



# CHRO News

Give us 5 Minutes, and we will  
give you all the HR news you need  
to know now!

March 2024

MCAGCC Civilian Human Resources Office, Building 1433, Twentynine Palms, CA 92278

The HR webpage can be found here: <https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>

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## DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP) 2024 APPRAISAL PERIOD (1 APRIL 2023 THROUGH 31 MARCH 2024)

The 2024 DPMAP appraisal period will end on 31 March 2024.

### CHECK THE BASICS

Make sure the performance plan is in an approved status. An approved status means the performance plan was approved by the higher-level review official and acknowledged by the employee. *There must be 90 days of observation after plan/element approval for an element to be rated.*

Check the dates on the performance plan to make sure they are correct.

The ending date must be 31 March 2024 (except in the case of an extended rating period). If an appraisal period has been extended, the end date of the rating period will be the end date of the extension. The appraisal effective date must be 1 June 2024, unless the appraisal period was extended beyond 1 June.

### EMPLOYEE SELF-ASSESSMENT - **See attached documents: How to Complete a Self-Assessment and Employee Input Fact Sheet**

Prior to the end of the rating period, employees should start completing their self-assessment for the annual appraisal. Employees have a due date of **on/about 8 April** for this to be accomplished. Supervisors may adjust this date for their employees. If the employee is not the current "owner" of the plan, the RO will need to transfer the plan to the employee.

ACTION/EVENT	DATE
End of appraisal period	31 March
Performance appraisals reviewed, approved, & acknowledged by employee	NLT 30 April
Both Performance Plans and Individual Development Plans (IDP) for the 2024 appraisal period must be established (i.e., approved by higher level review official and acknowledged by employee). Performance Plan is in DCPDS, IDP is in TWMS.	NLT 30 April

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## FY24 ANNUAL TRAINING REQUIREMENTS: COMPLETION RATES

As a reminder the FY24 Annual Training Requirements are as follows:

FY24 Mandatory Training Requirements	
All Civilians	
1	DoD Cyber Awareness Challenge (Information Assurance Training)
2	Privacy and Personally Identifiable Information (PII) Awareness
3	Operations Security (OPSEC)
4	Counterintelligence Awareness & Reporting (CIAR)
5	Prevention of Sexual Harassment (POSH)
6	Controlled Unclassified Information (CUI) Training
7	Annual Time and Attendance, (T&A) Training
8	Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)
9	DON Civilian Sexual Assault Prevention and Response Training
10	Level One Antiterrorism Training
11	Workplace Violence Prevention
12	Records Management
All Supervisors	
1	Supervisory and Managerial Training Topics per NDAA (as codified in 5 U.S.C. 9902).2010 Sec.
2	Civilian Employee Assistance Program (CEAP)
3	Drug Free Workplace Program (DFWP)
4	Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
5	Veterans Employment Training for Federal Hiring Managers
6	Supervisors Responding to Whistleblower Complaints
Subset Groups (New Employees/Hiring Managers)	
1	Initial Ethics Training
2	Combatting Trafficking in Persons (CTIP)
3	DON Civilian Sexual Assault Prevention and Response Training
4	Merit System Principles
Command Administered/Discretion	
1	Occupational Health & Safety
2	Physical Security
3	Plain Language Writing
4	Constitution Day and Citizenship Day Observance
5	Equal Employment Opportunity Awareness for the Workforce
6	Performance Management
7	Occupational Health & Safety for Supervisors
8	Workers Compensation
9	Employment of Individuals with Disabilities

Since we are the mid-point for the training cycle, all employees should have completed 50% of their requirements. Current completion rates for courses are at **42.61%** and **47.81%** for the Supervisory Training requirements.

