DEFENSE TALENT MANAGEMENT SYSTEM (DTMS) EXECUTIVE PROFILE QUICK REFERENCE GUIDE		
	GETTING STARTED	
Accessing DTMS Executive Profile	 Go to the DTMS website (<u>https://www.ddtms.army.mil</u>). Click the "I acknowledge" statement checkbox and then click the Accept button on the DoD Disclaimer page. Select the CAC email certificate when prompted. Enter your CAC PIN in the ActivClient Login window. On the DTMS home page, select DON Exec Profile on the left navigation menu. 	
Important	 There is a session timeout of 45 minutes in the Executive Profile screen. If you do not save your changes within 45 minutes you will lose the information entered. Fields that require the executive to enter data have a character limit. There is a running character limit count located on top of each text box. If you copy and paste a statement that exceeds the character limit, the character limit count will reflect a negative number (i.e99). If you click save for any text box over the character limit, the text entered will automatically truncate. Character limits include spaces and punctuation. 	
	EXECUTIVE PROFILE VALIDATION & UPDATE INSTRUCTIONS	
Section I: Personal Info	 Section I contains demographic information about the executive. Fields shaded in gray are pre-populated from the DCPDS and are not editable. If any of these fields is inaccurate, contact your SES Point of Contact (POC) to rectify these errors (see POC contact list found in the Exec Profile Update Guide with screenshots). The white fields are populated by the executive and are editable. Click the Save button in this section after entering or editing information in these fields. Acceptable file types for the Executive Profile Image upload are GIF, JPG/JPEG, or BMP, not to exceed 2 megabytes (MB) in file size. Use the Browse and Save buttons to upload your executive portrait. 	
Section II: Tenure or Availability Expectations	Section II is pre-populated from the DTMS Executive Self-Assessment and is not editable. Executives will be able to update this information when completing a new Self-Assessment, at the start of the annual Panel process.	
Section III: Executive Description	Section III is populated by the executive and captures the Executive Synopsis (300 character limit), Career Objectives (300 character limit), and Five Most Significant Career Accomplishments (200 character limit for each accomplishment). Click the Save button in this section after entering or editing information in these fields.	
Section IV: Current Assignment	 Section IV captures the executive's current assignment. Fields shaded in gray are pre-populated from the DCPDS and are not editable. If any of these fields is inaccurate, contact your SES POC to rectify these errors. The white fields are populated by the executive and are editable. Click the Save button in this section after entering or editing information in these fields. The Brief Summary of Current Duties is populated by the Executive Management Program Office (EMPO) administrators and is uploaded from the official Position Summary Form. If the description is inaccurate, contact your supervisor to request any changes. Upon supervisor approval, the updated Position Summary Form should be sent to EMPO and your SES POC. The Rating Chain information is entered by EMPO administrators. If this information is inaccurate, contact Michael Carsten (michael.carsten@navy.mil) to rectify these errors. The Admin and Executive Officer Information is optional and is editable by the executive. 	
Section V: Career Chronology	 Section V is pre-populated from the DCPDS and DTMS Executive Self-Assessment, as well as populated by the executive. It is required for the executive to enter a brief narrative for each position in the Position Narrative box provided. Click the Save button in this section after entering or editing information in these fields. The DCPDS/CMIS Assignment History segment captures the current and previous DoD assignments. If any of these fields is inaccurate, contact your SES POC to rectify these errors. There is a 1000 character limit for these Position Narrative boxes. The Non-DoD Federal Agency & Private Sector Exec Assignments/GO Assignments/Equivalent Exec Community Experience segment is pre-populated from the DTMS Executive Self-Assessment and is editable on this screen. There is a 4000 character limit for theses. The Joint Experience segment is pre-populated from the DTMS Executive Self-Assessment 	

	and is editable on this screen. There is a 4000 character limit for these Position Narrative boxes.	
Section VI: Performance	Section VI is pre-populated from the DCPDS and captures the executive's most recent and previous performance ratings. If any of this content is inaccurate, contact your SES POC to rectify these errors.	
Section VII: Significant Awards/Honors	Section VII is pre-populated from the DCPDS and captures the executive's work-related monetary awards associated with DoD assignments. If any of this content is inaccurate or incomplete, contact your SES POC to rectify these errors.	
	• Non-DoD, honorary, and private sector awards are not tracked in the DCPDS. Executives can manually enter additional awards by clicking the Add Award link in this section. Manually entered awards may be removed using the Delete link. Click the Save button in this section after making any changes.	
