

DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

PAA

Demonstration Training



Fall 2014

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This document is designed for your use in taking notes while participating in the PAA Demonstration training. These screenshots are placed in the order that they will be shown during the PAA Training. Please share comments and suggestions with the instructor.

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Employee > My Biz > My Information:

Allows employee to view personal information.

The screenshot shows the Department of Defense My Biz interface. The top navigation bar includes the Department of Defense logo, the text "Department of Defense", and links for "Favorites", "ICE My Biz", "ICE PAA V3", "FAQ", "Logout", and "Help". A "Navigator" sidebar on the left contains a "My Biz" folder with sub-links for "My Information" (highlighted with a red box), "Update My Information", "Employment Verification", and "Performance Appraisal Application (PAA)". A "Favorites" section on the right includes a "Personalize" button and a "New" notification about DCPDS and Self Service Help functionality. A disclaimer at the bottom states: "My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD My Biz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD My Biz tool has no association with any private or other enterprise using 'My Biz' in whole or in part as a title or logo."

Select 'Accept' button to continue.

The screenshot shows the Department of Defense Privacy Act Statement page. The top navigation bar includes the Department of Defense logo, the text "Department of Defense", and links for "Navigator", "Favorites", "ICE My Biz", "ICE PAA V3", "FAQ", "Home", "Logout", and "Help". The main content area contains the following text:
Privacy Act Statement
The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.
Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O.9397.
Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.
Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.
Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.
At the bottom of the page are two buttons: "ACCEPT" (highlighted with a red box) and "DECLINE".

View information under each tab such as appointment, position, personal, salary, etc., by selecting the appropriate tab. Select 'Home' link to return to Navigator page.

The screenshot shows the Department of Defense My Biz My Information page with employee details. The top navigation bar includes the Department of Defense logo, the text "Department of Defense", and links for "Navigator", "Favorites", "ICE My Biz", "ICE PAA V3", "FAQ", "Home" (highlighted with a red box), "Logout", and "Help". The "Employee's Name" field is empty. The "GENERAL INFO" section displays the following information:
Organization: ONI HV1500015 01
Position: F561A.INTELL SPEC.521756.IV15.APPR
Total Salary: 107,909.00 USD
Step or Rate: 07
Office Symbol:
Job Title: Intelligence (0132)
Grade/Pay Band: GG-13
Employee Number: 147646
Email Address:
Links for "View Emergency Contact Information" and "View Joint Duty Assignment Information" are provided.
A tabbed interface shows "Appointment" selected. Below the tabs, a message states: "The following section displays detailed historical information through Aug 29, 2014. Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status." Navigation controls include "Previous 1-1" and "Next 1".
A table displays the following data:

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	12-Jan-2014	Intelligence (0132)	GG-13	07

A "Retained Grade Details" section is also present, with a table that shows "No results found."

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

Employee > My Biz > Update My Information:

Allows employee, military/external rating officials and reviewing officials to update the email address used for various applications which includes the email notifications sent in the PAA application.

The screenshot shows the Department of Defense My Biz interface. The top navigation bar includes the Department of Defense logo, the text "Department of Defense", and links for "Favorites", "ICE My Biz", "ICE PAA V3", "FAQ", "Logout", and "Help". A "Navigator" sidebar on the left contains a "My Biz" folder with sub-links for "My Information", "Update My Information" (highlighted with a red box), "Employment Verification", and "Performance Appraisal Application (PAA)". A "Favorites" section on the right includes a "Personalize" button and a message about browser cache. A "New DCPDS and Self Service Help functionality" section features a "New" star icon and a link to help resources. A disclaimer at the bottom left states that the tools are web-based and created by the Department of Defense.

Select 'Accept' button to continue.

The screenshot displays the Department of Defense Privacy Act Statement. The top navigation bar includes the Department of Defense logo, the text "Department of Defense", and links for "Navigator", "Favorites", "ICE My Biz", "ICE PAA V3", "FAQ", "Home", "Logout", and "Help". The main content area contains the following text:
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Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O.9397.
Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.
Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.
Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.
At the bottom of the page, there are two buttons: "ACCEPT" (highlighted with a red box) and "DECLINE".

Add or update your work email address in the Work Email Address section in the 'Profile' tab. Select 'Update' once the email address is entered.

The screenshot shows the Department of Defense "Update My Information" page. The top navigation bar includes the Department of Defense logo, the text "Department of Defense", and links for "Navigator", "Favorites", "ICE My Biz", "ICE PAA V3", "FAQ", "Home", "Logout", and "Help". The page title is "Update My Information" with a "Cancel" button in the top right. The "Employee" section displays "Employee Name" (with a text input field containing "Employee's Name") and "Employee Number 147646". Below this is the "Work Email Address" section. A "Profile" tab is selected, showing a list of tabs: "Profile", "Disability", "Language", "Ethnicity and Race", "Emergency Contact", "Education", "Training", "Certifications/Licenses", and "Awards and Bonuses". The "My Profile" section contains the "Work Email Address" section, which includes a "TIP" message: "Enter your Work Email Address then select Update to Save." Below the tip is a text input field for the "Work Email Address" with the placeholder text "Enter email address here". A note below the field states: "Work Email Address must contain one '@' and at least one '.'. For example: mickey.mouse@email.mil". An "Update" button is located at the bottom of the form.

Employee > My Biz > Performance Appraisal Application (PAA):

Employee selects 'Performance Appraisal Application (PAA)' to create a Performance Plan.

Department of Defense

ICE My Biz ICE PAA V3 FAQ Logout Help

Navigator

My Biz

- My Information
- Update My Information
- Employment Verification
- Performance Appraisal Application (PAA)**

Favorites Personalize

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

New DCPDS and Self Service Help functionality.

New! Need help, search no more! DCPDS Help contains personnel related training simulations with a new look and feel! In addition to viewing simulations, you can save/print User Guides and Job Aids, and access related links containing more helpful information!

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD My Biz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD My Biz tool has no association with any private or other enterprise using "My Biz" in whole or in part as a title or logo."

PAA Main Page:

My Performance

ICE My Biz ICE PAA V3 Home Logout Help

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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.

Create New Plan: Select drop down arrow, select Defense Civilian Intelligence Personnel System and 'GO' button to create the Performance Plan.

Appraisals of Employee's Name

Create New Plan

--Choose a Plan Type-- [Go]

--Choose a Plan Type--

- National Security Personnel System
- Defense Civilian Intelligence Personnel System**
- National Guard (Title 32)

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Action
No results found.							

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

Unclassified Information Only:

Read information, check box and then the 'Continue' button.

The screenshot shows the top header of the DCIPS Performance Appraisal Application (PAA) with a purple background. Below the header, there is a navigation bar with links for 'Navigator', 'Favorites', 'ICE My Biz', 'ICE PAA V3', 'FAQ', 'Home', and 'Logout'. The main content area is titled 'Unclassified Information Only' and contains an important warning: 'IMPORTANT: Do not enter classified information into this system. The PAA is designated for sensitive unclassified information only. Unauthorized release of classified information is a violation and may lead to prosecution.' Below this warning is a checkbox that is checked, with the text 'I hereby agree not to enter classified information into this system.' There are two buttons at the bottom: 'Exit' and 'Continue'.

Create Performance Plan: Setup Details:

Review Appraisal Type, Appraisal Period Start Date, Appraisal Period End Date, Rating Official Name and Higher Level Reviewer Name. Make changes as necessary.

To build a new performance plan select 'Build New Performance Plan' button.

Note: An employee can copy a previous performance plan if one is available. If this is the first appraisal for a DCIPS employee, that option is not applicable.

The screenshot shows the 'Create Performance Plan: Setup Details' screen. At the top right, there are buttons for 'Cancel and Return to Main Page' and 'Need Help?'. Below this is the 'Employee Information' section, which includes a text box for 'Employee Name' and a 'Show Employee Details' link. The 'Setup Details' section contains two buttons: 'Build New Performance Plan' and 'Copy An Existing Performance Plan'. Below the buttons, there is a paragraph of text explaining the purpose of the screen and an 'Important Note' about the Appraisal Period Start Date. A bulleted list indicates that the 'Build New Performance Plan' button should be selected. At the bottom, there are several form fields: 'Appraisal Type' (dropdown menu set to 'Annual Appraisal - DCIPS'), 'Appraisal Period Start Date' (calendar icon, set to '01-Oct-2013'), 'Appraisal Period End Date' (calendar icon, set to '30-Sep-2014'), 'Appraisal Effective Date', 'Rating Official Name' (text box with search icon, set to 'Rating Official's Name'), and 'Higher Level Reviewer Name' (text box with search icon, set to 'Reviewing Official's Name'). A red text box on the right side of the screen says 'Review information - if applicable, make the necessary changes.'

The 'Performance Plan' > 'Performance Plan Details' tab will be selected.

Performance Plan > Performance Plan Details:

The Appraisal Type, Appraisal Period Start Date, Appraisal Period End Date, Rating Official Name and Higher Level Reviewer Name may be changed, if necessary. Select 'Mission Goals' tab to continue.

The screenshot shows the 'Performance Plan Details' page for a 'DCIPS PAA Employee'. At the top right, there are buttons for 'Transfer to Rating Official', 'Track Progress', and 'Return to Main Page'. Below this is the 'Employee Information' section with a text box for 'Employee Name' containing 'Employee's Name' and a link for 'Show Employee Details'. A navigation bar includes 'Performance Plan' (selected), 'Reports/Forms', 'Performance Plan Details' (selected), 'Mission Goals', 'Performance Objectives', 'Performance Elements', and 'Approvals & Acknowledgments'. The 'Performance Plan Details' section contains a 'Need Help?' link and a 'Change Rating Official and/or Higher Level Reviewer' button. The main form area includes: 'Appraisal Type' set to 'Annual Appraisal - DCIPS'; 'Appraisal Period Start Date' as '01-Oct-2013'; 'Appraisal Period End Date' as '30-Sep-2014'; 'Performance Plan Approval Date'; 'Performance Plan Last Modified'; 'Created By' with a text box for 'Employee's Name'; and fields for 'Rating Official's Name' and 'Higher Level Reviewer' with a text box for 'Reviewing Official's Name'.

Note: The information entered in Mission Goals; Performance Objectives, Assessments, and Ratings are not intended to be an example. These screenshots are to show application processes only.

Performance Plan > Mission Goals:

Enter Mission Goals in text box.