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## PRE-RETIREMENT SEMINARS PRESENTED BY THE CIVILIAN BENEFITS CENTER

The Civilian Benefits Center (CBC) is offering virtual pre-retirement seminars for employees covered under the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) from March through October. Employees can attend these seminars via Microsoft (MS) Teams LIVE EVENT. Ensure you check the Navy Benefits Portal for updates in scheduling and/or topics at <https://go.usa.gov/xt2AZ>, then clicking the “Pre-Retirement Training” Quick Link. (Some customers may need to copy and paste the URL in their browser to access.). The briefing agenda includes Retirement Eligibility, Retirement Annuity Computation, Health Insurance after Retirement, Life Insurance after Retirement, Thrift Savings Plan after Retirement and Retirement Process.

The retirement seminars are designed to give participants a clear understanding of the benefits civilian employees are entitled to under CSRS and FERS. These seminars are conducted by trained retirement specialists who provide crucial information to assist employees make informed decisions related to their retirement.

### Specific information regarding these seminars include:

Each of the five (5) unique seminars listed at the bottom includes the same CSRS or FERS information (Duration: 3-4 hours.) Retirement specialists will be available to respond to general questions. Seminars are designed for employees who are eligible to retire within the next 5 years. Seminars are automatically recorded and accessible for six months by utilizing the session URLs listed below. Participants who have specific questions should call the Benefits Line at 888-320-2917 to speak to a retirement specialist. Test the link in advance of the meeting. If you are properly connected, you will see the following on the screen: “The Live Event Hasn’t Started.” Log in at least 15 minutes prior to the start time on the day of the event.

Date	Time – Eastern	Session	Link	QR Code
06 Mar 24	0800–1200	FERS	<a href="https://msteams.link/7V5Q">https://msteams.link/7V5Q</a>	
20 Mar 24	1200–1430	Submitting an Error-Free Retirement Package	<a href="https://msteams.link/OPK1">https://msteams.link/OPK1</a>	
03 Apr 24	1200–1600	FERS	<a href="https://msteams.link/I4IP">https://msteams.link/I4IP</a>	
17 Apr 24	1200–1600	FERS Special Retirement Coverage (law enforcement, air traffic controllers, and fire fighters)	<a href="https://msteams.link/JSP0">https://msteams.link/JSP0</a>	
01 May 24	0800–1200	FERS	<a href="https://msteams.link/BPNE">https://msteams.link/BPNE</a>	
15 May 24	1200–1600	CSRS/CSRS OFFSET	<a href="https://msteams.link/681O">https://msteams.link/681O</a>	

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## MILITARY DEPOSIT SEMINARS PRESENTED BY THE CIVILIAN BENEFITS CENTER

The Civilian Benefits Center (CBC) is offering military deposit seminars for employees who have had active duty military service or concurrent military service (furlough) and covered under the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS). A military deposit is a payment made to the civilian retirement fund to allow creditable military service to be used towards retirement eligibility and annuity computations. A deposit can be made for service performed in the Army, Marine Corps, Navy, Air Force, Coast Guard, and certain types of service with the National Oceanic and Atmospheric Administration and the Public Health Service.

These virtual seminars will be offered from March through August. Employees can attend these seminars via Microsoft (MS) Teams Live Events. Ensure you check the Navy Benefits Portal for updates in scheduling at <https://go.usa.gov/xt2Az>. (Some customers may need to copy and paste the URL in their browser to access.). The briefing agenda includes: Military Service Deposit Process, Required Forms and proper completion, Military Service Credit including Uniformed Services Employment and Reemployment Rights Act (USERRA).

These seminars are designed to provide participants a clear understanding of how to submit a complete, error free military deposit application package.

Seminars are automatically recorded and accessible for six months by utilizing the session URLs listed below. Participants who have specific questions should call the Benefits Line at 888-320-2917.