Section VIII:	Academic Degrees	
Education	 Academic education records are pre-populated from the DCPDS. If any of this content is inaccurate or incomplete, contact your SES POC to rectify these errors. A copy of an academic transcript may be required to make any changes or add additional degrees. Military Education 	
	 Military education records are populated by the executive. Executives can manually enter military education by clicking the Add Military Education link in this section. Manually entered education may be removed using the Delete link. Click the Save button in this section after making any changes. 	
Section IX: Executive Development	Section IX is pre-populated from the DCPDS and captures the executive's training course records. If any of this content is inaccurate or incomplete, contact your SES POC to rectify these errors.	
Section X: Licenses & Certifications	Section X is pre-populated from the DCPDS. If any of this content is inaccurate or incomplete, contact your SES POC to rectify these errors.	
Section XI: Language Skills	Section XI is pre-populated from the DCPDS. If any of this content is inaccurate or incomplete, contact your SES POC to rectify these errors.	
Section XII: Major Publications	Section XII is populated by the executive. Executives can manually enter major publications by clicking the Add Publication link in this section. Manually entered publications may be removed using the Delete link. Click the Save button in this section after making any changes.	
Section XIII: Professional Memberships & Associations	Section XIII is populated by the executive. Executives can manually enter professional memberships and associations by clicking the Add Memberships link in this section. Manually entered memberships may be removed using the Delete link. Click the Save button in this section after making any changes.	
Section XIV: Professional Boards	Section XIII is populated by the executive. Executives can manually enter major publications by selecting the Add Professional Boards link in this section. Manually entered board memberships may be removed using the Delete link. Click the Save button in this section after making any changes.	
Section XV: Assessment Results	Section XV is pre-populated from the results of the DTMS Panel process and captures the executive's Panel Readiness Ratings from the previous three years. The Panel Meeting occurs annually in May.	
Section XVI: Competencies	• Section XVI is populated by the executive. Executives can select their primary and secondary functional domains in which they believe they have become proficient over the course of their career. Click the Save button in this section after making your selections.	
Section XVII: Executive Preferences	Section XVII is pre-populated from the DTMS Executive Self-Assessment and is not editable. Executives will be able to update this information when completing a new Self-Assessment, at the start of the annual Panel process.	
	GETTING DTMS HELP	
DTMS TECHNICAL Michael Carsten, m	SUPPORT: TALENT MANAGEMENT PROGRAM MANAGER: ichael.carsten@navy.mil, 202-685-6495 Leslie Joseph, leslie.joseph@navy.mil, 202-685-6185	

Accessing DTMS 1. Go to the DTMS website (https:// 2. Click the "I acknowledge" state Disclaimer page. 3. Select the CAC email certificate 4. Enter your CAC PIN in the Active 5. Arrive at the DTMS home page. **Important** • There is a session timeout of 4 submit your changes within 45 in Submit buttons are located at the • Fields that require the executive character limit count located or exceeds the character limit, the or you click save for any text box or truncate. Character limits include Denning • On the DTMS home page, select Self-Assessment • On the DTMS home page, select Profile • At the bottom of the DTMS Main open the Self-Assessment screee Profile Review the Profile section of the Self • Select a Profile Report from the Biography, Resume, Position 3 auto-generated within the tool. • If inaccuracies exist and you war Profile screen by selecting the D Joint, Interagency & In this section, specify if you have served in a button. • If you selected Yes, include the Assessment of the assignment of t	 ment checkbox and then click the Accept button on the DoD when prompted. Client Login window. 5 minutes in the Self-Assessment screen. If you do not save or ninutes you will lose the information entered. The Save and e bottom of the Self-Assessment screen. to enter data have a character limit. There is a running in top of each text box. If you copy and paste a statement that character limit count will reflect a negative number (i.e99). If wer the character limit, the text entered will automatically e spaces and punctuation. ASSESSMENT INSTRUCTIONS t DON DTMS on the left navigation menu. Menu screen, click the Go to my Assessment button. This will 	
2. Click the "I acknowledge" state Disclaimer page. 3. Select the CAC email certificated. 4. Enter your CAC PIN in the Active 5. Arrive at the DTMS home page. **Important** • There is a session timeout of 4 submit your changes within 45 r Submit buttons are located at the Fields that require the executive character limit count located or exceeds the character limits included to you click save for any text box o truncate. Character limits included Deening • On the DTMS home page, selec Self-Assessment • On the DTMS home page, selec Profile • Review the Profile section of the Self-Assessment screee Profile Review the Profile section of the Self. Joint, Interagency & Int'i Experience In this section, specify if you have served in a button. In this section, specify if you have served in a button. • If you selected Yes, include the assignment of the assignme	 ment checkbox and then click the Accept button on the DoD when prompted. Client Login window. 5 minutes in the Self-Assessment screen. If you do not save or ninutes you will lose the information entered. The Save and e bottom of the Self-Assessment screen. to enter data have a character limit. There is a running n top of each text box. If you copy and paste a statement that character limit count will reflect a negative number (i.e99). If wer the character limit, the text entered will automatically e spaces and punctuation. ASSESSMENT INSTRUCTIONS t DON DTMS on the left navigation menu. Menu screen, click the Go to my Assessment button. This will n in the current window. 	
