



# CHRO News

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

March 2023

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/>

## DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP) 2023 APPRAISAL PERIOD (1 APRIL 2022 THROUGH 31 MARCH 2023)

The 2023 DPMAP appraisal period will end on 31 March 2023.

### 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 2023 (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 2023, unless the appraisal period was extended beyond 1 June.

### EMPLOYEE SELF-ASSESSMENT - **See the 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 located in DCPDS, IDP is located in TWMS.	NLT 30 April

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## Upcoming Training Opportunities

### Defense Performance Management Appraisal Program (DPMAP) Training - Tuesday, 28 March

Get ready for the new performance year. These sessions are designed to assist new employees and supervisors with understanding the performance cycle, requirements, and an introduction to Performance Management program in MyBiz+. This is a one time required training; may also be used as a refresher.

Date: 28 March 23

Location: Training Room (BLDG 1525)

Supervisors 10:00am – 12:00pm

Employees 1:00pm – 3:00pm

\*\*\*To register please email: [SMBPLMSHROTRAINING@usmc.mil](mailto:SMBPLMSHROTRAINING@usmc.mil). Specify which session you are signing up for.

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### FY23 Virtual Individual Development Plan (IDP) Training – 16 March, 0700 – 0830

### FY23 Virtual Half Day Performance Writing for Supervisors Training – 22 March, 0600 - 1000

Follow these simple steps to get registered for these sessions.

1. Copy / Paste link into your browser:

<https://usmc.sharepoint-mil.us/sites/TECOM/erav2.0/SiteAssets/Event-Registration/ERA.aspx>

2. Under column "Title" find the program you want to attend

3. Click the corresponding blue "Documents" button to find the course flyer.

4. Click the blue "Register" button. Once registered, the box will turn RED and it will read "Unregister".

5. You will receive a confirmation email from ERAV2.0 indicating you have successfully registered for this training event.

Link to Registration Tool Job Aid -

[https://usmc.sharepoint-mil.us/:p:/s/TECOM\\_KM/EaByfzNydmNEs2IWEWPvkCUBvtt\\_ma9noqg7npEBTroROQ?e=ISJINC](https://usmc.sharepoint-mil.us/:p:/s/TECOM_KM/EaByfzNydmNEs2IWEWPvkCUBvtt_ma9noqg7npEBTroROQ?e=ISJINC)

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## How to Update your Email in GRB Platform

1. As many employees have experienced the migration to Flank Speed and received the new ".civil@us.navy.mil" email address, 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.

2. 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.

3. 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

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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** 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.

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## REMINDER

**Telework agreements are due annually**



## Know the Difference

Cardiovascular Disease, Heart Disease, Coronary Heart Disease



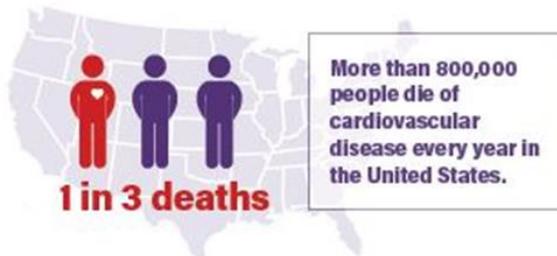
**Cardiovascular disease, heart disease, coronary heart disease – what's the difference?**

Because these terms sound so similar, people use them interchangeably. This fact sheet will help you understand how these conditions differ.

### Cardiovascular Disease

#### The big umbrella

Cardiovascular disease is the term for all types of diseases that affect the heart or blood vessels, including **coronary heart disease** (clogged arteries), which can cause heart attacks, **stroke**, **heart failure**, and **peripheral artery disease**.



### Heart Disease

#### A type of cardiovascular disease

"Heart disease" is a catch-all phrase for a variety of conditions that affect the heart's structure and function.

Keep in mind—all heart diseases are cardiovascular diseases, but not all cardiovascular diseases are heart disease.

The most common type of heart disease is coronary heart disease. In fact, when people talk about "heart disease" they often mean coronary heart disease.

Nearly 650,000 Americans die from heart diseases each year.

About 11% of American adults (that's more than 1 of every 9) have been diagnosed with heart disease.



### Coronary Heart Disease

#### A type of heart disease

Coronary heart disease is often referred to simply as "heart disease," although it's not the only type of heart disease. Another term for it is coronary artery disease.