The screenshot shows the 'Mission Goals' page for a 'DCIPS PAA Employee'. At the top right, there are buttons for 'Transfer to Rating Official', 'Track Progress', and 'Return to Main Page'. Below this is the 'Employee Information' section with a text box for 'Employee Name' containing 'Employee's Name' and a link for 'Show Employee Details'. A navigation bar includes 'Performance Plan' (selected), 'Reports/Forms', 'Performance Plan Details', 'Mission Goals' (selected), 'Performance Objectives', 'Performance Elements', and 'Approvals & Acknowledgments'. The 'Mission Goals' section contains a 'Need Help?' link and a large text area with the placeholder text 'List mission goals in this area.' At the bottom left, it says '(Limit to 1400 characters)'. At the bottom right, there is a 'Spell Check' button and a 'Counter' showing '32'.

Performance Plan > Performance Objectives:

Select Performance Objectives tab. On this page, add an objective by selecting the 'Add Performance Objectives' button.

The screenshot shows the 'Performance Objectives' tab selected in the DCIPS PAA Employee interface. The page includes a navigation bar with buttons for 'Transfer to Rating Official', 'Track Progress', and 'Return to Main Page'. Below the navigation bar, there are tabs for 'Performance Plan', 'Reports/Forms', 'Performance Objectives', 'Performance Elements', and 'Approvals & Acknowledgments'. The 'Performance Objectives' tab is active, and a table is displayed with the following structure:

Details	Number	Performance Objective Title	Status	Action	Delete
No results found.					

At the bottom right of the table, there is a button labeled 'Add Performance Objective'. Below the table, there are navigation buttons for '<PREVIOUS' and 'NEXT>'. A tip is visible: 'TIP Only "Approved" Performance Objectives will be used to calculate the Performance Evaluation of Record and average score.'

Add Performance Objective:

Fill in the required fields 'Performance Objective Title' and 'Start Date'. The Start Date displays the date identified in the Appraisal Period Start Date or current system date. Enter Performance Objectives. The DCIPS PAA allows a maximum of ten Performance Objectives.

Select 'Save and Add Another Performance Objective' button to add another Performance Objective.

The screenshot shows the 'Add Performance Objective' form. The form includes the following fields and buttons:

- Buttons: 'Save', 'Save and Add Another Performance Objective', 'Save and Return to Performance Objectives Tab', and 'Need Help?'.
- Performance Objective Number: 1
- * Performance Objective Title: Subject Matter Expert
- * Start Date: 01-Oct-2013 (example: 29-Aug-2014)
- Performance Objective Status: Date Last Modified
- Text area: Enter the performance objectives here. (Limit to 1000 characters)
- Buttons: 'Spell Check' and 'Counter 38'

Fill in the required fields and enter the performance objectives. Select 'Save and Add Another Performance Objective' button to add one additional Performance Objective.

Add Performance Objective
* Indicates required field

[Save](#) [Save and Add Another Performance Objective](#) [Save and Return to Performance Objectives Tab](#) [Need Help?](#)

Performance Objective Number 2

* Performance Objective Title Oversight

* Start Date 01-Oct-2013
(example: 29-Aug-2014)

Performance Objective Status

Date Last Modified

If you need help in writing performance objectives, go to the [Success](#) training course.

Enter performance objectives here.

(Limit to 1000 characters)

[Spell Check](#) Counter 34

Fill in the required fields and enter the performance objectives. Select 'Save and Return to Performance Objectives Tab' button to continue.

Add Performance Objective
* Indicates required field

[Save](#) [Save and Add Another Performance Objective](#) [Save and Return to Performance Objectives Tab](#) [Need Help?](#)

Performance Objective Number 3

* Performance Objective Title Training Program Evaluation

* Start Date 01-Oct-2013
(example: 29-Aug-2014)

Performance Objective Status

Date Last Modified

If you need help in writing performance objectives, go to the [Success](#) training course.

Enter performance objectives here.

(Limit to 1000 characters)

[Spell Check](#) Counter 34

Performance Plan > Performance Elements:

Select the 'Performance Elements' tab.



The Performance Elements are auto-populated based on the supervisory level of the employee's position and cannot be changed. Select 'Next' button to continue.

Non-supervisory Performance Elements:

Performance Elements		Need Help?
Status Code	Descriptor	
Accountability for Results	Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.	
Communication	Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.	
Critical Thinking	Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate and use multiple sources of information to inform decisions and outcomes. In addition, IC supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view.	
Engagement and Collaboration	Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of coworkers, peers, customers, stakeholders, and teams within an organization and/or across the Defense Intelligence Components and the IC. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge.	
Personal Leadership and Integrity	Defense Intelligence employees are expected to demonstrate personal initiative and innovation, as well as integrity, honesty, openness, and respect for diversity in their dealings with coworkers, peers, customers, stakeholders, teams, and collaborative networks across the IC. Defense Intelligence employees also are expected to demonstrate core organizational, DoD and IC values, including selfless service, a commitment to excellence, and the courage and conviction to express their professional views.	
Technical Expertise	Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and/or technical competency necessary to achieve results. This includes employee compliance with EO 13526 regarding the proper handling of classified information.	

Supervisory Performance Elements:

Performance Elements		Need Help?
Status Code	Descriptor	
Accountability for Results	Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.	
Communication	Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.	
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Leadership and Integrity	Defense Intelligence supervisors and managers are expected to exhibit the same individual personal leadership behaviors as all Defense Intelligence employees. In their supervisory or managerial role, they also are expected to achieve organizational goals and objectives by creating shared vision and mission within their organizations; establishing a work environment that promotes diversity (of both persons and points of view), critical thinking, collaboration, and information sharing; mobilizing employees, stakeholders, and networks in support of their objectives; and recognizing and rewarding individual excellence, enterprise focus, innovation, and collaboration.	
Managerial Proficiency	Defense Intelligence supervisors and managers are expected to possess the technical proficiency in their mission area appropriate to their role as supervisor or manager. They are also expected to leverage that proficiency to plan for, acquire, organize, integrate, develop, and prioritize the human, financial, material, information (including classified), and other resources to accomplish their organization's mission and objectives. In so doing, all supervisors and managers are also expected to focus on the development and productivity of their subordinates by setting clear performance expectations, providing ongoing coaching and feedback, evaluating the contributions of individual employees to organizational results, and linking performance ratings and rewards to the accomplishment of those results.	

Performance Plan > Approvals & Acknowledgments:

There is no role for the employee under this tab when the performance plan is initially created by the employee. Employee may transfer the performance plan to the Rating Official from within the PAA or from the Performance Appraisal Application Main Page.

The screenshot shows the 'DCIPS PAA Employee' interface. At the top right, there are buttons for 'Transfer to Rating Official', 'Track Progress', and 'Return to Main Page'. Below this is the 'Employee Information' section with a search box for 'Employee's Name' and a 'Show Employee Details' link. The main navigation bar includes 'Performance Plan', 'Reports/Forms', 'Performance Plan Details', 'Mission Goals', 'Performance Objectives', 'Performance Elements', and 'Approvals & Acknowledgments'. The 'Approvals & Acknowledgments' section has a 'Need Help?' link and a table with the following data:

Details/Task	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Not Started	
Show Step 2: Higher Level Review	Not Started	
Show Step 3: Rating Official Document Communication to Employee	Not Started	
Show Step 4: Employee Acknowledgment	Not Started	Acknowledge Receipt

Main PAA Page – Select 'Transfer to Rating Official' from the action list and then select the 'Go' button.

The screenshot shows the 'Appraisals of' interface. At the top right, there is a 'Create New Plan' section with a dropdown menu for '--Choose a Plan Type--' and a 'Go' button. Below this is a table with the following data:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35043		DCIPS Pending	Plan in Progress		Update Update Delete Transfer to Rating Official Reports/Forms Track Progress

The 'Action' column for the first row has a dropdown menu open, showing options: 'Update', 'Update', 'Delete', 'Transfer to Rating Official', 'Reports/Forms', and 'Track Progress'. The 'Transfer to Rating Official' option is highlighted. A 'Go' button is also visible next to the dropdown.

Employee Notification to Rating Official:

*If recipient **does not** have an e-mail address on file, the following notification is received*

The screenshot shows a web interface titled "Employee Notification to Rating Official". At the top right, there are two buttons: "Cancel" and "Transfer to Rating Official without E-mail Notification", with the latter being highlighted. A "Need Help?" link is located at the bottom right. Below a horizontal line, a message reads: "The recipient does not have an e-mail address on file. Please contact the individual directly. Select Transfer to Rating Official without E-mail Notification to complete this task." At the bottom, there are again two buttons: "Cancel" and "Transfer to Rating Official without E-mail Notification".

To continue, select the 'Transfer to Rating Official without E-mail Notification' button. To cancel the transfer, select the 'Cancel' button.

*If recipient **does** have an e-mail, the following notification is received:*

The screenshot shows a web interface titled "Employee Notification to Rating Official". At the top right, there are three buttons: "Cancel", "Transfer to Rating Official without E-mail Notification" (highlighted), and "Transfer to Rating Official with E-mail Notification". A "Need Help?" link is at the bottom right. Below a horizontal line, a section titled "Message To Rating Official" contains the text: "This screen provides space for you to send your Rating Official a message regarding your Performance Plan. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message." Below this text is a large text input area with a "Spell Check" button at its bottom center. At the bottom of the screen, there is a notice: "Notice: You are about to contact [redacted] 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." At the very bottom, there are three buttons: "Cancel", "Transfer to Rating Official without E-mail Notification", and "Transfer to Rating Official with E-mail Notification".

Enter message and select 'Transfer to Rating Official with E-mail Notification' button.

If the 'Cancel' button is selected above, the following 'Warning' is received:

The screenshot shows a warning dialog box with a yellow warning icon. The text inside reads: "Warning", "Are you sure you wish to cancel?", and "Your new action will be canceled." At the bottom right, there are two buttons: "No" and "Yes".

'No' button completes the transfer of the performance plan to the Rating Official.

'Yes' button returns the user to the previous page.

Main PAA Page > Completed Plans/Appraisals (Employee):

Employee can access completed plans and appraisals from the Performance Appraisal Application Main Page. Select 'Show Completed Plans/Appraisals' link to continue.