submit your changes within 45 rSubmit buttons are located at thFields that require the executive character limit count located on exceeds the character limit, the or you click save for any text box or truncate. Character limits includeOpening Self-Assessment• On the DTMS home page, select • At the bottom of the DTMS Main open the Self-Assessment screetProfile• Review the Profile section of the Self- • Select a Profile Report from the Biography, Resume, Position a auto-generated within the tool.Joint, Interagency & Int'l ExperienceIn this section, specify if you have served in a button.In this section of the assignment, workgroup or tas • Indicate if you have served in a button.• You may enter up to three applit assignment, click the Delete Ass	 ninutes you will lose the information entered. The Save and e bottom of the Self-Assessment screen. to enter data have a character limit. There is a running in top of each text box. If you copy and paste a statement that character limit count will reflect a negative number (i.e99). If wer the character limit, the text entered will automatically e spaces and punctuation. ASSESSMENT INSTRUCTIONS t DON DTMS on the left navigation menu. Menu screen, click the Go to my Assessment button. This will n in the current window. 	
Opening Self-Assessment• On the DTMS home page, select • At the bottom of the DTMS Main open the Self-Assessment screetProfileReview the Profile section of the Self- • Select a Profile Report from the Biography, Resume, Position 3 auto-generated within the tool. • If inaccuracies exist and you war Profile screen by selecting the DJoint, Interagency & Int'l ExperienceIn this section, specify if you have served in a button. • If you selected Yes, include the A Description of the assignment of • You may enter up to three applic assignment, click the Delete Assignment	t DON DTMS on the left navigation menu. Menu screen, click the Go to my Assessment button. This will n in the current window.	
Self-Assessment • At the bottom of the DTMS Main open the Self-Assessment screet Profile Review the Profile section of the Self-Assessment screet • Select a Profile Report from the Biography, Resume, Position a auto-generated within the tool. • If inaccuracies exist and you war Profile screen by selecting the D Joint, Interagency & In this section, specify if you have served in a button. • In this section, specify if you have served in a button. • If you selected Yes, include the Assignment, click the Delete Assignment	Menu screen, click the Go to my Assessment button. This will n in the current window.	
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Joint, Interagency & Int'l ExperienceIn this section, specify if you have served national assignment, workgroup or tas• Indicate if you have served in a button.• Indicate if you have served in a button.• If you selected Yes, include the Description of the assignment of assignment, click the Delete Assignment, click the Delete Assignment	dropdown list in the top right of the Profile section to view your Summary, Executive Brief, and/or Feedback Letter, which are nt to change or add information, please return to the Executive ON Exec Profile link located at the top of the screen.	
	ved in a significant joint, interagency, international or multi- kforce. significant joint assignment by selecting the Yes or No radio Assignment/Project Title, Start/End Date, and a brief or project. Description fields are limited to 4000 characters. cable assignments/projects. If you wish to delete a saved signment link below the corresponding assignment.	
 Executive Positions Indicate if you have served in a or No radio button. If you selected Yes, include the I position. Description fields are lin You may enter up to three applied 	ved in any past non-DoD executive positions. significant non-DoD executive position by selecting the Yes Position Title, Start/End Date , and a brief Description of the nited to 4000 characters. cable positions. If you wish to delete a saved assignment, click by the corresponding assignment.	