Date	Time (Eastern)	URLs	QR Code
13 Mar 24	1200–1500	<a href="https://msteams.link/J170">https://msteams.link/J170</a>	
12 Jun 24	0800–1100	<a href="https://msteams.link/B368">https://msteams.link/B368</a>	
25 Sep 24	1200–1500	<a href="https://msteams.link/J14F">https://msteams.link/J14F</a>	

Recommendations on how to participate virtually in this MS Teams Live Event:

- Test the link in advance of the meeting. If you are properly connected, you will see the following on the screen: “The Live Event Hasn’t Started.”
- Log in at least 15 minutes prior to the start time on the day of the event.
- There is no phone line option for the seminars. Recommend having an alternate device available if your primary device fails to connect. Attendees can connect with the desktop app, personal mobile app, or web client (Chrome or Edge is the preferred browser for the web client).
- You may use either a government or personal device.
- Attendees are muted during the event. Attendees may seek technical assistance and submit questions through the Q&A/Chat function.
- If your screen freezes or appears to lock-up during the event, it is likely due to your internet connection. To resolve this issue, you may want to try leaving the live event and then rejoin. The frozen screen should resolve when you return.

If you have questions, please contact the Benefits Line at 888-320-2917, Monday through Friday, 7:30 a.m. until 7:30 p.m. Eastern Time, except on Federal holidays. The TTY number is 866-359-5277. You may also email your questions to [navybenefits@us.navy.mil](mailto:navybenefits@us.navy.mil). You must include your full name, pay plan, grade, and your contact telephone number.

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## USA JOBS APPLICATION PROCESS

Applying for Department of the Navy (DON) jobs posted on USAJOBS has never been easier. Applicants can upload multiple resumes and multiple supporting documents to their USAJOBS account to select and attach to their application packages as needed.

Applicants must provide documentation that supports the eligibility and qualification claims they make in their application package. Applicants that do not provide supporting documentation at the time of application will not be referred to the hiring manager. For example, if you claim that you are a current federal employee, you will have to provide the documentation (SF-50) that supports the claim. Requirements are posted in the Job Announcement.

Ensure your resume includes the following information for each job listed in your resume:

- \*Job Title
- \*Hourly wage or annual salary
- \*Specific start and end dates (to include month/day/year)
- \*Number of Hours Worked Per week
- \*Detailed summary or list of job responsibilities and duties performed
- \*For all federal positions held, list pay plan, series, and grade

For more information, please visit the below website that can answer any other questions you may have on what to include in your federal resume:

<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>

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## DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DON CEAP)

Department of Navy employees are busy juggling work and family, and it is not unusual to encounter difficulties with stress, family, relationships, alcohol, work, or other issues which impact their quality of life. The Department of Navy (DON) values its employees and has partnered with Magellan Health to provide a centralized Employee Assistance and Work-Life program for employees and their household members. The Department of Navy Civilian Employee Assistance Program (DONCEAP) provides a wide range of services to employees and their household members. Employees can access services 24/7 through the web [www.MagellanAscend.com](http://www.MagellanAscend.com) or by phone (1-844-DONCEAP). A professionally staffed call center will provide answers to questions, research information, link employees to a wide variety of qualified local services and provide licensed confidential support to help with difficult issues.

### DON CEAP LIVE WEBINAR 5 MARCH 2024 – LIVING OFF YOUR PAYCHECK

**Date and Time:** Tuesday, 5 March 2024, 3:00 PM Eastern Time

**Training Description:** This seminar will go over goal setting and how your money beliefs can affect the way you save and spend. Other topics covered during this session include how to reduce debt, the difference between “meat vs. gravy” and how to increase your wealth.

**To join the meeting:** Adobe is not compatible with Internet Explorer, please use a more modern web browser. When clicking the link from the government computer, be sure to **remove the** <https://no-click.mil/> in front of the web address or **copy and paste** the following link a few moments before the training is scheduled to start, webinar is limited to the first 1000 participants. **LINK:** <http://magellanhealth.adobeconnect.com/afdonwhs/>

Audio Conference Number(s): Please join the audio by using your computer speakers. Do not call in if you are using your computer audio. Only use the number below if you have difficulty using your computer audio.

1. Dial the provided toll-free access number 205-723-0719 \*
2. When prompted, dial the provided room number 1475558#
3. Once the host has opened the room, you will join the meeting.

