

**Self Service “My Biz”  
Module I, Chapter 4  
NSPS Appraisals**

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**Introduction**

The Self Service Employee “My Biz” provides employees the ability to interact with their managers during the appraisal process.

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DoD NSPS Performance Appraisal Application Online Training can be found at: <http://www.cpms.osd.mil/nsps/EPPTutorial/main.htm>. The lessons can be accessed using two formats:

1) Online (video) training tutorials require:

**System Requirements:**

- Windows 2000 or higher
- Flash 6 or higher
- Internet Explorer 6.0 or higher
- Screen resolution of 1024x768 or higher

2) Text version (PDF format) requires:

Adobe Reader 5.0 or higher

## **Individual Lessons**

### **Lesson 1: Welcome and How to Use This Tutorial**

**Online:** [http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est\\_perf\\_plan1.htm](http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est_perf_plan1.htm)

**Text:** [http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est\\_Perf\\_Plan1.pdf](http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est_Perf_Plan1.pdf)

### **Lesson 2: Overview**

**Online:** [http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est\\_perf\\_plan2.htm](http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est_perf_plan2.htm)

**Text:** [http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est\\_Perf\\_Plan2.pdf](http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est_Perf_Plan2.pdf)

### **Lesson 3: Logging on as a Rating Official – Initiating a Performance Plan**

**Online:** [http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est\\_perf\\_plan3.htm](http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est_perf_plan3.htm)

**Text:** [http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est\\_Perf\\_Plan3.pdf](http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est_Perf_Plan3.pdf)

### **Lesson 4: Logging on as an Employee – Editing a Performance Plan**

**Online:** [http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est\\_perf\\_plan4.htm](http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est_perf_plan4.htm)

**Text:** [http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est\\_Perf\\_Plan4.pdf](http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est_Perf_Plan4.pdf)

### **Lesson 5: Logging on as a Rating Official –Finalizing a Performance Plan**

**Online:** [http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est\\_perf\\_plan5.htm](http://www.cpms.osd.mil/nsps/EPPTutorial/lessons/PAA-Est_perf_plan5.htm)

**Text:** [http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est\\_Perf\\_Plan5.pdf](http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est_Perf_Plan5.pdf)

### **All Lessons (Text Format)**

[http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est\\_Perf\\_Plan\\_all\\_lessons.pdf](http://www.cpms.osd.mil/nsps/EPPTutorial/pdfs/PAA-Est_Perf_Plan_all_lessons.pdf)

### **NSPS Performance Appraisal Application User Guide (Text Format)**

The complete user guide can be found at:

<http://www.cpms.osd.mil/nsps/docs/PAAUserguide.pdf>