Position Vacate Projections regarding your projected retirement data responses (if available) click the Show Projections link at the top of this sect • Populate the Estimated Retirem component service using the MM • State the Certainty or firmness of Carved in Stone radio button. • Indicate if you plan to retire from • Enter the date you wish to vacate MM/DD/YYYY format.	nent Date field with the date you are most likely to retire from	

	box to further explain your specific situation. This text box has a limit of 2000 characters.	
Part I – Succession Planning Feedback and Strategy	 The Succession Planning Feedback and Strategy section requires you to indicate if you have personal knowledge of one or more possible successor(s) who presently possess the qualifications and competencies for the position you hold. To view your previous year's responses (if available) click the Show Previous Year's Succession Planning Feedback and Strategy link at the top of this section. Indicate if you have knowledge of a possible successor(s) for your position. If you selected Yes, indicate the source of the possible successor(s) by using the dropdown list or entering information in the text box provided for Private Sector or Academia. Indicate your willingness to be interviewed to assist in the succession planning for your position by selecting the Yes or No radio button. Enter any other comments or feedback that might be useful for succession planning purposes 	
Executive	in the text box provided. This text box has a limit of 2000 characters. The Executive Competency Assessment section requires you to score yourself against the 18 DoD	
Competency Assessment	critical leadership competencies using a 5-point rating scale of proficiency levels (5 – Master; 3 – <i>Proficient;</i> 1 – <i>Baseline;</i> 0 – N/A).	
	 Review the definition of each competency and corresponding examples of experiences and training indicative of each proficiency level before scoring. To access this information, click on the competency name. 	
	• In the Score column, use the dropdown list to assign a score to each competency. The previous year's score (if available) will appear in the Previous Year's Score column.	
	 Use the following guidelines when assessing competency proficiency: Baseline: Assign this rating if you possess the experiences <u>or</u> training listed. Account for comparable experiences or training that are not specifically listed. 	
	Proficient: Assign this rating if you possess the experiences <u>or</u> the experiences <u>and</u> training listed. Account for comparable experiences or experiences and training that are not specifically listed provided you demonstrated the intended competency via your actions, achieved outcomes and breadth of control. Training alone will not suffice. For the Joint Perspective competency only, the experience must have been demonstrated in a full-time assignment of at least six months.	
	Mastery: Assign this rating if you possess the experiences <u>or</u> the experiences <u>and</u> training listed. Account for comparable experiences or experiences and training that are not specifically listed provided you demonstrated the intended competency via your actions, achieved outcomes and breadth of control. Training alone will not suffice. For the Joint Perspective competency only, the experience must have been demonstrated in a full-time assignment of at least one year.	
Part II – Future Position	The Future Position Preferences section provides you with an opportunity to state your interests and preferences for future executive assignments within the Air Force, Army, Navy, and/or 4th Estate.	
Preferences	• Use the Position Search Filters to search available selections for the Near, Mid, and/or Far timeframe. You may filter your position search by Component, Tier, Command, Functional Area, Incumbent, and/or Location. To apply the filter(s), click the Search button.	
	• To view a description of a position in the Search Results, click the View Position Summary button next to the corresponding position.	
	• In the Search Results, select the position(s) you are interested in, using the Select checkbox and clicking the Add Selected Positions button above the preferred timeframe. You are required to select a minimum of three positions in the Near, Mid, and/or Far timeframe, and at least one position is required in the Near timeframe. If your Estimated Retirement Date is within the next 12 months, and you've selected Carved in Stone , you are not required to populate any selections.	
	• If you wish to delete a selection, click the button labeled with an "X" next to the corresponding position.	
	 Enter comments in the Comments/Explanation text box to further explain your career projections. This text box has a limit of 2000 characters. 	
Submitting Self- Assessment	Once you complete and review your responses, click the Submit button located at the bottom of the screen to complete your Self-Assessment.	
	 After you click the Submit button a window will pop-up asking you to confirm your intention to submit your Self-Assessment. 	
	 Once you confirm your intention to submit, the Self-Assessment will be locked from further editing, and will be made available for your supervisor to review and complete the Supervisor Assessment. 	
	• If you are not finished with the Self-Assessment and need to return at a later date, click the	

	Save button, also located at the bottom	of this screen.	