\* <https://www.meetingone.com/support/international-access-phone-numbers/>

## WEBINAR 13 MARCH 2024 – BALANCING YOUR FINANCIAL AND EMOTIONAL WELLBEING

This webinar will:

- Describe challenges like inflation, household expenses, debt, and fluctuating income.
- Understand the importance of both financial and emotional wellbeing.
- Identify support resources, including the help of a professional.

Register here: [https://events-na4.adobeconnect.com/content/adobeconnect/32/825364167/en/events/event/shared/2644531015/event\\_landing.html?sc\\_o-id=2644627544& charset=utf-8](https://events-na4.adobeconnect.com/content/adobeconnect/32/825364167/en/events/event/shared/2644531015/event_landing.html?sc_o-id=2644627544& charset=utf-8)

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### DRUG FREE WORKPLACE PROGRAM: SAFE HARBOR

Executive Order 12564 provides opportunities for assistance to employees who voluntarily seek treatment for drug use. This opportunity, termed “Safe Harbor” insulates the employee from discipline for admitted acts of using illegal drugs when the agency is unaware of such use.

The Department of the Navy will offer Safe Harbor for any employee who meets all the following conditions:

- (a) **Voluntarily** identifies himself or herself as a user of illegal drugs to a supervisor or other higher level management official *prior* to being identified through other means and/or before being officially informed of an impending drug test.
- (b) Obtains counseling and rehabilitation through the CEAP.
- (c) Consents, in writing, to the release to appropriate management and CEAP officials of all counseling and rehabilitation records related to the illegal use of drugs.
- (d) Agrees to follow-up testing by the activity/command as part of or as post treatment of counseling or rehabilitation.
- (e) Subsequently refrains from illegal use of drugs.

An employee who meets Safe Harbor conditions will not be subject to discipline for the admitted acts of illegal use of drugs, including possession, for personal use. However, if the employee occupies a TDP subject to random testing, he or she must immediately be removed from the TDP.

A supervisor will propose removal action against an employee who invokes Safe Harbor and subsequently tests positive for illegal drugs. The subsequent positive drug test is deemed a second finding of illegal drug use.

Safe Harbor does not protect the employee from actions taken resulting from a loss of security clearance.

#### Who do you contact to request Safe Harbor?

You may request Safe Harbor from your supervisor, or higher-level management official within your chain of command, or directly with the activity Drug Program Coordinator (DPC) in CHRO. The DPC can be reached at (760) 830-7281.

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### TELEWORK/REMOTE WORK REMINDER!



Telework agreements are due annually! You must have a current telework / remote work agreement on file in CHRO to perform telework. Work with your supervisor to ensure that telework requirements are met.

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## HOW TO UPDATE YOUR EMAIL IN GRB (Federal Benefits) PLATFORM

As many employees have experienced changes in contact information, you will want to ensure the GRB Platform has your current email address. Employees must update their email address in MyBiz+. Once updated, you will see the change in GRB within 24-48 hours. The GRB Platform does not allow you to update your email address in the application.

To update your email address you must access MyBiz+ through the Defense Civilian Personnel Data System (DCPDS) Portal page at <https://compo.dcpds.cpms.osd.mil> and follow the Common Access Card (CAC) access login process below. If this is your first time accessing your account, you will be required to complete a simple registration.

- Upon login and acceptance of the Privacy Act Statement, users are directed to the MyBiz+ homepage.
- At the MyBiz+ home page, on the left side under "Key Services," select
- "Update Contact Information".
- Use the drop-down menu to ensure "Work Email" is selected and click "Update".
- Select "Edit" to add/update your work email address. Select "Add/Update" to confirm changes.
- Logout from MyBiz+ by using the *Logout* link on the upper right of the MyBiz+ homepage.

If you have any questions, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866-359-5277. You may also email your questions to [navybenefits@us.navy.mil](mailto:navybenefits@us.navy.mil). You must include your full name, pay plan, grade, and contact telephone number but please do not include Privacy Act Information such as date of birth or social security number.