About 366,000 Americans die from coronary heart disease each year.

Coronary heart disease occurs when plaque (a combination of fat, cholesterol, calcium, and other substances found in the blood) builds up in your arteries. You may have heard this called clogged arteries or atherosclerosis.

The plaque reduces the amount of oxygen-rich blood getting to your heart, which can cause chest pain (also called angina). Plaque can also lead to blood clots, which block blood flow and are the most common cause of a heart attack.

### What you can do to protect yourself from cardiovascular diseases?

There's a lot you can do to protect your heart.

- Ask your doctor about your **blood pressure, cholesterol, and A1C**.
- **Reduce the sodium**, and increase the fruits, vegetables, and whole grains in your diet.
- **Be physically active.**
- **Maintain a healthy weight.**
- **Don't smoke.**
- **Manage stress.**
- **Keep your diabetes under control.**



CULTURAL  
AWARENESS



# OBSERVANCE

## Women's History Month



Each March, the Department of Defense pays tribute to the women who, through their determination and contributions, have shaped America's history and whose efforts continue to pave the way forward.

Women's History Month originated in 1981 when Congress passed Public Law 97-28, which authorized and requested the President to proclaim the week beginning March 7, 1982, as "Women's History Week."

After being petitioned by the National Women's History Project, Congress passed Public Law 100-9 which designated the month of March 1987 as "Women's History Month."

This year's theme, chosen by the National Women's History Alliance (NWA) (formerly the National Women's History Project), is: *Celebrating Women Who Tell Our Stories*.

The NWA press release reflects, "*From the earliest storytellers through pioneering journalists, our experiences have been captured by a wide variety of artists and teachers. These include authors, songwriters, scholars, playwrights, performers, and grandmothers throughout time.*"

Women have long been instrumental in passing on our heritage in word and in print to communicate the lessons of those who came before us. Women's stories, and the larger human story, expand our understanding and strengthen our connections to each other. Generations of women have broken-down barriers, shattered stereotypes, and changed our society.

During Women's History Month, we honor the women who continue to tell our stories.

***"The more you know of your history, the more liberated you are."  
- Maya Angelou (memoirist, poet, and civil rights activist)***





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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.




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**EMPLOYEE INPUT FACT SHEET**


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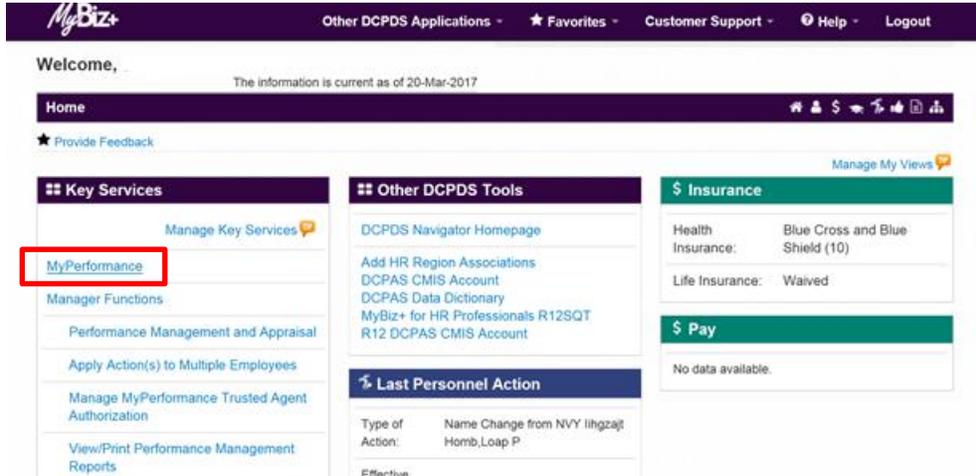
**Effective employee input answers the following questions**

- 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?