The screenshot shows the 'Appraisals of' page. At the top, there is a header 'Appraisals of' followed by a text input field for 'Employee's Name'. To the right, there is a 'Create New Plan' section with a dropdown menu labeled '--Choose a Plan Type--' and a 'Go' button. Below this, there is a 'Records Displayed' dropdown set to '10'. The main content is a table with the following columns: Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, Current PAA Status, and Action. A single record is visible with Appraisal Year '2014' and Appraisal ID '35043'. The 'Type' is 'DCIPS:Pending', 'Plan Status' is 'Plan in Progress', and 'Current PAA Status' is 'View'. Below the table, there is a link 'Show Completed Plans/Appraisals' which is highlighted with a red box.

Searching for a performance plan, midpoint review, etc., can be done by entering the 'Appraisal Year' or 'Event' such as 'DCIPS Performance Plan', 'DCIPS Midpoint Review', etc. To view 'all', do not enter any search criteria – select the 'Find' button.

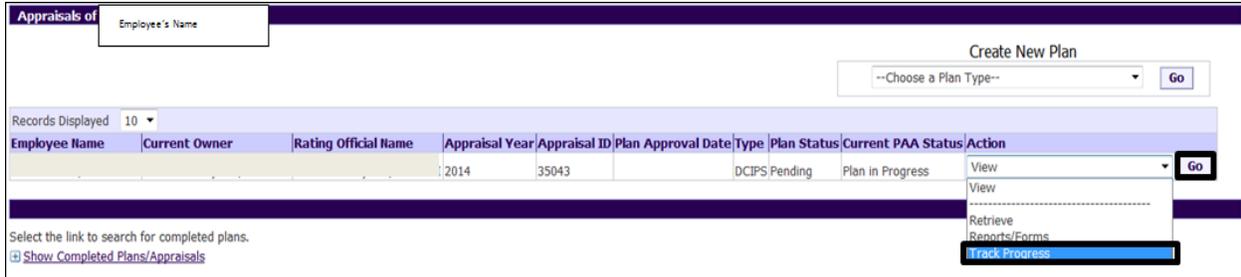
This employee has only created the performance plan which still needs to be approved by the Rating Official and acknowledged; therefore, there is not a completed performance plan for the employee at this point.

The screenshot shows the 'Completed Plans/Appraisals' search page. At the top, there is a header 'Completed Plans/Appraisals'. Below it, there are instructions: '1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event. 2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.' There are two dropdown menus for 'Appraisal Year' and 'Event', and 'Find' and 'Clear' buttons. Below the search area, there is a 'Records Displayed' dropdown set to '10'. The main content is a table with the following columns: Appraisal Year, Appraisal ID, Type, Event, Event Completion Date, and Reports/forms. The first cell of the table contains the text 'No results found.', which is highlighted with a red box.

Performance Plan > Track Progress (Employee):

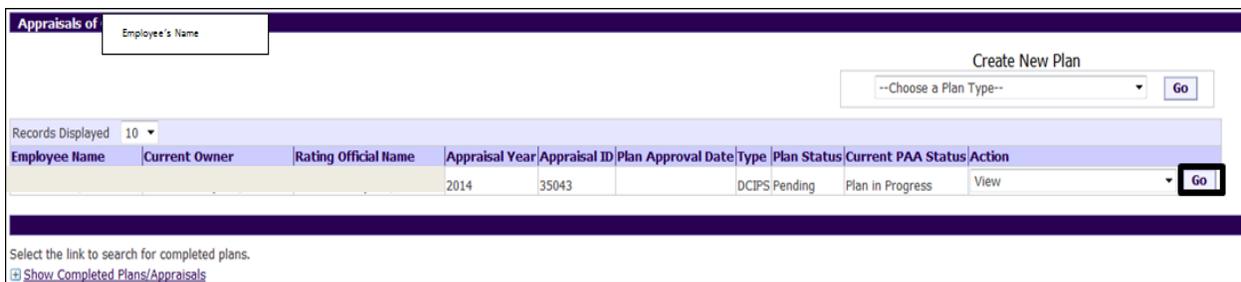
Employee may track the progress of the performance plan at any time during the performance cycle from the Performance Appraisal Application Main Page or from within the PAA.

PAA Main Page – Select ‘Track Progress’ from action list and then select the ‘Go’ button.



The screenshot shows the PAA Main Page interface. At the top, there is a header 'Appraisals of' followed by a search box for 'Employee's Name'. To the right, there is a 'Create New Plan' section with a dropdown menu for '--Choose a Plan Type--' and a 'Go' button. Below this is a table with columns: Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, Current PAA Status, and Action. A single record is visible with Appraisal Year 2014 and Appraisal ID 35043. The 'Action' column for this record has a dropdown menu open, showing options: View, View, Retrieve Reports/Forms, and Track Progress. The 'Track Progress' option is highlighted in blue. A 'Go' button is located to the right of the dropdown menu.

PAA – Select the ‘Go’ button from the Performance Appraisal Application Main Page for the Performance Plan with ‘View’ (when not the current owner of the Performance Plan) or ‘Update’ (when the current owner of the Performance Plan) in the action list. Then select the ‘Track Progress’ button from within the PAA.



This screenshot is identical to the one above, but the dropdown menu in the 'Action' column is closed. The 'View' option is now visible in the 'Action' column, and a 'Go' button is highlighted next to it.



The screenshot shows the 'DCIPS PAA Employee' page. At the top right, there are three buttons: 'Retrieve Appraisal', 'Track Progress', and 'Return to Main Page'. The 'Track Progress' button is highlighted with a black border. Below this is the 'Employee Information' section with a search box for 'Employee Name' and a 'Show Employee Details' link. At the bottom, there is a navigation bar with tabs: 'Performance Plan', 'Reports/Forms', 'Performance Plan Details', 'Mission Goals', 'Performance Objectives', 'Performance Elements', and 'Approvals & Acknowledgments'.

Note: At this point the ‘Retrieve Appraisal’ button is available to the employee. This button is available only until the Rating Official has opened the Performance Plan.

Select 'Return to Previous' when done or select the link to navigate to the specific tab on the Performance Plan if one appears. Links will only appear when the specific task is available to the employee.

Track Progress [Return to Previous](#)
[Need Help?](#)

Employee Information

Employee Name
[Show Employee's Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Links Column: Links may be available here to take you to a specific tab on the Appraisal so you can work on that action.

Performance Plan	Links
Drafted	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Midpoint Review	Links
Employee Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Performance Evaluation	Links
Employee Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Mock Assessment	Links
Employee Self-Assessment	<input type="checkbox"/>

[Return to Previous](#)

Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA):

Rating Official reviews the performance plan the employee created.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35043			DCIPS Pending	Plan in Progress	Update

Performance Plan > Performance Plan Details > Change in Rating Official/Higher Level Review:

Review Appraisal Type, Appraisal Period Start Date, Appraisal Period End Date, Rating Official Name and Higher Level Reviewer. These may be updated at this time. If changes are required, enter the appropriate information for the type and dates or select the 'Change Rating Official and/or Higher Level Reviewer' button to enter a different Rating Official or Reviewing Official (HLR).

DCIPS PAA Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name

[Show Employee Details](#)

Performance Plan [Reports/Forms](#)

Performance Plan Details [Mission Goals](#) [Performance Objectives](#) [Performance Elements](#) [Approvals & Acknowledgments](#)

Performance Plan Details

Change Rating Official and/or Higher Level Reviewer

Appraisal Type: **Annual Appraisal - DCIPS**

* Appraisal Period Start Date: **01-Oct-2013**

* Appraisal Period End Date: **30-Sep-2014**

Appraisal Effective Date:

Rating Official's Name:

Higher Level Reviewer:

Performance Plan Approval Date:

Performance Plan Last Modified:

Created By:

[Need Help?](#)

[NEXT>](#)

Change Rating Official Page:

On this page, the Rating Official and/or the Higher Level Reviewer can be changed. Select the icon to continue.

Change Rating Official

[Cancel](#) [Save and Return to Performance Plan Details](#)

[Need Help?](#)

Employee Information

Employee Name

[Show Employee Details](#)

Change Rating Official

Appraisal Type: **Annual Appraisal - DCIPS**

Appraisal Period Start Date: **01-Oct-2013**

Appraisal Period End Date: **30-Sep-2014**

Appraisal Effective Date:

* Rating Official's Name:

* Higher Level Reviewer:

Performance Plan Approval Date:

Plan Last Modified:

Created By:

Search and Select: Rating Official Name:

Search and Select: Rating Official Name

[Cancel](#) [Select](#)

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or O2%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

Select 'Go' button or enter a partial search in the Name field and select 'Go'.

From the list provided, select the appropriate name for your change using the 'Quick Select' link for the selection.

Results

Select	Quick Select	Name	Position Title	Occupational Series	Organization
<input type="radio"/>	<input type="button" value="Quick Select"/>	Name	Position Title	0132.Intelligence (0132)	ONI NV1500015 01

[About this Page](#)

[Cancel](#) [Select](#)

The name selected auto-populates in the 'Rating Official Name' field. Select 'Save and Return to Performance Plan Details' button to save changes to the 'Changed Rating Official Name'. Select 'Save and Return to Performance Plan Details' to continue.

Change Rating Official

[Cancel](#) [Save and Return to Performance Plan Details](#) [Need Help?](#)

Employee Information

Employee Name

[Show Employee Details](#)

Appraisal Type **Annual Appraisal - DCIPS** Performance Plan Approval Date
Appraisal Period Start Date **01-Oct-2013** Plan Last Modified
Appraisal Period End Date **30-Sep-2014** Created By
Appraisal Effective Date
* Rating Official Name
* Higher Level Reviewer

Performance Plan > Mission Goals:

Select tab to either review existing data (entered by employee) or update.

DCIPS PAA Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan [Reports/Forms](#)

[Performance Plan Details](#) **[Mission Goals](#)** [Performance Objectives](#) [Performance Elements](#) [Approvals & Acknowledgments](#)

Mission Goals [Need Help?](#)

List mission goals in this area.

(Limit to 1400 characters) [Spell Check](#) Counter

[<PREVIOUS](#) [NEXT>](#)

Performance Plan > Performance Objectives:

If the employee created an objective, select the 'Update' button on the objective to view or make changes. If you want to add another objective, select the 'Add Performance Objective' button.

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Reports/Forms

Performance Plan Details Mission Goals **Performance Objectives** Performance Elements Approvals & Acknowledgments

Performance Objectives [Need Help?](#)

TIP Only "Approved" Performance Objectives will be used to calculate the Performance Evaluation of Record and average score.