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## MARINE CORPS CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT PROCESS

Any current employee, applicant for employment, or former employee of Marine Corps Civilian Human Resources Office- Southwest and its serviced commands who believes he or she has been discriminated against because of **RACE, COLOR NATIONAL ORIGIN, AGE (40), SEX, RELIGION, PHYSICAL OR MENTAL DISABILITY, OR REPRISAL** is entitled to consult an EEO Counselor to try to resolve the matter.

The matter must be brought to the attention of an EEO Counselor within **45 calendar days** from the date the alleged act occurred, the effective date of an alleged discriminatory personnel action, or the date that the individual knew or reasonably should have known that it occurred.

The EEO Counselor is required to make whatever inquiries are necessary to seek a solution to the matter on an informal basis. Individuals have the right to remain anonymous during the **INFORMAL** counseling stage. If, after 30 days, the Counselor is unable to resolve the matter to the satisfaction of the individual involved, the Counselor will issue a Notice of Final Interview (NOFI). The Counselor will inform the individual in writing of his/her right to file a formal complaint. The NOFI will contain the applicable time requirements (you have 15 calendar days from the date of receipt of the NOFI to file a formal complaint), the names and addresses of officials authorized to receive formal complaints of discrimination and information regarding the EEO process. Employees, supervisors, and managers who have questions about the EEO process, Affirmative Employment Program, Alternative Dispute Resolution or Special Emphasis Programs, e.g. Hispanic Employment Programs, Individuals with Disabilities Programs, Federal Women's Program etc., should call the EEO Office. If you are a current employee, applicant for employment, or a former employee, you may contact the EEO Office at **760-725-3845 or DSN365-3845** to initiate informal EEO counseling.

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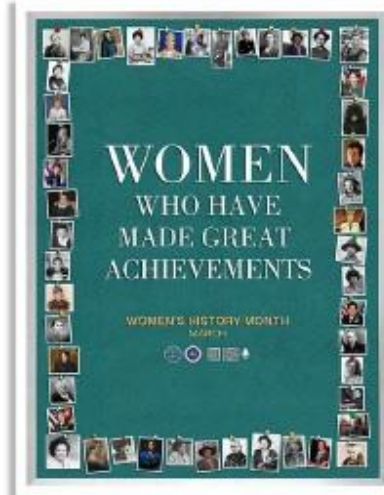


CULTURAL  
AWARENESS



# OBSERVANCE

## WOMEN'S HISTORY MONTH



Each year, the Department of Defense honors the women who have shaped U.S. history and made contributions to pave the way forward.

Women's History Month has taken place each March since 1987 when Congress passed Public Law 100-9, which authorizes the President to proclaim the observation every year. Before this, the event began as "Women's History Week" in 1981.

This year's theme, *"Women Who Have Made Great Achievements,"* celebrates the women who left an impact on the United States through their sacrifices, public service, and inspirational work.

One of those women was Claudette Colvin. Nine months before Rosa Parks made her famous stand for civil rights, there was Claudette Colvin, a 15-year-old Black girl who challenged segregationist bus policies.

In 1955, Colvin refused to give up her seat for a White woman after the "Whites only" section was full. When asked why she would not give her seat up for the woman, she replied, *"because it is my constitutional right."*

The bus driver alerted the police, who forced her off and jailed her. She was **the first person arrested for challenging Montgomery's bus segregation laws.** After being mistreated by the officers, she was charged with disobeying segregation laws, resisting arrest, and assaulting an officer, which stayed on her record into adulthood.

In 2021, Colvin, then 82 years old, finally had her record expunged of the criminal charges.

Women have played a crucial role in moving progress forward throughout American history.

The innumerable accomplishments of women have shattered obstacles, warranting commemoration during Women's History Month and year-round recognition.

