

HUMAN RESOURCES AND ORGANIZATIONAL MANAGEMENT (HROM) ELECTRONIC APPRAISAL REPOSITORY

INTRODUCTION . MI Division of Manpower and Reserve Affairs (M&RA) developed a secure repository for filing of completed civilian Interim Performance Management System appraisals. Use of the repository is mandatory. HROM will not accept hard copies of appraisals. Do not use the repository for filing performance plans – it is only used to file ratings of record. Below are step by step instructions for filing appraisals in the repository.

IMPORTANT NOTE: PRIOR TO USING THE APPRAISAL REPOSITORY, USERS MUST HAVE ACCESS TO THE M&RA PORTAL. USERS WITHOUT ACCESS MAY REGISTER FOR AN ACCOUNT AT: <https://www.manpower.usmc.mil/registration>. STEP BY STEP REGISTRATION INSTRUCTIONS ARE INCLUDED AT THE SITE.

ONCE YOU RECEIVE AN E-MAIL VERIFYING THAT YOUR PORTAL ACCOUNT HAS BEEN APPROVED, YOU WILL FOLLOW THE STEPS BELOW TO UPLOAD APPRAISALS. IF YOU DO NOT RECEIVE PORTAL ACCESS WITHIN 24 HOURS PLEASE CALL THE M&RA PORTAL HELP DESK AT 703.784.9030.

USERS WHO ALREADY HAVE A PORTAL ACCOUNT MAY UPLOAD APPRAISALS BY FOLLOWING THE INSTRUCTIONS BELOW.

STEP 1. After the senior rating official has approved the appraisal and the employee has acknowledged receipt of the appraisal, the appraisal is ready to be filed in the repository. *Before you begin, save the appraisal to your desktop or other location on your computer.*

STEP 2. Open the repository by clicking on the link below (select CONTROL THEN CLICK):

<https://www.manpower.usmc.mil/pls/apex/f?p=155:1>

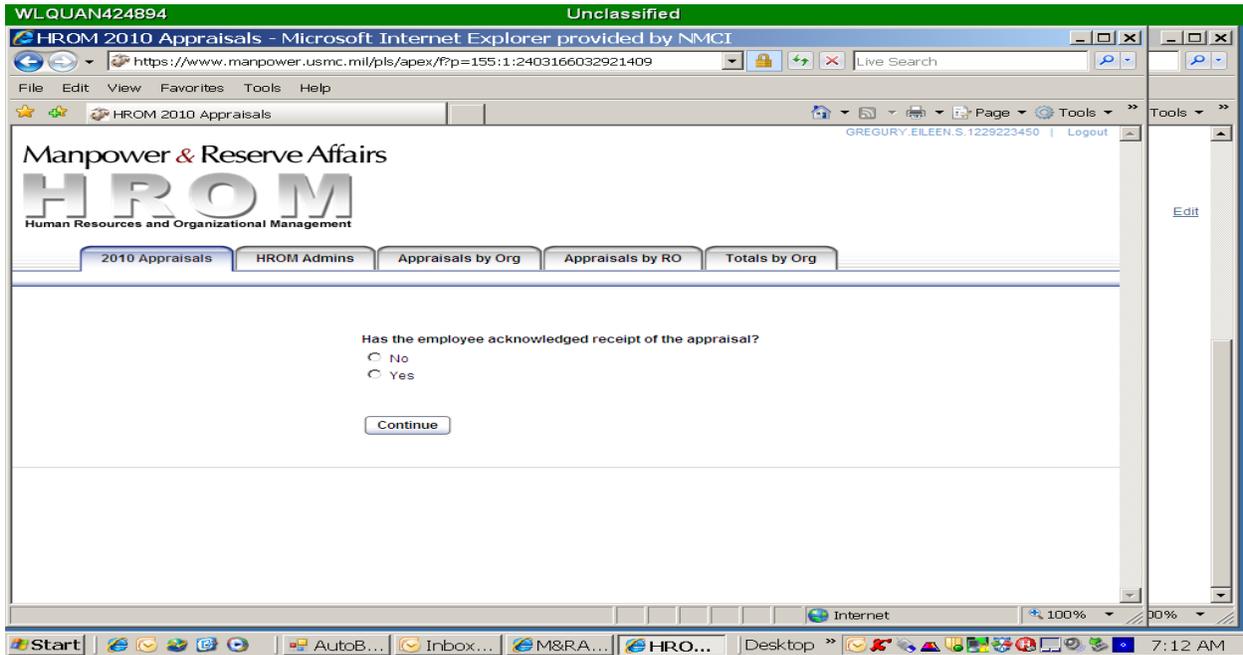
NOTE: IF YOU ARE UNABLE TO ACCESS THE APPRAISAL REPOSITORY BY USING THE DIRECT LINK ABOVE, YOU MAY ACCESS IT THROUGH THE M&RA HOME PAGE:

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME.