Add Performance Objective

Show All Details Hide All Details

Details	Number	Performance Objective Title	Status	Action	Delete
Show	1	Subject Matter Expert	New	Update	Delete
Show	2	Oversight	New	Update	Delete
Show	3	Training Program Evaluation	New	Update	Delete

<PREVIOUS NEXT>

Add Performance Objective:

Fill in the required fields 'Performance Objective Title' and 'Start Date'. The Start Date displays the date identified in the Appraisal Period Start Date or the current system date. Enter the performance objectives. The DCIPS PAA allows a maximum of ten Performance Objectives.

Select 'Save and Return to Performance Objectives Tab' to continue.

Add Performance Objective

* Indicates required field

Save Save and Add Another Performance Objective **Save and Return to Performance Objectives Tab** [Need Help?](#)

Performance Objective Number 4

* Performance Objective Title

* Start Date
(example: 18-Aug-2014)

Performance Objective Status

Date Last Modified

If you need help in writing performance objectives, go to the [iSuccess](#) training course.

Enter the objectives for this performance objective.

(Limit to 1000 characters)

Spell Check Counter 52

Performance Elements:

Rating Official selects 'Performance Elements' tab to view the Performance Elements. Performance Elements are auto-populated and cannot be changed.

DCIPS PAA Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name [Show Employee Details](#)

Performance Plan Reports/Forms

[Performance Plan Details](#) [Mission Goals](#) [Performance Objectives](#) **Performance Elements** [Approvals & Acknowledgments](#)

Performance Elements [Need Help?](#)

Status Code	Descriptor
Accountability for Results	Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.
Communication	Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.
Critical Thinking	Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate and use multiple sources of information to inform decisions and outcomes. In addition, IC supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view.
Engagement and Collaboration	Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of coworkers, peers, customers, stakeholders, and teams within an organization and/or across the Defense Intelligence Components and the IC. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge.
Personal Leadership and Integrity	Defense Intelligence employees are expected to demonstrate personal initiative and innovation, as well as integrity, honesty, openness, and respect for diversity in their dealings with coworkers, peers, customers, stakeholders, teams, and collaborative networks across the IC. Defense Intelligence employees also are expected to demonstrate core organizational, DoD and IC values, including selfless service, a commitment to excellence, and the courage and conviction to express their professional views.
Technical Expertise	Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and/or technical competency necessary to achieve results. This includes employee compliance with EO 13526 regarding the proper handling of classified information.

Performance Plan > Approvals & Acknowledgments:

Rating Official transfers Performance Plan to Reviewing Official (HLR) via Option A or documents approval via Option B. Select tab for 'Approvals & Acknowledgments' of the Performance Plan. Step 1: Rating Official – Request or Document Higher Level Review – select the 'Start' button.

DCIPS PAA Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name [Show Employee Details](#)

Performance Plan Reports/Forms

[Performance Plan Details](#) [Mission Goals](#) [Performance Objectives](#) [Performance Elements](#) **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Not Started	Start
Show	Step 2: Higher Level Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

There are two options to complete the Higher Level Review – they are:

Option A – When ‘Transfer to the Higher Level Reviewer (HLR) in the PAA’ is used, the performance plan transfers to the Reviewing Official (HLR). Select either of the ‘Transfer to Higher Level Reviewer ...’ buttons and a confirmation is received. The Current PAA status updates to ‘Plan Pending HLR Review’.

✓ **TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.

Name	Date
	Rating Official
	Higher Level Reviewer

✓ **TIP** Please select new HLR from list of values, if required.

Change Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA), Performance Plan tab, and select the Approvals and Acknowledgments sub-tab, to complete Step 2: Higher Level Review.

Notice: You are about to contact 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.

Confirmation message received that performance plan has been submitted to the Reviewing Official (HLR).

PAA Main Page Provide Guest Feedback

Confirmation
The appraisal has been submitted to the Higher Level Reviewer.

Option B – When ‘Document the higher level review has taken place by entering the following information’ is used, the performance plan does not transfer to the Reviewing Official (HLR). The Review Date, Method of Review and Approver has to be documented and the ‘Save’ button selected. The Current PAA status updates to ‘Plan Reviewed by HLR’.

Option B - Document the higher level review has taken place by entering the following information:

Review Date	<input type="text"/>	Approver	<input type="text" value="Reviewing Official's Name"/>	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>
Method of Review	<input type="text"/>	Other	<input type="text"/>		

Note: Use Option B when the Rating Official and the Reviewing Official (HLR) are the same.

Reviewing Official (HLR) > My Workplace > Performance Appraisal Application:

Reviewing Official (HLR) approves the performance plan or returns it to the Rating Official for change. Select HLR Appraisals under the 'Show Me' if needed to limit the list. Reviewing Official may navigate to the Performance Plan to review and then approve or return for change by selecting the 'Go' button with 'Update' in the Action column for the employee's PAA.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: HLR Appraisals (selected), Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- [Go]

Records Displayed: 15

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type Status	Current PAA Status	Action
			2014	35043		DCIPS Pending	Plan Pending HLR Review	Update [Go]

Reviewing Official may navigate directly to the 'Approvals & Acknowledgment' tab in the Performance Plan by selecting the 'Go' button with 'Track Progress' in the Action column for the employee's PAA and then selecting the link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: HLR Appraisals, Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- [Go]

Records Displayed: 15

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type Status	Current PAA Status	Action
			2014	35043		DCIPS Pending	Plan Pending HLR Review	Track Progress [Go]

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Links Column: Links may be available here to take you to a specific tab on the Appraisal so you can work on that action.

Performance Plan		Links
Drafted	<input checked="" type="checkbox"/>	
Transferred to Reviewing Official by Rating Official - If Required	<input checked="" type="checkbox"/>	
Reviewed by Reviewing Official	<input type="checkbox"/>	Approvals & Acknowledgment
Communicated to Employee by Rating Official	<input type="checkbox"/>	
Acknowledged by Employee	<input type="checkbox"/>	
Midpoint Review		Links
Employee Self-Assessment	<input type="checkbox"/>	
Rating Official Assessment	<input type="checkbox"/>	
Transferred to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>	
Reviewed by Reviewing Official - If Required	<input type="checkbox"/>	
Communicated to Employee by Rating Official	<input type="checkbox"/>	
Acknowledged by Employee	<input type="checkbox"/>	
Performance Evaluation		Links
Employee Self-Assessment	<input type="checkbox"/>	
Rating Official Assessment	<input type="checkbox"/>	
Transferred to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>	
Reviewed by Reviewing Official	<input type="checkbox"/>	
Communicated to Employee by Rating Official	<input type="checkbox"/>	
Acknowledged by Employee	<input type="checkbox"/>	
Mock Assessments		Links
Employee Self-Assessment	<input type="checkbox"/>	
Rating Official Assessment	<input type="checkbox"/>	
Assigned to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>	
Reviewed by Reviewing Official - If Required	<input type="checkbox"/>	

Performance Plan > Approvals and Acknowledgments:

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Reports/Forms

Performance Plan Details Mission Goals Performance Objectives Performance Elements **Approvals & Acknowledgments**

Approvals & Acknowledgments Need Help?

Show All Details | Hide All Details

Details Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show Step 2: Higher Level Review	Pending Approval	<input type="button" value="Approve"/> or <input type="button" value="Return for Change"/>
Show Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Important Information: Under the Performance Plan > Approvals & Acknowledgments tab, the Reviewing Official (HLR) has two action options to choose from – Approve or Return for Change.

Return for Change:

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Reports/Forms

Performance Plan Details Mission Goals Performance Objectives Performance Elements **Approvals & Acknowledgments**

Approvals & Acknowledgments Need Help?

Show All Details | Hide All Details

Details Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show Step 2: Higher Level Review	Pending Approval	<input type="button" value="Approve"/> or <input type="button" value="Return for Change"/>
Show Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

The Reviewing Official (HLR) receives the screen below and has these options: 'Cancel', 'Transfer to Rating Official without E-mail Notification' or 'Transfer to Rating Official with E-mail Notification'.

Higher Level Reviewer Notification to Rating Official

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Please take appropriate action.

Notice: You are about to contact 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.

Reviewing Official (HLR) selects 'Transfer to Rating Official with E-mail Notification' button and receives the following 'Information' note. To complete the action to return to the Rating Official for change, select the 'Yes' button.

Information
 You have chosen to return the appraisal to the rating official for corrections. Do you wish to continue?

Approve:

DCIPS PAA HLR

Employee Information
 Employee Name [redacted]

Performance Plan | Reports/Forms

Performance Plan Details | Mission Goals | Performance Objectives | Performance Elements | **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show Step 2: Higher Level Review	Pending Approval	<input type="button" value="Approve"/> or <input type="button" value="Return for Change"/>
Show Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

The Reviewing Official (HLR) receives the screen below and has these options: 'Cancel', 'Transfer to Rating Official without E-mail Notification' or 'Transfer to Rating Official with E-mail Notification'.

Higher Level Reviewer Notification to Rating Official - [redacted]

Message To Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Plan tab to complete Step 3: Rating Official Document Communication to Employee.

Notice: You are about to contact [redacted] 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.

The Reviewing Official (HLR) selects 'Transfer to Rating Official with E-mail Notification' and receives the following 'Information' note.

Information
 Do you wish to approve the Performance Plan for [redacted]?

The Reviewing Official (HLR) selects 'Yes' and a confirmation message is received. If the Reviewing Official (HLR) does not want to approve the performance plan at this time, the 'No' button would be selected.

Confirmation message is received.

Confirmation
The appraisal has been submitted to the Rating Official.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan
--Choose a Plan Type-- **Go**

Records Displayed: 5

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35043		DCIPS	Pending	Plan Reviewed by HLR	View

Note: The PAA is owned by the Rating Official and the 'Current PAA Status' changed to 'Plan Reviewed by HLR' and the Reviewing Official (HLR) has 'View' only capability for the approved PAA.

Track Progress:

Reviewing Official (HLR) may select View, Reports/Forms, Change RO and/or HLR or Track Progress from the Action column. If 'Track Progress' is selected, the Reviewing Official (HLR) will see the following screen:

Track Progress

[Return to Previous](#)
[Need Help?](#)

Employee Information

Employee Name: CPMS Baade, Camelia E
[Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Links Column: Links may be available here to take you to a specific tab on the Appraisal so you can work on that action.