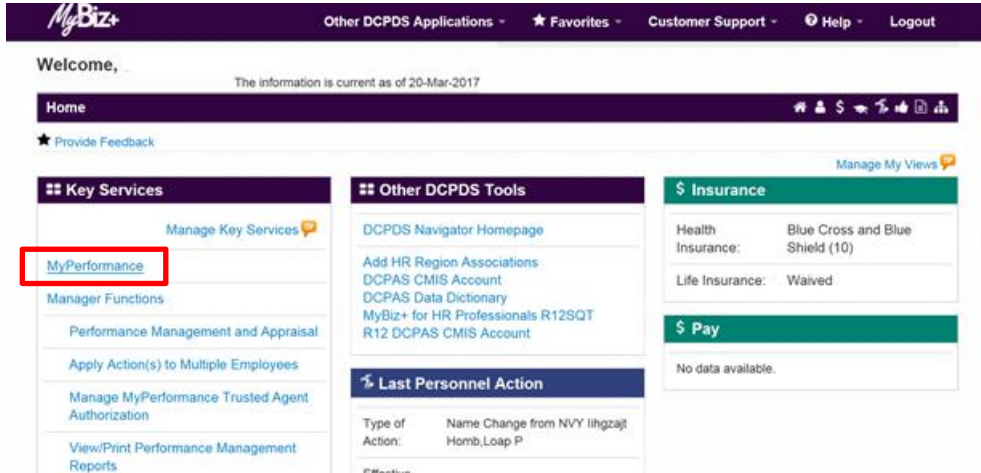
***"I just couldn't move. History had me glued to the seat."***

**- Claudette Colvin**

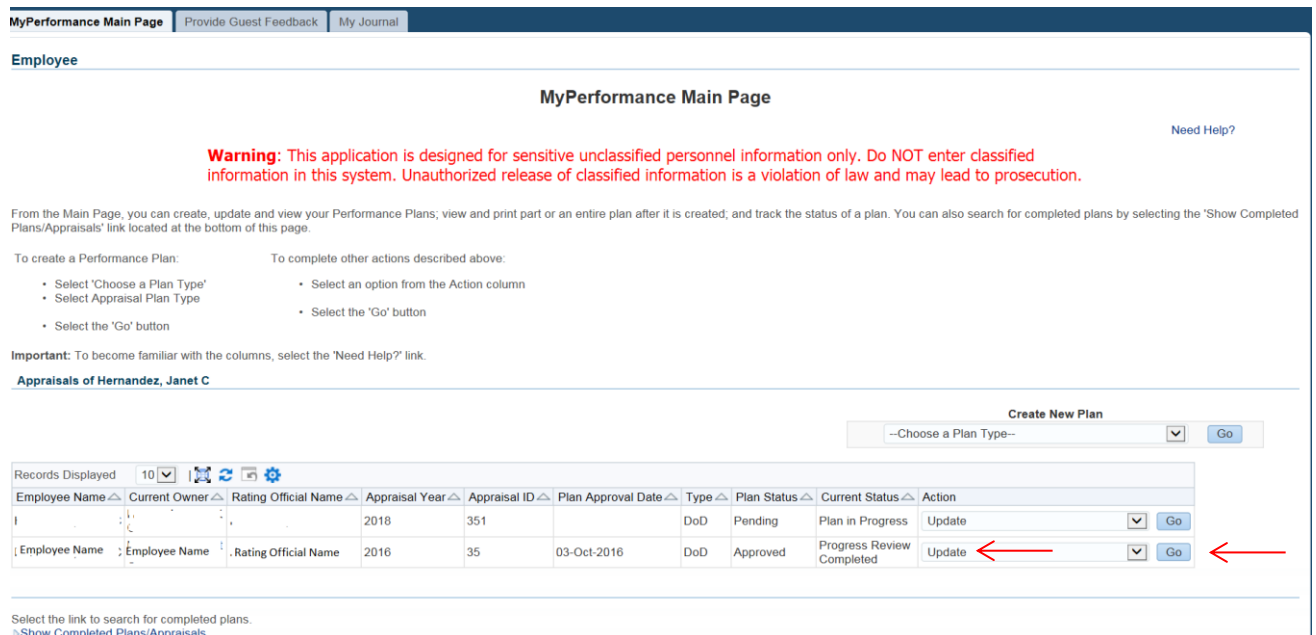


## How Do I Update My Self-Assessment Narrative

1. Begin at the MyBiz+ main page and select MyPerformance Link located under Key Services.



2. Select 'Update' under the 'Action' column. Update will allow you to enter narratives for the performance elements and standards. If 'Update' action is not available, contact your Rating Official and request he/she transfer the plan to you. The Current status should be 'Progress Review Completed' or 'Plan Approved.'