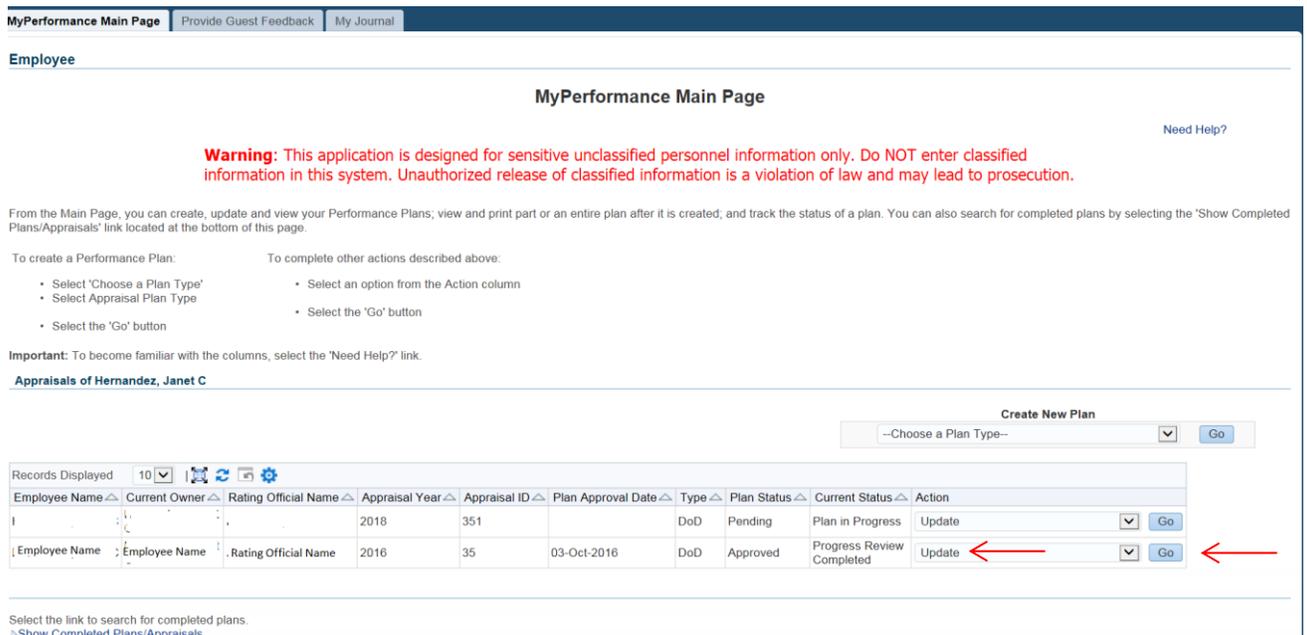
<b>ORCA</b>	<b>SCRAM</b>
<p><b>Objective:</b> Your employee input clearly identifies at what level you felt you accomplished the performance element.</p>	<p><b>Situation:</b> Your employee input provides a little bit of context so readers understand why you were assigned this job objective and how it 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>

## How Do I Update My Self-Assessment Narrative

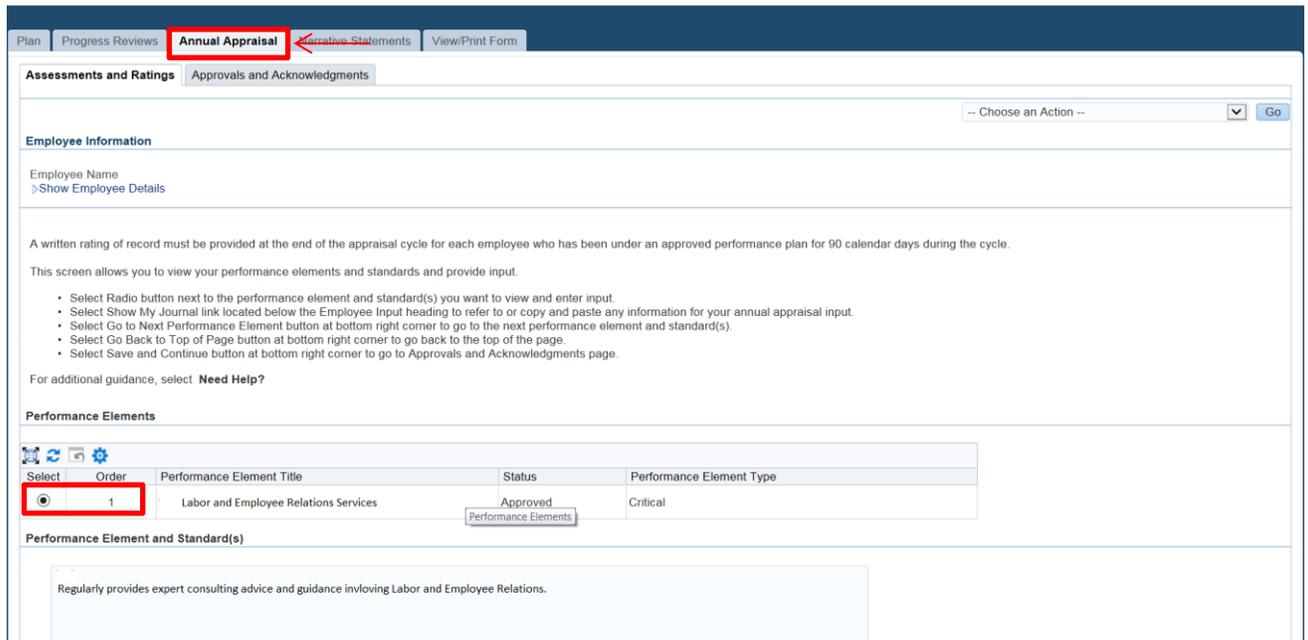
1. Begin at the MyBiz+ main page and select MyPerformance Link located under Key Services.