Performance Plan	Links
Drafted	<input checked="" type="checkbox"/>
Transferred to Reviewing Official by Rating Official - If Required	<input checked="" type="checkbox"/>
Reviewed by Reviewing Official	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Midpoint Review	Links
Employee Self-Assessment	<input type="checkbox"/>
Rating Official Assessment	<input type="checkbox"/>
Transferred to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>
Reviewed by Reviewing Official - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Performance Evaluation	Links
Employee Self-Assessment	<input type="checkbox"/>
Rating Official Assessment	<input type="checkbox"/>
Transferred to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>
Reviewed by Reviewing Official	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Mock Assessments	Links
Employee Self-Assessment	<input type="checkbox"/>
Rating Official Assessment	<input type="checkbox"/>
Assigned to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>
Reviewed by Reviewing Official - If Required	<input type="checkbox"/>

[Return to Previous](#)

Reports/Forms:

If 'Reports/Forms' is selected from the action list, the Reviewing Official (HLR) may view/print selected sections (if completed) of the PAA or the working copy of the DD Form 2906D.

DCIPS PAA [Return to Main Page](#)

The Rating Official can also go to Reports/Forms, Track Progress, and Change RO/HLR actions on the PAA Main Page.

[Need Help?](#)

Employee Information

Employee Name

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

<input type="checkbox"/> Relevant Organization Mission Goals <input type="checkbox"/> Performance Objectives Only <input type="checkbox"/> Performance Objectives with Midpoint Review Evaluations <input type="checkbox"/> Performance Objectives with Performance Evaluations <input type="checkbox"/> Performance Elements Only <input type="checkbox"/> Performance Elements with Midpoint Review Evaluations	<input type="checkbox"/> Performance Elements with Performance Evaluations <input type="checkbox"/> Performance Evaluation of Record <input type="checkbox"/> Guest Participants <input type="checkbox"/> Guest Rater Evaluation <input type="checkbox"/> Performance Objectives <input type="checkbox"/> Performance Elements <input type="checkbox"/> Guest Reviewer Overall Feedback
--	---

View/Print Selected Section(s)

View/Print Working Copy of DD Form 2906D

Select the "View/Print Working Copy Form" button:

- To view or print the in-progress Performance Plan, Midpoint Review(s), and Performance Evaluation.
- To view the 2906D to ensure the text entered for the blocks in Parts C, E or F does not exceed the maximum allowable lines available on the form. If the text was truncated or reformatted to fit, then reduce the number of lines that were entered for that block in the appropriate Performance Appraisal screen.
- For the purpose of obtaining signatures during the approvals process when an approval will be documented in the PAA on behalf of either the Rating Official or Higher Level Reviewer.

View/Print Working Copy Form

Select the sections to view or the Select / Deselect All and then 'View/Print Selected Section(s)' to view.

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

<input checked="" type="checkbox"/> Relevant Organization Mission Goals <input checked="" type="checkbox"/> Performance Objectives Only <input checked="" type="checkbox"/> Performance Objectives with Midpoint Review Evaluations <input checked="" type="checkbox"/> Performance Objectives with Performance Evaluations <input checked="" type="checkbox"/> Performance Elements Only <input checked="" type="checkbox"/> Performance Elements with Midpoint Review Evaluations	<input checked="" type="checkbox"/> Performance Elements with Performance Evaluations <input checked="" type="checkbox"/> Performance Evaluation of Record <input checked="" type="checkbox"/> Guest Participants <input checked="" type="checkbox"/> Guest Rater Evaluation <input checked="" type="checkbox"/> Performance Objectives <input checked="" type="checkbox"/> Performance Elements <input checked="" type="checkbox"/> Guest Reviewer Overall Feedback
--	--

View/Print Selected Section(s)

For Official Use Only
Personal Data - Privacy Act of 1974

Performance Appraisal Application (PAA)

Performance Evaluation of Record Form (Selectable Sections)

Employee Name	Employee Number	Position
<input type="text"/>	147646	GG-0132-13, INTELL SPEC
Base Salary as of Evaluation Period Start Date	Base Salary as of 30-SEP-2014	
\$86008	\$86869	
Rating Official Name	Pay Band/Grade	
<input type="text"/>		
Appraisal ID	Evaluation Period	
35043	01-OCT-2013 to 30-SEP-2014	

Save or print the report.

Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA):

Rating Official selects the 'Update' action and then the 'Go' button to print the working copy of the DD 2906D and document communication of the Performance Plan to the employee.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: Appraisal Year:

Create New Plan

Records Displayed:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Status	Current PAA Status	Action
			2014	35043		DCIPS	Pending	Plan Reviewed by HLR	Update <input type="button" value="Go"/>

Reports/Forms:

Rating Official selects the 'Reports/Forms' tab and then the 'View/Print Working Copy Form' button to view, save and/or print the working copy of the DD 2906D.

DCIPS PAA Rating Official

Employee Information

Employee Name:

[Show Employee Details](#)

Performance Plan: **Reports/Forms**

Reports/Forms

[Need Help?](#)

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

- Relevant Organization Mission Goals
- Performance Objectives Only
- Performance Objectives with Midpoint Review Evaluations
- Performance Objectives with Performance Evaluations
- Performance Elements Only
- Performance Elements with Midpoint Review Evaluations
- Performance Elements with Performance Evaluations
- Performance Evaluation of Record
- Guest Participants
- Guest Rater Evaluation
- Performance Objectives
- Performance Elements
- Guest Reviewer Overall Feedback

View/Print Working Copy of DD Form 2906D

Select the "View/Print Working Copy Form" button:

- To view or print the in-progress Performance Plan, Midpoint Review(s), and Performance Evaluation.
- To view the 2906D to ensure the text entered for the blocks in Parts C, E or F does not exceed the maximum allowable lines available on the form. If the text was truncated or reformatted to fit, then reduce the number of lines that were entered for that block in the appropriate Performance Appraisal screen.
- For the purpose of obtaining signatures during the approvals process when an approval will be documented in the PAA on behalf of either the Rating Official or Higher Level Reviewer.

*** Working Copy ***

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)
PERFORMANCE EVALUATION OF RECORD

EMPLOYEE NAME: _____ PERFORMANCE YEAR: 2014

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1601-1603; and E.O. 9397.

PRINCIPAL PURPOSE(S): This form will be completed by employees, rating officials, and reviewing officials to document the performance objectives, and midpoint, closeout, and annual evaluation requirements of the Defense Civilian Intelligence Personnel System. To ensure all appropriate records on an employee's performance are retained and are available (1) to agency officials having a need for the information; (2) to employees; and (3) to support actions based on the records.

ROUTINE USE(S): To OPM in connection with its personnel management evaluation role in the executive branch. The Routine Uses found at <http://dpclo.defense.gov/privacy/SORNs/gov/OPMGOVT-2.html> and http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html apply.

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in the record being misfiled or being unable to be filed in the correct employee file.

INSTRUCTIONS FOR COMPLETION OF DCIPS PERFORMANCE EVALUATION OF RECORD FORM

Cover Sheet: Enter the employee's name (last, first, middle initial) and the evaluation period (year portion of the evaluation period end date).

PART A - Administrative Data.

1. Employee Name: Name of the employee (last, first, middle initial).
2. Social Security Number: Enter last 4 digits of the SSN.

Rating Official Communicates Plan to Employee:

Rating Official selects the 'Performance Plan' tab and then the 'Approvals & Acknowledgments' tab.

The screenshot shows the DCIPS PAA Rating Official interface. At the top, there are navigation buttons: "Transfer to Employee", "Track Progress", and "Return to Main Page". Below this is the "Employee Information" section, which includes a field for "Employee Name" and a "Show Employee Details" link. The main navigation bar has several tabs: "Performance Plan", "Reports/Forms", "Performance Plan Details", "Mission Goals", "Performance Objectives", "Performance Elements", and "Approvals & Acknowledgments". The "Approvals & Acknowledgments" tab is currently selected and highlighted. Below the navigation bar, there is a "Need Help?" link. The main content area displays a table with columns for "Details", "Tasks", "Status", and "Action".

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Pending Approval	Start
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Select the 'Start' button to continue with Step 3: Rating Official Document Communication to Employee.

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Reports/Forms

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments

Approvals & Acknowledgments

Show All Details Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Pending Approval	Start
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Enter 'Communication Date' and 'Communication Method'. If the 'Communication Method' is 'Other', then complete the 'Other' block as well.

Performance Plan Reports/Forms

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments

Approvals & Acknowledgments

Show All Details Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Hide	Step 3: Rating Official Document Communication to Employee	Pending Approval	Start

Communication Date [Date Picker]

Communication Method [Dropdown]

Other [Text Area]

Save and Transfer to Employee for Acknowledgment Save and go to Step 4

Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed
----------------------	--	-------------	--------------------------

Important Note: If the Communication Date entered is earlier than the HLR Approval Date, the following error message is received:

Error

Communication Date 05-Nov-2013 cannot be earlier than the HLR Approval Date of 03-Sep-2014.

Make adjustments to the 'Communication Date' and then select 'Save and Transfer to Employee for Acknowledgment' button.

Note: The performance plan should be transferred to the employee for their acknowledgment; however, the employee can acknowledge the performance plan without having ownership once Step 3 is completed.

Rating Official Notification to Employee:

Select 'Transfer to Employee with E-mail Notification' button to continue.

Confirmation message is received that the appraisal has been submitted to the employee. Rating Official now has 'View' only and if necessary, can retrieve the performance plan from the employee; go to Reports/Forms, Change RO and/or HLR and go to Track Progress.

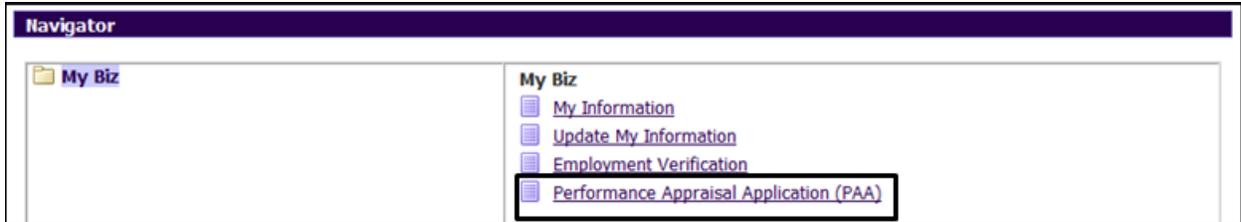
Note: Since communication of the performance plan has been documented, the performance plan is now approved.