3. Select the 'Go' button.
4. Select the *Annual Appraisal* tab.
5. Select the radio button for the performance element you wish to write self- assessment narrative.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form

Assessments and Ratings Approvals and Acknowledgments

-- Choose an Action -- Go

**Employee Information**

Employee Name  
>Show Employee Details

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

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 annual appraisal 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 Save and Continue button at bottom right corner to go to Approvals and Acknowledgments page.

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

**Performance Elements**

Select	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Labor and Employee Relations Services	Approved	Critical

Performance Element and Standard(s)

Regularly provides expert consulting advice and guidance involving Labor and Employee Relations.

- Enter your self-assessment narrative into the 'Employee Input' box. You may copy and paste information into the appropriate box from MS Word or 'My Journal'. You may select the 'Spell Check' button to check the spelling of the text. Up to 2000 characters are allowed.
- Once you have completed entering your self-assessment narratives for all of your performance elements and standards, select the Save and Continue button located at the lower right hand side of the screen. This will take you to the Approvals and Acknowledgments Tab.

File Edit View Favorites Tools Help

>Show My Journal

I provided Labor and Employee Relations guidance to over 368 Supervisors.

Limit to 2000 characters Spell Check Counter 73

Rating Official Assessment

Go to Next Performance Element Go Back to Top of Page

Save and Continue

Privacy Statement

- From the drop down menu on this page, select 'Transfer to Rating Official' and then select the 'Go' button.

**DoD Performance Management Appraisal Program**

MyBiz+ | Logged In As... | Logout

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

Assessments and Ratings | **Approvals and Acknowledgments**

**Employee Information**

Employee Name: **Hernandez, Janet C**  
 > Show Employee Details

This screen allows you to view approval and/or communication status of your annual appraisal and, if available, acknowledge receipt of annual appraisal.

- Select Show All Details link to see approval and/or communication 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 Acknowledge Receipt button under Action column for Step 4, if available.
- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.

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

Show All Details | Hide All Details

Details	Tasks	
>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started
>	Step 2: Higher Level Reviewer - Review (if required)	Not Started
>	Step 3: Rating Official - Document Communication to Employee	Not Started
>	Step 4: Employee - Acknowledgment	Not Started

Save and Go Back

9. Before transferring the plan/appraisal to Rating Official, you may include a message in the 'Message to Rating Official' box. You also have the option of transferring the Plan with or without an E-mail notification. Select the appropriate Transfer button.

**DoD Performance Management Appraisal Program**

MyBiz+ | Logged In As... | Logout

Employee Notification to Rating Official - Rating Official Name

Cancel | Transfer to Rating Official without E-mail Notification | Transfer to Rating Official with E-mail Notification

**Message to Rating Official**

This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Rating Official and Notify by E-mail button at top right corner.
- If you choose not to send a message, select Transfer to Rating Official without E-mail Notification button. You will need to contact the RO directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

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

Spell Check

Notice: You are about to contact Edgecomb, Sandra by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

10. The screen below depicts what the Employee will see following the transfer of the Plan to the Rating Official. The employee is no longer the owner of the Plan therefore, can no longer update. The Rating Official now has the ability to complete the Rating Official Performance Assessments.

**Confirmation**  
The appraisal has been submitted to the rating official.

Employee

## 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 your Performance Plans; view and print part or an entire plan after it is created, 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.

