Gregory	French, JR, Donald Eugene	01-APR-19	31-MAR-20	01-JUN-20	Approved	20-AUG-19	20-AUG-19	21-JAN-10			
OH ARNG FULL TIME SUPPORT N	Not Initiated	Plan Approved	FEAGIN, CIERYRA D	174464	114677	Frey, Renee L	Scott, Daryl Gregory	Frey, Renee L	01-APR-19	31-MAR-20	01-JUN-20	Approved	31-DEC-19	31-DEC-19	18-MAR-07			
OH ARNG FULL TIME SUPPORT N	In Progress	Progress Review Completed	FOUNTAIN, KIERRA JO	364995	101656	Camarata, Ms. Tonya	Scott, Daryl Gregory	FOUNTAIN, KIERRA JO	01-APR-19	31-MAR-20	01-JUN-20	Approved	08-AUG-19	26-SEP-19	04-AUG-16			

This is your requested report.  
 Scroll down to see additional pages.

Share this report with your supervisor, and/or your subordinate supervisors,  
 to show your progress being made in the performance management cycle.