Employee > My Biz > Performance Appraisal Application (PAA):

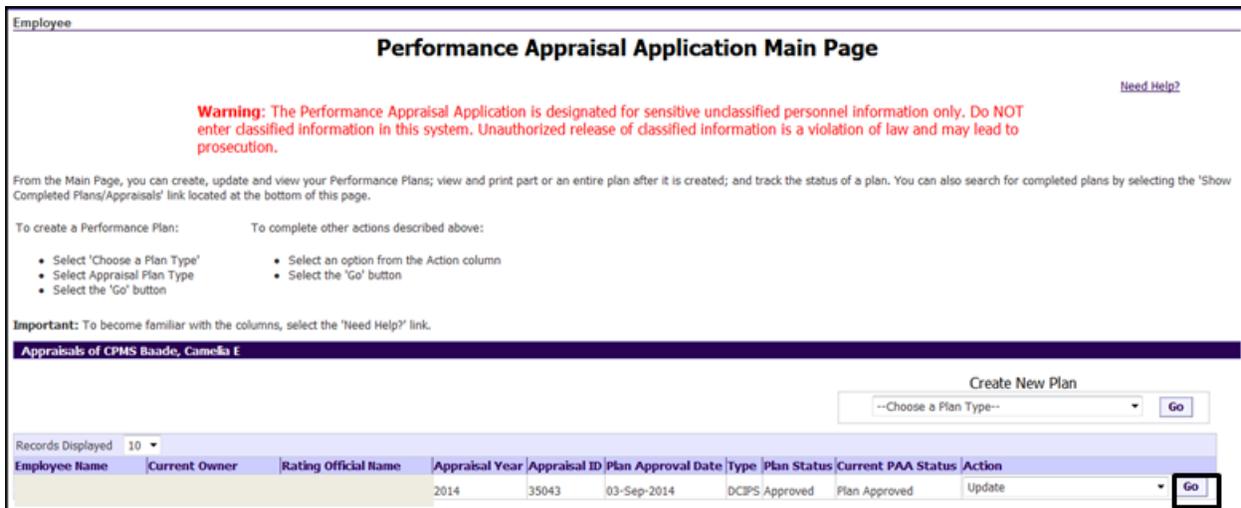
Acknowledging Performance Plan:

The performance plan has been transferred to the employee for acknowledgment. The employee goes to Performance Appraisal Application (PAA) to acknowledge. Select 'Go' with 'Update' in the Action column and then select the 'Approvals & Acknowledgments' tab in the Performance Plan tab.

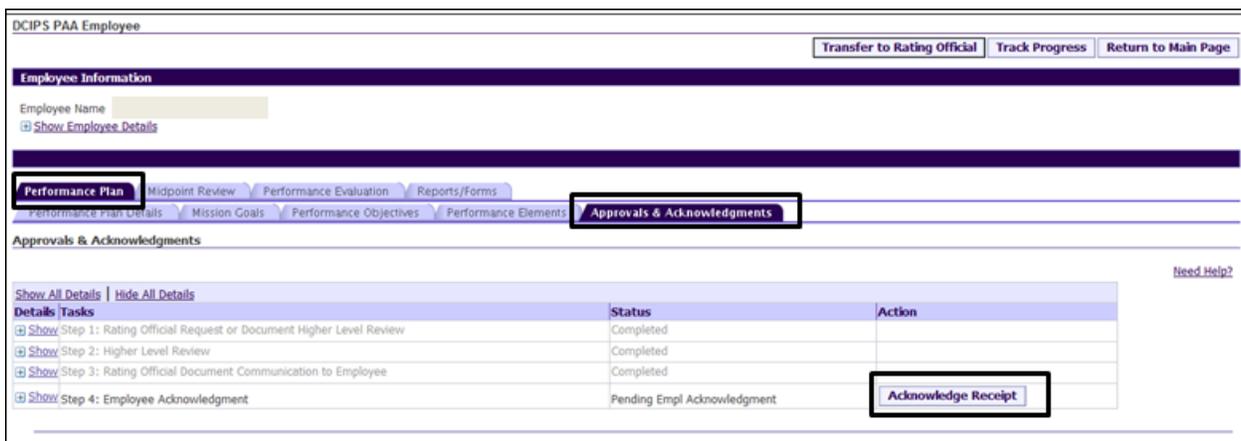
Note: The employee does not need to have ownership of the performance PAA plan to acknowledge once Step 3 is completed. In this case 'View' would be in the Action column.



Performance Appraisal Application Main Page:



Performance Plan > Approvals & Acknowledgments:



Select 'Acknowledge Receipt' button to complete this step.

Step 4 Completed: Employee can view Track Progress, start on Midpoint Review or Performance Evaluation, view/print Reports/Forms or Transfer to Rating Official when assessments have been completed or Return to Main Page by selecting the applicable button.

Main PAA Page > Completed Plans/Appraisals (Employee):

Employee can now access the completed Performance Plan from the Performance Appraisal Application Main Page. Select 'Show Completed Plans/Appraisals' link to continue.

Searching for a performance plan, midpoint review, etc., can be done by entering the 'Appraisal Year' or 'Event' such as 'DCIPS Performance Plan', 'DCIPS Midpoint Review', etc. To view 'all', select the 'Find' button.

This employee can now view/print the completed performance plan.

Rating Official/Reviewing Official (HLR) > Main PAA Page:

Completed Plans/Appraisals:

The Rating Official (RO), the Reviewing Official (HLR), the Trusted Agent for the RO and the Trusted Agent for the HLR can also view a completed performance plan once receipt has been acknowledged by either the employee or the RO under the [Show Completed Plans/Appraisals](#) link located on the Main PAA Page.

Select the link and enter Employee Name or Appraisal Year or Event and then select the 'Find' button to locate the events.

Select the link to search for Completed Plans.
[Hide Completed Plans/Appraisals](#)

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the search icon for assistance in entering the Employee Name.
2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name

Appraisal Year

Event

Records Displayed Search Results:

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
	2014	35026	DCIPS	DCIPS Performance Plan	23-Oct-2013	
	2014	35043	DCIPS	DCIPS Performance Plan	03-Sep-2014	

Track Progress:

Select 'Track Progress' from Action list and then select 'Go'.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35043	03-Sep-2014	DCIPS	Approved	Plan Approved	<input type="text" value="Track Progress"/> <input type="button" value="Go"/>

Select 'Return to Previous' to go back to the PAA Main Page.

Track Progress

[Return to Previous](#)
[Need Help?](#)

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Links Column: Links may be available here to take you to a specific tab on the Appraisal so you can work on that action.

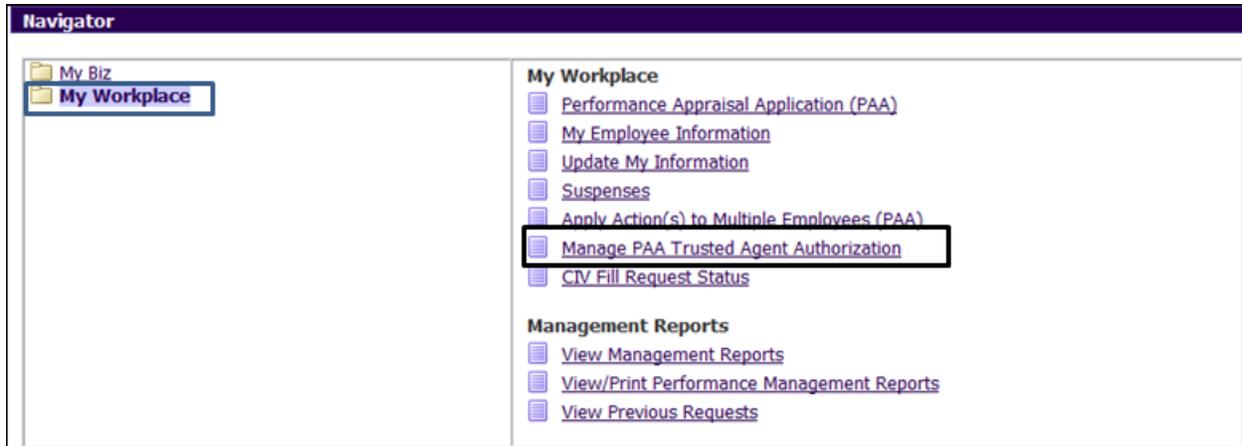
Performance Plan	Links
Drafted	<input checked="" type="checkbox"/>
Transferred to Reviewing Official by Rating Official - If Required	<input checked="" type="checkbox"/>
Reviewed by Reviewing Official	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Midpoint Review	Links
Employee Self-Assessment	<input type="checkbox"/>
Rating Official Assessment	<input type="checkbox"/>
Transferred to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>
Reviewed by Reviewing Official - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Performance Evaluation	Links
Employee Self-Assessment	<input type="checkbox"/>
Rating Official Assessment	<input type="checkbox"/>
Transferred to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>
Reviewed by Reviewing Official	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Mock Assessments	Links
Employee Self-Assessment	<input type="checkbox"/>
Rating Official Assessment	<input type="checkbox"/>
Assigned to Reviewing Official by Rating Official - If Required	<input type="checkbox"/>
Reviewed by Reviewing Official - If Required	<input type="checkbox"/>

[Return to Previous](#)

Rating Official/Higher Level Reviewer – My Workplace > Manage PAA Trusted Agent

Authorization:

To appoint a 'Trusted Agent', the Rating Official (RO) or the Reviewing Official (HLR) selects 'Manage PAA Trusted Agent Authorization' from 'My Workplace'.



Manage Trusted Agent Assignments:

Manage Trusted Agent Assignments
This page allows you to assign one or more individuals to act on your behalf for documentation purposes within the Performance Appraisal Application (PAA). You control their access by assigning a Start Date and/or End Date. [Need Help?](#)

AUTHORIZATION FOR TRUSTED AGENT ASSIGNMENT

I hereby authorize the individual indicated below to act as my trusted agent within the Performance Appraisal Application (PAA) for the purpose of documenting performance management events such as the transcription of performance plans, interim/midpoint reviews, closeout assessments and final appraisals into the PAA for the employees selected below. I understand that this does not alleviate my performance management responsibilities to continue the hands-on work of monitoring, reviewing and appraising employees on their performance and that the sole purpose of the trusted agent is to document my decisions in the employees' PAA records.

ACKNOWLEDGMENT OF YOUR RESPONSIBILITIES

I also understand that I must approve all PAA performance events documented by my trusted agent and route the document to the next step by using one of the following methods:

- Select the 'Approve Trusted Agent Documentation' button located in the employee's PAA record under the appropriate Approvals and Acknowledgments tab. In the case that I do not have access to the PAA, I understand that my trusted agent may forward the PAA to the next person in the chain of command to accomplish this task.