**Appraisals of** Employee Name

Create New Plan

--Choose a Plan Type--

Records Displayed	10								
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2018	351		DoD	Pending	Plan in Progress	Update <input type="button" value="Go"/>
Employee Name	Rating Official	Rating Official	2016	35	03-Oct-2016	DoD	Approved	Progress Review Completed	View <input type="button" value="Go"/>



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## EMPLOYEE INPUT FACT SHEET

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### What is Employee Input?

Employee Input is your written description of your work accomplishments related to the performance elements identified in your performance plan. In the employee input, you discuss the results of your work, the behavior you demonstrated in accomplishing your work, and how your work contributed to your organization's goals and your Agency's mission. Writing employee input is a voluntary activity, but is highly recommended for your interim review and performance appraisal. Employee input serves as the basis for your manager's/supervisor's evaluation of your work. It is your opportunity to highlight your most significant work achievements using your own words and provides your manager/supervisor with a clear picture of how you perceive your own performance and contributions.

### Guidelines for Writing Employee Input

Employee input is your opportunity to list the facts about what you have done during the performance period. To write effective employee input, you should maintain an ongoing record or journal of major achievements throughout the performance period. Records might include written and verbal feedback you received from people within your department or from sources outside your department. Other examples include recognition or thanks from others, and notes to yourself about deadlines that you met or tasks that you successfully completed. By documenting major achievements against your job objectives as they occur, you have the information needed to complete the Employee Input when it is due. When writing employee input, the following guidelines may help:

**Restate elements.** Paraphrasing performance elements gives your manager/supervisor a clear picture of how well you understood performance expectations.

**Focus on achievements rather than tasks.** Emphasize the results you accomplished, not the steps you took to create the results. Focus on the service, product, or deliverable resulting from the performance element.

**Highlight your most significant achievements for the rating cycle.** Your employee input does not need to be lengthy. Use your achievements to demonstrate how you successfully completed your performance elements.

**Make the connection between what you did and how your work helped the organization.** Explain how the organization benefited from what you achieved or contributed by describing tangible benefits (i.e., a cost savings to the organization or a solution that enabled employees to better perform their jobs).

**Cite instances where your actions or conduct exemplified superior performance.** Highlight specific instances where your behavior made a positive difference in the outcome of a job objective and how you met or exceeded the performance elements.

**Describe any challenges you faced and how you overcame them.** Overcoming challenges is an important part of the overall performance rating. Challenges may be technical or interpersonal in nature. They may also involve the ability to succeed despite limited resources or difficult circumstances.

**Describe your accomplishments in terms of the performance element.** Without copying the text of the elements, describe how your work met or exceeded them.



Defense Civilian Personnel Advisory Service

## Labor and Employee Relations Division

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**EMPLOYEE INPUT FACT SHEET**


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**Effective employee input answers the following questions**

- What did I achieve?
- How well did I do it?
- What behaviors did I exhibit?
- How did it help my organization?
- What special circumstances made my accomplishment even more significant?

ORCA	SCRAM
<p><b>Objective:</b> Your employee input clearly identifies at what level you felt you accomplished the performance element.</p>	<p><b>Situation:</b> Your employee input provides a little bit of context so readers understand why you were assigned this job objective and how it benefits the organization.</p>
<p><b>Results:</b> Your employee input describes how you accomplished the job objective at the stated level and references the appropriate Performance Indicators without copying the text of the descriptors exactly.</p>	<p><b>Challenges:</b> Your employee input describes any unusual circumstances you may have faced when working on this performance element.</p>
<p><b>Contribution:</b> Your employee input describes the critical behaviors you exhibited relative to the selected performance element.</p>	<p><b>Results:</b> Your employee input describes your actual results, including how they benefited the organization.</p>
<p><b>Added Value:</b> Your employee input describes the value of your accomplishments to the organization and, if applicable, describes how you exceeded expectations.</p>	<p><b>Actions:</b> Your employee input describes the actions you took and the behaviors you exhibited in accomplishing your performance standard.</p>
	<p><b>Measurements:</b> Your employee input describes how well you performed against each specific measurement in the performance element, linking what you did and how well you did it.</p>