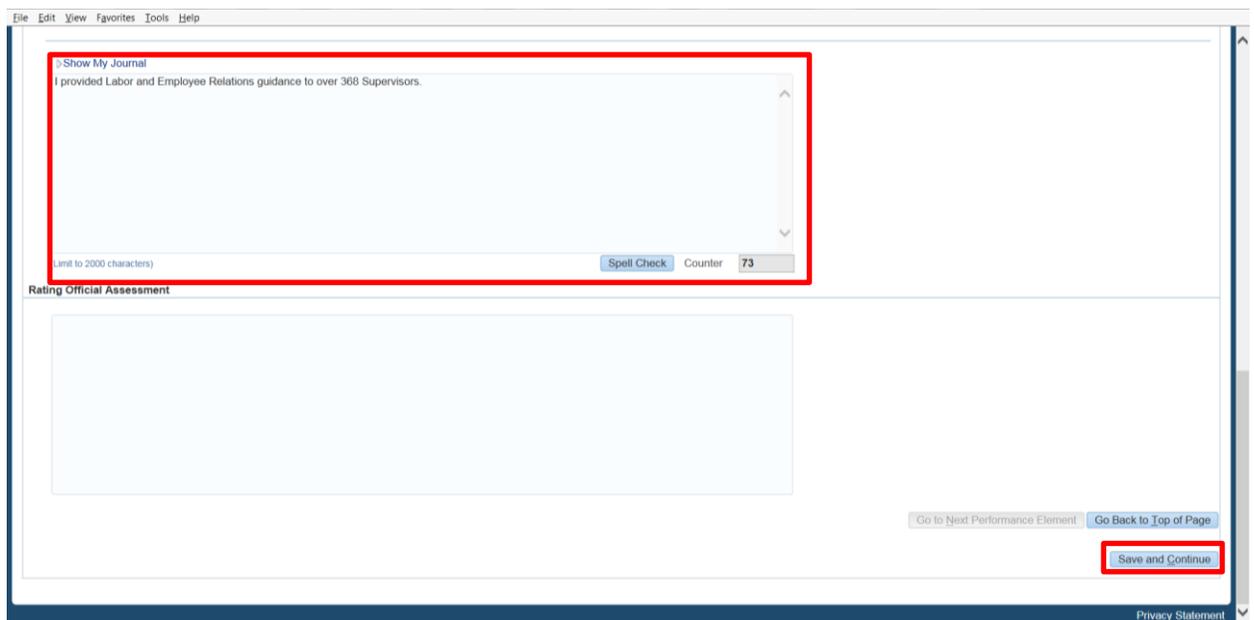
2. Select 'Update' under the 'Action' column. Update will allow you to enter narratives for the performance elements and standards. If 'Update' action is not available, contact your Rating Official and request he/she transfer the plan to you. The Current status should be 'Progress Review Completed' or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



6. 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.
7. 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 Acknowledgements Tab.



8. 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--

Go

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
Employee Name	Rating Official	Rating Official	2016	35	03-Oct-2016	DoD	Approved	Progress Review Completed	View