	GETTING D	DTMS HELP	
DTMS TECHNICAL SUPPORT:		TALENT MANAGEMENT PROGRAM MANAGER:	
Michael Carsten, michael.carsten@navy.mil, 202-685-6297		Leslie Joseph, leslie.joseph@navy.mil, 202-685-6185	

DEFENSE TALENT MANAGEMENT SYSTEM (DTMS) SUPERVISOR ASSESSMENT QUICK REFERENCE GUIDE **GETTING STARTED** Go to the DTMS website (https://www.ddtms.army.mil). Accessing DTMS 1. Click the "I acknowledge" statement checkbox and then click the Accept button on the DoD 2. Disclaimer page. \square Select the CAC email certificate when prompted. 3. Enter your CAC PIN in the ActivClient Login window. 4. 5 Arrive at the DTMS home page. **Important** There is a session timeout of 45 minutes in the Supervisor Assessment screen. If you do not . save or submit your changes within 45 minutes you will lose the information entered. The Save and **Submit** buttons are located at the bottom of the Supervisor Assessment screen. Fields that require the executive to enter data have a character limit. There is a running • character limit count located on top of each text box. If you copy and paste a statement that exceeds the character limit, the character limit count will reflect a negative number (i.e. -99). If you click save for any text box over the character limit, the text entered will automatically truncate. Character limits include spaces and punctuation. SUPERVISOR ASSESSMENT INSTRUCTIONS Opening On the DTMS home page, select DON DTMS on the left navigation menu. . Supervisor On the DTMS Main Menu screen, go to the bottom of the page where you will see two groups of Assessment executive names: Executive(s) to be Assessed and Executive Assessment(s) to be **Endorsed**. Although you will see the same names under both sections, the Department of the Navy (DON) only uses one reviewer level (Executive(s) to be Assessed). П Under the Executive(s) to be Assessed grouping, locate the name of the executive you are assessing under the Executive column and then click the Assess link to the far right under the Supervisor Assessment column. This will open the Supervisor Assessment in the current window. You will not see the Assess link for any executives who have not submitted their Self-Assessment. **Executive Profile** Review the Executive Profile section of the Supervisor Assessment screen for information regarding the executive to be assessed. Select a Profile Report from the dropdown list in the top right of the Executive Profile section to view the executive's Biography, Resume, Position Summary, Executive Brief, Feedback Letter, and/or Self-Assessment, which are auto-generated within the tool. **Supervisor Profile** Review the Supervisor Profile section of the Supervisor Assessment screen for accuracy and completeness. If any errors exist, please contact the Department of the Navy DTMS point of contact, Mike Carsten, michael.carsten@navy.mil or 202-685-6495. Supervisory This section provides a list of the tasks that need to be completed for the Supervisor Assessment. Recommendation Part I – Supervisor In this section, specify if you agree or disagree with the executive's succession planning feedback. To Assessment view the previous year's assessment response (if available) click the Show Previous Year's Succession Supervisor Assessment Succession link at the top of this section. To view the executive's succession planning feedback, click the View Part I of Self-Assessment link located in the top right corner of this section. Indicate if you agree or disagree with the executive's succession planning feedback by . selecting the I Agree or I Disagree radio buttons. Enter comments to support your decision. If you **disagree**, you are **required** to enter comments. • This text box has a limit of 2000 characters. The Competency Assessment section requires you to score the position AND executive against the Competency 18 DoD critical leadership competencies using a 5-point rating scale of proficiency levels (5 -Assessment Master; 3 – Proficient; 1 – Baseline; 0 – N/A). Review the definition of each competency and corresponding examples of experiences and training indicative of each proficiency level before scoring. To access this information, click on the competency name. In the Rater Competency Score column, use the dropdown list to assign a score to each competency. The previous year's scores from the executive and supervisor will appear in gray (if available) to the left of the scoring column.

	First, rate the competencies required for the position:		
	Score the competencies necessary to successfully carry out the roles and responsibilities of the position the executive encumbers. If any of the competencies listed is not required to carry out the assignment, select 0.		
	Next, rate the executive's competencies:		
	Score the competencies to rate the executive's proficiency level.		
	Use the following guidelines when assessing competency proficiency:		
	Baseline: Assign this rating if the executive possesses the experiences <u>or</u> training listed. Account for comparable experiences or training that are not specifically listed.		
	Proficient: Assign this rating if the executive possesses the experiences or the experiences and training listed. Account for comparable experiences or experiences and training that are not specifically listed provided the executive demonstrated the intended competency via their actions, achieved outcomes and breadth of control. Training alone will not suffice. For the Joint Perspective competency only, the experience must have been demonstrated in a full- time assignment of at least six months.		