OR

- My trusted agent can print a hard copy of the appraisal form and obtain my signature approving the action. My trusted agent can document the fact that this has taken place for the purpose of completing the appraisal form in the PAA.

Trusted Agent Role

* Role

* System Type

Role: Identify the Role you want the Trusted Agent to act on in your behalf (Rating Official or Higher Level Reviewer). Select Rating Official from the list.

System Type: Defaults to 'Self Service Hierarchy'. If you select 'Self Service Hierarchy' as the system type, the next screen will display names of all employees in your hierarchy. If you select 'Defense Civilian Intelligence Personnel System' as the system type, the next screen will display only names of employees in your hierarchy who have a PAA in progress or employees not in your hierarchy where you are identified as the Rating Official (or HLR when selecting the Higher Level Reviewer role) on their PAA.

You would use the down arrow to select 'Defense Civilian Intelligence Personnel System' as the system type. With 'Self Service Hierarchy' as the system type, select the 'Go' button.

Assigning Trusted Agent Role:

This page identifies current 'Trusted Agents' and their start date. You may add a trusted agent from this page or end the authorization of one previously identified by completing the 'End Date' block and then select 'Apply'.

A Start Date cannot be a 'past' date – has to be a current or future date. You may select 'Show Manage Assignment of Trusted Agent for Selected Employee(s)' link to open another page where you can also assign or terminate the assignment of a trusted agent for multiple employees.

Trusted Agent Role

* Role: Rating Official
 * System Type: Self-Service Hierarchy
 Go

[Show Manage Assignment of Trusted Agent for Selected Employee\(s\)](#)

Rating Official Delegation Results

Select	Details	Employee Number	Organization	Trusted Agent Name	Start Date	End Date	Action
<input type="checkbox"/>	Show	Employee 2	147609	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 3	147635	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 1	147646	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 4	145167	ONI NV1500015 01	27-Sep-2013		Update <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 5	123180	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 6	129398	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 7	126377	ONI NV1500015 01			Insert <input type="button" value="Apply"/>

Select 'Show Management Assignment of Trusted Agent for Selected Employee(s)'.

[Hide Manage Assignment of Trusted Agent for Selected Employee\(s\)](#)

* Indicates required field

Assign Trusted Agent

To assign a Trusted Agent:

1. Enter Trusted Agent Name
2. Enter Start Date

Tip: You cannot enter a past date for Start Date.

3. Optionally, enter an End Date to limit assignment period
4. Select employee(s) from results table below
5. Select 'Apply' button

* Trusted Agent Name:

* Start Date:

End Date:

Clear Apply

Terminate Trusted Agent

To terminate a Trusted Agent:

1. Enter End Date

Tip: The End Date cannot be earlier than the Start Date.

2. Select employee(s) from results table below
3. Select 'Apply' button

* End Date:

Apply

Rating Official Delegation Results

Select	Details	Employee Number	Organization	Trusted Agent Name	Start Date	End Date	Action
<input type="checkbox"/>	Show	Employee 2	147609	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 3	147635	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 1	147646	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 4	145167	ONI NV1500015 01	27-Sep-2013		Update <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 5	123180	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 6	129398	ONI NV1500015 01			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 7	126377	ONI NV1500015 01			Insert <input type="button" value="Apply"/>

Enter the name of the employee who is to be your Trusted Agent (TA) as RO in the Trusted Agent Name. Enter the Start Date for the TA assignment, select the employees for whom this TA can act on your behalf in the PAA application and then select the 'Apply' button.

Note: A Trusted Agent does not have to be a current supervisor; however, an individual cannot be assigned as a Trusted Agent for their own PAA. Once appointed, a Trusted Agent can perform all actions as the Rating Official (or Reviewing Official if assigned as TA for HLR) within the DCIPS Performance

Appraisal Application. Their list of employees will only include employees for whom the 'Trusted Agent' assignment has been made.

Assign Trusted Agent

To assign a Trusted Agent:

1. Enter Trusted Agent Name
2. Enter Start Date
3. Optionally, enter an End Date to limit assignment period
4. Select employee(s) from results table below
5. Select 'Apply' button

Tip: You cannot enter a past date for Start Date.

* Trusted Agent Name:

* Start Date:

End Date:

Terminate Trusted Agent

To terminate a Trusted Agent:

1. Enter End Date
2. Select employee(s) from results table below
3. Select 'Apply' button

* End Date:

Rating Official Delegation Results

Select All | Select None

Select	Details	Employee Name	Employee Number	Organization	Trusted Agent Name	Start Date	End Date	Action
<input type="checkbox"/>	Show	Employee 2	147609	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 3	147635	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 1	147646	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 4	145167	ONI NV1500015 01	<input type="text" value="Name of the Trusted Agent"/>	27-Sep-2013		Update <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 5	123180	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 6	129398	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 7	126377	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>

The page is refreshed with the updated information.

Trusted Agent Role

* Role:

* System Type:

Rating Official Delegation Results

Select All | Select None

Select	Details	Employee Name	Employee Number	Organization	Trusted Agent Name	Start Date	End Date	Action
<input type="checkbox"/>	Show	Employee 2	147609	ONI NV1500015 01	<input type="text" value="Name of Employee 2"/>	03-Oct-2014		Update <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 3	147635	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 1	147646	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 4	145167	ONI NV1500015 01	<input type="text" value="Name of the Trusted Agent"/>	27-Sep-2013		Update <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 5	123180	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 6	129398	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>
<input type="checkbox"/>	Show	Employee 7	126377	ONI NV1500015 01	<input type="text"/>			Insert <input type="button" value="Apply"/>

Note: Those individuals appointed as Trusted Agents are assigned the 'CIV Trusted Agent' responsibility.

Select the 'Home' link to return back to the Navigator.

[Navigator](#) | [Favorites](#) | ICE My Biz | ICE PAA V3 | [FAQ](#) | [Diagnostic](#) | [Home](#) | [Logout](#)

Manage Trusted Agent Assignments

This page allows you to assign one or more individuals to act on your behalf for documentation purposes within the Performance Appraisal Application (PAA). You control their access by assigning a Start Date and/or End Date. [Need Help?](#)

AUTHORIZATION FOR TRUSTED AGENT ASSIGNMENT

I hereby authorize the individual indicated below to act as my trusted agent within the Performance Appraisal Application (PAA) for the purpose of documenting performance management events such as the transcription of performance plans, interim/midpoint reviews, closeout assessments and final appraisals into the PAA for the employees selected below. I understand that this does not alleviate my performance management responsibilities to continue the hands-on work of monitoring, reviewing and appraising employees on their performance and that the sole purpose of the trusted agent is to document my decisions in the employees' PAA records.

ACKNOWLEDGMENT OF YOUR RESPONSIBILITIES

I also understand that I must approve all PAA performance events documented by my trusted agent and route the document to the next step by using one of the following methods:

- Select the 'Approve Trusted Agent Documentation' button located in the employee's PAA record under the appropriate Approvals and Acknowledgments tab. In the case that I do not have access to the PAA, I understand that my trusted agent may forward the PAA to the next person in the chain of command to accomplish this task.

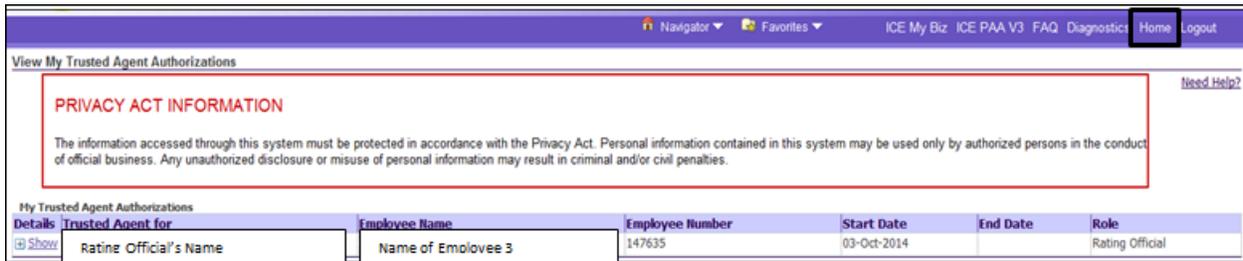
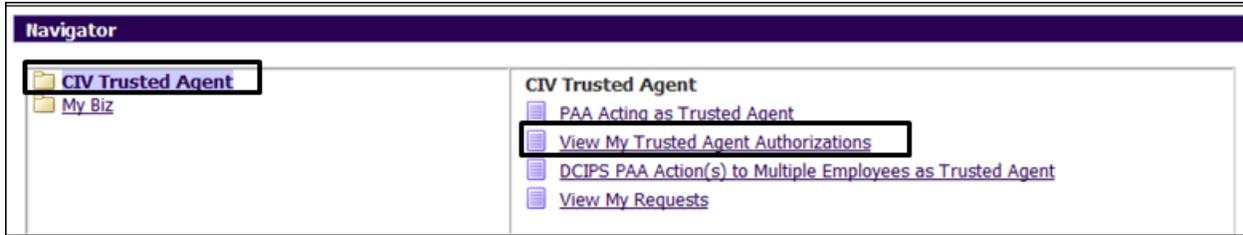
OR

- My trusted agent can print a hard copy of the appraisal form and obtain my signature approving the action. My trusted agent can document the fact that this has taken place for the purpose of completing the appraisal form in the PAA.

Logging in as CIV Trusted Agent:

View My Trusted Agent Authorizations:

As a Trusted Agent, you can view your authorizations by selecting 'View My Trusted Agent Authorizations' link.



Acting as Trusted Agent:

Select 'PAA Acting as Trusted Agent' link as CIV Trusted Agent.



Trusted Agent Performance Appraisal Application Main Page:

Trusted Agent

Performance Appraisal Application Main Page

[Need Help?](#)

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From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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. You are limited to viewing only the Plans/Appraisals that you have participated in as a Trusted Agent.

To create a Performance Plan: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Select the '▼' to view the Rating Official(s) and Reviewing Official(s) (HLR) that you are a 'Trusted Agent for'.

Plans/Appraisals In Progress

✓TIP Only Employees that have a plan in progress are listed below.

Trusted Agent for: --Choose One-- ▼

Appraisal Year: ALL

Create New Plan

--Choose a Plan Type-- Go

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No search conducted.									