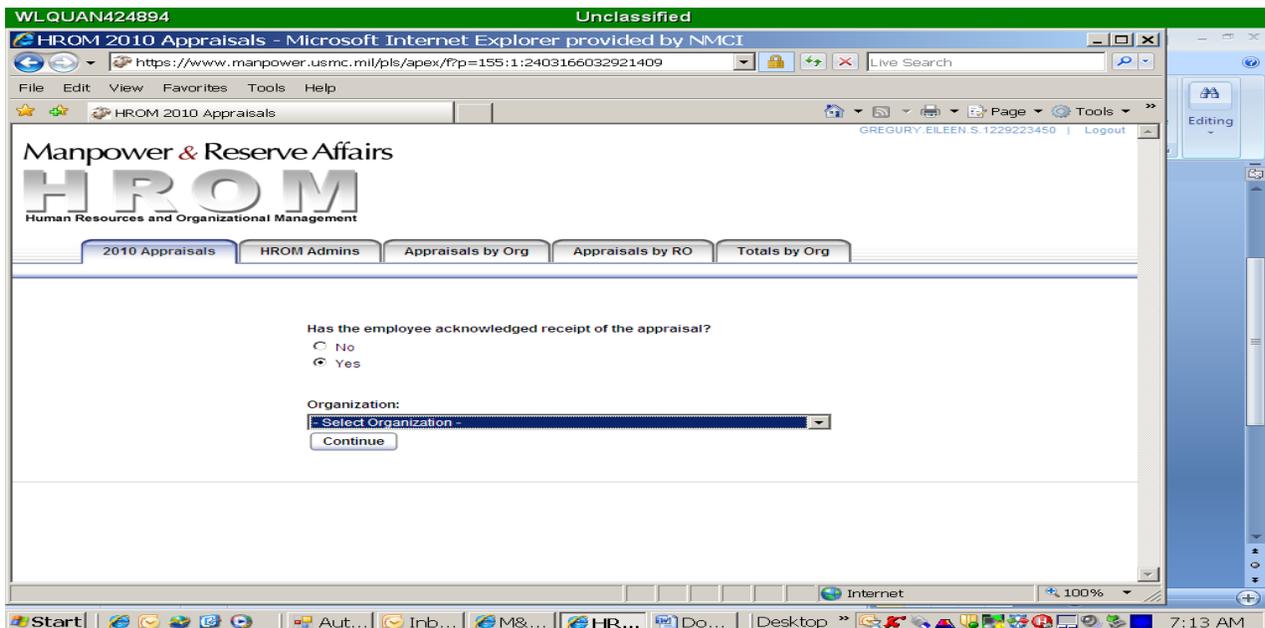
ONCE AT THE HOME PAGE, SCROLL TO THE BOTTOM OF “ON LINE APPLICATIONS” AND SELECT HROM CIVILIAN APPRAISAL REPOSITORY.

A DoD warning banner will appear. Select “I ACCEPT”.

STEP 3. The following screen under the TAB 2011 Appraisals will appear. Select YES to the question “HAS THE EMPLOYEE ACKNOWLEDGED RECEIPT OF THE APPRAISAL?” and then select CONTINUE. Note: If the employee has not acknowledged receipt, you are not ready to file the appraisal.



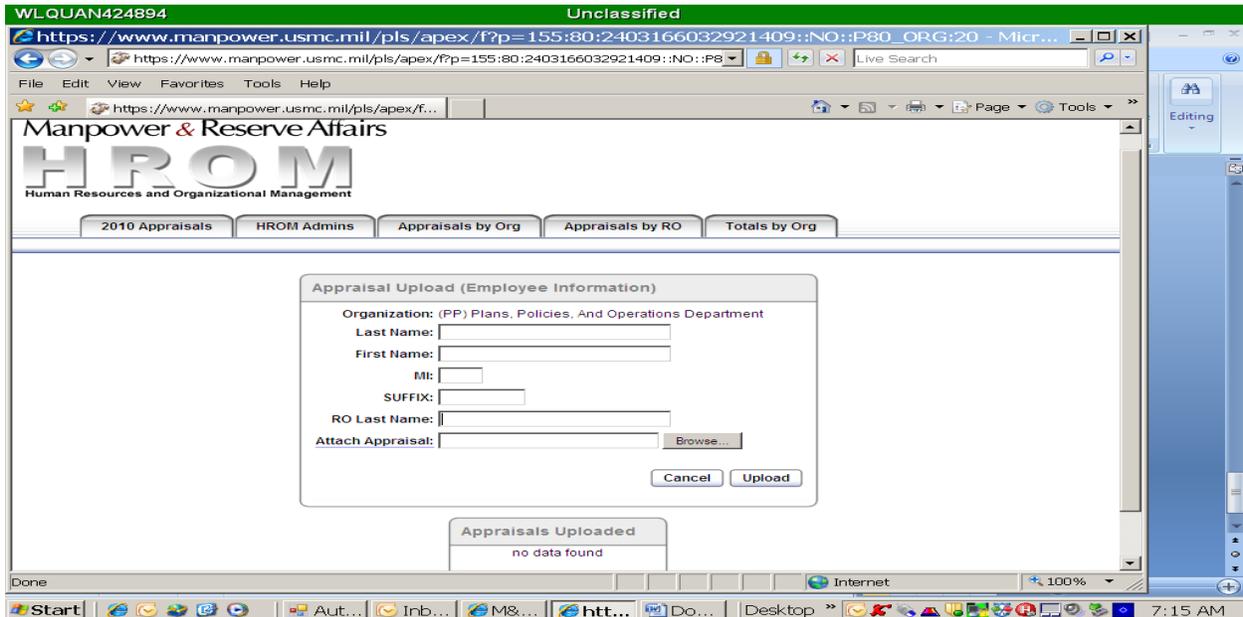
STEP 4. Select your organization from the drop down list. After selecting the organization, select CONTINUE.



NOTE: IF YOU CANNOT FIND YOUR ORG LISTED, CONTACT HROM.

STEP 5. Enter the employee data for the appraisal upload process, along with the last name of the rating official, as shown in the upload screen below.

Browse for the appraisal file and select “OPEN”. The file name will appear in the “Attach Appraisal” block. Select “Upload”



You have now completed the upload process. Congratulations!

To exit the repository, select Logout at the top right of the screen.