	Mastery: Assign this rating if the executive possesses the experiences <u>or</u> the experiences and training listed. Account for comparable experiences or experiences and training that are not specifically listed provided the executive demonstrated the intended competency via their actions, achieved outcomes and breadth of control. Training alone will not suffice. For the Joint Perspective competency only, the experience must have been demonstrated in a full- time assignment of at least one year.		
Part II – Supervisor	In this section, specify if you agree or disagree with the executive's future position plans.		
Assessment Future Plans	• To view the executive's future position plans, click the View Part II of Self-Assessment link located in the top right corner of this section.		
	 Indicate if you agree or disagree with the executive's future position plans by selecting the I Agree or I Disagree radio buttons. 		
	• Enter comments to support your decision. You are required to enter comments regardless of your response. This text box has a limit of 2000 characters.		
Part III – Readiness Assessment	In this section, assign a recommended Readiness Rating for the executive. To view the previous year's assessment response (if available) click the Show Previous Year's Readiness Assessment link at the top of this section.		
	 Review the definitions for the four Readiness Ratings provided below each rating: Ready for Increased Challenge; Ready for Career Broadening; Build Tenure/Experience; and Contribute in Place. 		
	 Use the definitions to determine the appropriate rating for the executive being assessed. (Note: It is recommended that an executive who is new to their role (e.g. <12 months) be assigned a rating of Build Tenure/Experience.) 		
	• Assign a recommended Readiness Rating for the executive by clicking the radio button to the left of the rating label.		
	• Provide justification for the assigned rating in the comment box provided. You are required to enter comments. This text box has a limit of 2000 characters.		
Submitting Supervisor	Once you complete and review your responses, click the Submit button located at the bottom of the screen to complete your Supervisor Assessment.		
Assessment	After you click the Submit button a window will pop-up asking you to confirm your intention to submit your Supervisor Assessment.		
	• Once you confirm your intention to submit, the Supervisor Assessment will be locked from further editing and you will be returned to the DTMS Main Menu screen. You will notice a Complete link to the far right of the name of the executive for whom you've submitted a Supervisor Assessment for. You can view the completed Supervisor Assessment by clicking this link.		
	• If you are not finished with the Supervisor Assessment and need to return at a later date , click the Save button, also located at the bottom of this screen.		
	GETTING DTMS HELP		
DTMS TECHNICAL S	UPPORT: TALENT MANAGEMENT PROGRAM MANAGER:		
	Michael Carsten, michael.carsten@navy.mil, 202-685-6495 Leslie Joseph, leslie.joseph@navy.mil, 202-685-6185		

DEFENSE TALENT MANAGEMENT SYSTEM (DTMS) ENDORSER ASSESSMENT QUICK REFERENCE GUIDE

	GETTING STARTED	
Accessing DTMS	 Go to the DTMS website (<u>https://www.ddtms.army.mil</u>). Click the "I acknowledge" statement checkbox and then click the Accept button on the DoD Disclaimer page. Select the CAC email certificate when prompted. Enter your CAC PIN in the ActivClient Login window. Arrive at the DTMS home page. 	
Important	 There is a session timeout of 45 minutes in the Endorser Assessment screen. If you do not save or submit your changes within 45 minutes you will lose the information entered. The Save and Submit buttons are located at the bottom of the Endorser Assessment screen. Fields that require the executive to enter data have a character limit. There is a running character limit count located on top of each text box. If you copy and paste a statement that exceeds the character limit, the character limit count will reflect a negative number (i.e99). If you click save for any text box over the character limit, the text entered will automatically truncate. Character limits include spaces and punctuation. 	
	ENDORSER ASSESSMENT INSTRUCTIONS	
Opening Endorser Assessment	 On the DTMS home page, select DON DTMS on the left navigation menu. On the DTMS Main Menu screen, go to the bottom of the page where you will see two possible groups of executive names: Executive(s) to be Assessed and Executive Assessment(s) to be Endorsed. Only users with both the Supervisor and Endorser role will see both groups. Under the Executive Assessment(s) to be Endorsed grouping, locate the name of the 	
	executive you are endorsing under the Executive column and then click the Endorse link to the far right under the Endorsement column. This will open the Endorser Assessment in the current window.	
Executive Profile	 Review the Executive Profile section of the Endorser Assessment screen for information regarding the executive to be assessed. Select a Profile Report in the dropdown list in the top right of the Executive Profile section to view the executive's Biography, Resume, Position Summary, Executive Brief, Feedback Letter, and/or Self-Assessment, which are auto-generated within the tool. 	
Supervisor Profile	Review the Supervisor Profile section of the Supervisor Assessment screen for accuracy and completeness. If any errors exist, please contact the Department of the Navy DTMS point of contact, Michael Carsten, <u>michael.carsten@navy.mil</u> or 202-685-6495.	
Supervisory Recommendation	This section displays a summary of the supervisor's assessment of the executive's succession planning feedback and future position plans, as well as the supervisor's recommended readiness rating.	
Part I – Endorser Assessment Succession	In this section, specify if you agree or disagree with the executive's succession planning feedback. To view the previous year's assessment response (if available) click the Show Previous Year's Endorsement Assessment Succession link at the top of this section.	
	 To view the executive's succession planning feedback, click the View Part I of Self-Assessment link located in the top right corner of this section. Indicate if you agree or disagree with the executive's succession planning feedback by selecting the I Agree or I Disagree radio buttons. 	
	 Enter comments to support your decision. If you disagree, you are required to enter comments. This text box has a limit of 2000 characters. 	
Competency Endorsement	 The Competency Endorsement section requires you to score the position AND executive against the 18 DoD critical leadership competencies using a 5-point rating scale of proficiency levels (5 – Master; 3 – Proficient; 1 – Baseline; 0 – N/A). Review the definition of each competency and corresponding examples of experiences and training indicative of each proficiency level before scoring. To access this information, click on the 	
	 competency name. In the Endorser Competency Score column, use the dropdown list to assign a score to each competency. The previous year's scores from the executive, supervisor, and endorser will appear in gray (if available) to the left of the scoring column. 	

	First, rate the competencies required for the position:	
	 Score the competencies necessary to successfully carry out the roles and responsibilities of the position the executive encumbers. If any of the competencies listed is not required to carry out the assignment, select 0. 	
	Next, rate the executive's competencies:	
	Score the competencies to rate the executive's proficiency level.	
	Use the following guidelines when assessing competency proficiency:	
	Baseline: Assign this rating if the executive possesses the experiences or training listed. Account for comparable experiences or training that are not specifically listed.	
	Proficient: Assign this rating if the executive possesses the experiences <u>or</u> the experiences and training listed. Account for comparable experiences or experiences and training that are not specifically listed provided the executive demonstrated the intended competency via their actions, achieved outcomes and breadth of control. Training alone will not suffice. For the Joint Perspective competency only, the experience must have been demonstrated in a full- time assignment of at least six months.	
	Mastery: Assign this rating if the executive possesses the experiences or the experiences and training listed. Account for comparable experiences or experiences and training that are not specifically listed provided the executive demonstrated the intended competency via their actions, achieved outcomes and breadth of control. Training alone will not suffice. For the Joint Perspective competency only, the experience must have been demonstrated in a full- time assignment of at least one year.	
Part II – Endorser	In this section, specify if you agree or disagree with the executive's future position plans.	
Assessment Future Plans	• To view the executive's future position plans, click the View Part II of Self-Assessment link located in the top right corner of this section.	
	 Indicate if you agree or disagree with the executive's future position plans by selecting the I Agree or I Disagree radio buttons. 	
	• Enter comments to support your decision. You are required to enter comments regardless of your response. This text box has a limit of 2000 characters.	
Part III – Readiness Assessment	In this section, specify if you agree or disagree with the supervisor's recommended Readiness Rating of the executive. If you disagree, you are required to assign your own recommended Readiness Rating for the executive. To view the previous year's assessment response (if available) click the Show Previous Year's Readiness Assessment link at the top of this section.	
	 Review the definitions for the four Readiness Ratings provided below each rating: Ready for Increased Challenge; Ready for Career Broadening; Build Tenure/Experience; and Contribute in Place. 	
	 Use the definitions to determine the appropriate rating for the executive being assessed. (Note: It is recommended that an executive who is new to their role (e.g. <12 months) be assigned a rating of Build Tenure/Experience.) 	
	• Assign a recommended Readiness Rating for the executive by clicking the radio button to the left of the rating label.	
	• Provide justification for the assigned rating in the comment box provided. You are required to enter comments. This text box has a limit of 2000 characters.	
Submitting Endorser	Once you complete and review your responses, click the Submit button located at the bottom of the screen to complete your Endorser Assessment.	
Assessment	• After you click the Submit button a window will pop-up asking you to confirm your intention to submit your Endorser Assessment.	
	• Once you confirm your intention to submit, the Endorser Assessment will be locked from further editing and you will be returned to the DTMS Main Menu screen. You will notice a Complete link to the far right of the name of the executive for whom you've submitted a Endorser Assessment for. You can view the completed Endorser Assessment by clicking this link.	
	• If you are not finished with the Endorser Assessment and need to return at a later date , click the Save button, also located at the bottom of this screen.	
	GETTING DTMS HELP	
DTMS TECHNICAL S	UPPORT: TALENT MANAGEMENT PROGRAM MANAGER:	
Michael Carsten, mic	Leslie Joseph, leslie.joseph@navy.mil, 202-685-6495	

DEFENSE TALENT MANAGEMENT SYSTEM (DTMS) PANEL MEMBER ASSESSMENT QUICK REFERENCE GUIDE

	GETTING STARTED	
Accessing DTMS	 Go to the DTMS website (<u>https://www.ddtms.army.mil</u>). Click the "I acknowledge" statement checkbox and then click the Accept button on the DoD Disclaimer page. Select the CAC email certificate when prompted. Enter your CAC PIN in the ActivClient Login window. Arrive at the DTMS home page. 	
Important	 There is a session timeout of 45 minutes in the Panel Member Assessment screens. If you do not save your changes within 45 minutes you will lose the information entered. The Save button is located at the bottom of the Panel Member Assessment screen. Fields that require the executive to enter data have a character limit. There is a running character limit count located on top of each text box. If you copy and paste a statement that exceeds the character limit, the character limit count will reflect a negative number (i.e99). If you click save for any text box over the character limit, the text entered will automatically truncate. Character limits include spaces and punctuation. 	
	PANEL MEMBER ASSESSMENT INSTRUCTIONS	
Opening Individual Panel Member Assessment Screen	 Go to the DON Panel menu option on the left side of the DTMS home page and click the SES List link. Find your assigned executive in the Name column on the SES List screen, under the Executives to Assess heading. Click on their name to open the Individual Panel Member Assessment screen. 	
I. Executive Information	 Start your assessment by selecting the Profile Reports from the dropdown list in the Executive Information section to review the executive's Biography, Resume, Position Summary, Executive Brief, Self-Assessment, Supervisor/Endorser Assessment, and/or Feedback Letter. This section also includes the executive's Endorser Readiness Rating, most recent Performance Rating, and Previous Panel Rating. 	
II. Individual Panel Member Readiness Rating	 Assign a recommended Readiness Rating for the executive by clicking the radio button next to the rating. To review the definitions of the Readiness Ratings, click on the Show Rating Descriptions link below the radio buttons. 	
III. Readiness Rating Justification Comments	Provide comments in part III to justify your assigned Readiness Rating. Your comments will be shared with the other Panel members during deliberations. This text box has a limit of 3000 characters.	
Saving Individual Panel Member Assessment	Once you have completed the assessment, click the Save button to save your work or the Save and Return to Exec List button to save and return to the SES List screen. (Note: You are not required to assign a Joint Proficiency Rating in part IV or provide justification comments in part V.)	
Opening Panel Reconciliation Worksheet Screen	 Go to the DON Panel menu option on the left side of the DTMS home page and click the Ranking Results link. Find your assigned executive in the Executive Name column on the Ranking Results screen, under the Executives Requiring Panel Reconciliation Discussion heading. Click on their name to open the Panel Reconciliation Worksheet screen. 	
Feedback Entry	Provide feedback in the Career Plan, Developmental Recommendations , Personal Strengths, and Portfolio Gaps text boxes at the bottom of the Panel Reconciliation Worksheet screen. Each text box has a limit of 2000 characters.	
Saving Panel Reconciliation Worksheet	Once you have completed the assessment, click the Save button to save your work or the Save and Return to Exec List button to save and return to the Ranking Results screen.	
	GETTING DTMS HELP	
DTMS TECHNICAL SUF Michael Carsten, micha	PPORT: TALENT MANAGEMENT PROGRAM MANAGER: ael.carsten@navy.mil, 202-685-6297 Leslie Joseph, leslie.joseph@navy.mil, 202-685-6185	