A list of names will display for who you have been designated as a trusted agent for. Individuals can be a Trusted Agent for more than one Rating Official or Reviewing Official (HLR). Select the appropriate name for the individual/role that you will be performing PAA actions for as a Trusted Agent.

Plans/Appraisals In Progress

✓TIP Only Employees that have a plan in progress are listed below.

Trusted Agent for: --Choose One-- ▼

Appraisal Year: ALL

Create New Plan

--Choose a Plan Type-- Go

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No search conducted.									

Trusted Agent – Create New Plan:

Select the drop down arrow under 'Create New Plan', select Defense Civilian Intelligence Personnel System and then the 'Go' button to create an employee's Performance Plan.

Plans/Appraisals In Progress

✓TIP Only Employees that have a plan in progress are listed below.

Trusted Agent for: RO - [Name] ▼

Appraisal Year: ALL

Create New Plan

Defense Civilian Intelligence Personnel System Go

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No results found.									

Trusted Agent – List of Employees:

Your name will display after the 'Logged in as:' and whoever you are acting as Trusted Agent for, their name will display after the 'Acting on Behalf of:' as the Rating Official or Higher Level Reviewer name. The list of employees will only include those employees for whom the 'Trusted Agent' authorization has been made.

Select 'Create' button for employee to create the Performance Plan.

Employee Name	Occupational Code	Position Name	Organization	Performance Plan
	0132.Intelligence (0132)	D499B.INTELL SPEC.521686.NV15.APPR	ONI N	Create

Trusted Agent – Copy An Existing Performance Plan:

Review Appraisal Type, Appraisal Period Start Date, Appraisal Period End Date, Rating Official Name and Higher Level Reviewer Name on the 'Create Performance Plan: Setup Details' screen. Make changes as necessary.

To copy an existing Performance Plan, select 'Copy An Existing Performance Plan' button.

Note: A Rating Official or their Trusted Agent can copy a performance plan, if one is available, of any employee in their self-service heirarchy or one in which they were the Rating Official.

Build New Performance Plan **Copy An Existing Performance Plan**

This screen provides information regarding your employee's Appraisal Type and Dates. Update the Appraisal Type and Appraisal Dates, if necessary.

Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link. You may:

- Select the 'Build New Performance Plan' button to create a performance plan.

* Appraisal Type: Annual Appraisal - DCIPS

* Appraisal Period Start Date: 01-Oct-2013

* Appraisal Period End Date: 30-Sep-2014

Appraisal Effective Date

* Rating Official Name: Rating Official's Name

* Higher Level Reviewer Name: Reviewing Official's Name

Trusted Agent – Copying Performance Plan:

The employee's name will be auto-populated. Enter the name of the employee whose performance plan you wish to copy or enter an Appraisal Year with the Employee Name blank to retrieve performance plans for multiple employees and then select the 'Find' button.

Copying Performance Plan

Trusted Agent's Name
RO Name Trusted Agent for

Logged in as:
Acting on behalf of:

[Return to Performance Plan Setup](#)

Need Help?

Rating Officials and employees can copy a performance plan from one year to the next. Only Rating Officials can copy a plan from one employee to another. Once copied, the performance plan can be altered accordingly.

Search

Please enter your search criteria and select the "Go" button to see the result. Select the search icon for assistance in entering the employee name. You must select Employee Name or Appraisal Effective Date.

Employee Name

Appraisal Year

Find **Clear**

Table Size 10

Appraisal ID	Employee Name	Employee Number	Appraisal Year	Plan Approval Date	Type	Plan Status	View	Copy
No search conducted.								

The performance plans available for copying will appear. Select the 'Copy' button for the one you wish to copy. The Performance Plan may be viewed before copying by selecting the 'View' button.

Copying Performance Plan

Trusted Agent's Name
RO Name Trusted Agent for

Logged in as:
Acting on behalf of:

[Return to Performance Plan Setup](#)

Need Help?

Rating Officials and employees can copy a performance plan from one year to the next. Only Rating Officials can copy a plan from one employee to another. Once copied, the performance plan can be altered accordingly.

Search

Please enter your search criteria and select the "Go" button to see the result. Select the search icon for assistance in entering the employee name. You must select Employee Name or Appraisal Effective Date.

Employee Name

Appraisal Year

Find **Clear**

Table Size 10

Appraisal ID	Employee Name	Employee Number	Appraisal Year	Plan Approval Date	Type	Plan Status	View	Copy
35043	Name of Employee 1	147646	2014	03-Sep-2014	Annual Appraisal - DCIPS	APPROVED	View	Copy
35045	Name of Employee 1	147646	2015	01-Oct-2014	Annual Appraisal - DCIPS	APPROVED	View	Copy

Information message:

Select the 'Yes' button to continue copying this Performance Plan.

Information

Do you wish to copy the performance plan of using the Appraisal ID: 35045?

No **Yes**

Trusted Agent – Performance Plan > Approvals & Acknowledgments > Request or Document Higher Level Review:

Follow steps identified above to view or update Mission Goals and Performance Objectives. To continue, select the ‘Approvals & Acknowledgments’ tab.

DCIPS PAA Rating Official

Trusted Agent's Name
 Logged in as: RO Name Trusted Agent for
 Acting on behalf of

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Reports/Forms

Performance Plan Details | Mission Goals | Performance Objectives | Performance Elements | **Approvals & Acknowledgments**

Performance Plan Details

[Change Rating Official and/or Higher Level Reviewer](#)

Appraisal Type: Annual Appraisal - DCIPS

* Appraisal Period Start Date: 01-Oct-2013

* Appraisal Period End Date: 30-Sep-2014

Appraisal Effective Date:

Rating Official Name:

Higher Level Reviewer:

Performance Plan Approval Date:

Performance Plan Last Modified:

Created By:

[Need Help?](#)

[NEXT>](#)

To start the approval process, select the ‘Start’ button on ‘Step 1: Rating Official Request or Document Higher Level Review’.

Note: Before approving, the Performance Plan may be sent to the employee for their review/update using the ‘Transfer to Employee’ button. Once reviewed, the employee would send it back to the Rating Official using the ‘Transfer to Rating Official’ button.

DCIPS PAA Rating Official

Trusted Agent's Name
 Logged in as: RO Name Trusted Agent for
 Acting on behalf of

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Reports/Forms

Performance Plan Details | Mission Goals | Performance Objectives | Performance Elements | **Approvals & Acknowledgments**

Approvals & Acknowledgments

[Need Help?](#)

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Not Started	Start
Show	Step 2: Higher Level Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

[<PREVIOUS](#)

Use **Option B** - Document the higher level review has taken place by entering the following information:
Review Date and Method of Review and then select 'Save' button to continue.

Option B - Document the higher level review has taken place by entering the following information:

Review Date Approver

Method of Review Other

Show	Step 2: Higher Level Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Confirmation message:

Signatures of both the RO and HLR are required on the hard copy appraisal when Option B is used.
Select 'Yes' button on the 'Confirmation'.

Confirmation

I certify that the information documented in this performance plan accurately documents the Rating Official's decisions regarding this performance plan and the Higher Level Reviewer's approval and their signatures have been captured on a printed copy of the appraisal form.

Trusted Agent - Performance Plan > Approvals & Acknowledgments > Document Communication to Employee:

Step 3: Rating Official Document Communication to Employee - select the 'Start' button.

DCIPS PAA Rating Official

Trusted Agent's Name
RO Name Trusted Agent for

Logged in as:
Acting on behalf of

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Reports/Forms

Performance Plan Details Mission Goals Performance Objectives Performance Elements **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Show All Details Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Pending Approval	Start
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Enter the Communication Date and Communication Method. The 'Trusted Agent Certification' box has to be selected before proceeding. Once the box is checked, select the 'Save and go to Step 4' button.

Performance Plan Reports/Forms

Performance Plan Details Mission Goals Performance Objectives Performance Elements **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Show All Details Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Hide	Step 3: Rating Official Document Communication to Employee	Pending Approval	Start

Communication Date: 03-Oct-2013

Communication Method: Face to Face

Other: [Text Box]

Trusted Agent Certification

By selecting the 'Trusted Agent Certification' button, you are certifying that the Rating Official has reviewed and approved the documentation of this plan/appraisal and appropriate signatures have been captured on a printed copy of the appraisal form.

Save and Transfer to Employee for Acknowledgment **Save and go to Step 4**

Note: If the certification box is not checked, user will receive the following error message:

Error

The Trusted Agent Certification box must be checked.

Confirmation message is received. Select the 'Yes' button to continue.

Confirmation

Are you sure you want to go to Step 4?

Do you want to continue?

No **Yes**

The 'Current PAA Status' is now 'Plan Approved'. The 'Midpoint Review', the 'Performance Evaluation' and the 'Manage Guest Participants' tabs become available once the Performance Plan is approved.

Trusted Agent - Performance Plan > Approvals & Acknowledgments > Document Employee Acknowledgment:

In Step 4 – Rating Official Document Employee Acknowledgment, select the ‘Start’ button.

DCIPS PAA Rating Official

Trusted Agent's Name
RO Name Trusted Agent for

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name
Show Employee Details

Performance Plan Midpoint Review Performance Evaluation Reports/Forms Manage Guest Participants

Performance Plan Details Mission Goals Performance Objectives Performance Elements **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Completed	Start
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Start

Trusted Agent for Rating Official documents the Acknowledgment (Refused or Other), enters method if ‘Other’ and the Date and then selects the ‘Save’ button.

Performance Plan Midpoint Review Performance Evaluation Reports/Forms Manage Guest Participants

Performance Plan Details Mission Goals Performance Objectives Performance Elements **Approvals & Acknowledgments**

Approvals & Acknowledgments

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Completed	Start
Hide	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Start

TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment Other

Other

Date

Save

Trusted Agent - Performance Plan > Transfer to Employee:

When the Rating Official documents the employee's acknowledgment, the Performance Plan remains with the Rating Official as the owner. In order for the employee to provide their assessments for either a Midpoint Review or the Performance Evaluation, the employee must have ownership of the Performance Plan. To transfer the Performance Plan to the employee, select the 'Transfer to Employee' button while within the PAA or by selecting this action in the Action column from the PAA Main Page.

The screenshot shows the DCIPS PAA Rating Official interface. At the top right, it displays 'Trusted Agent's Name' and 'RO Name Trusted Agent for'. Below this, there are three buttons: 'Transfer to Employee' (highlighted with a red box), 'Track Progress', and 'Return to Main Page'. The main content area is divided into several sections: 'Employee Information' with a 'Show Employee Details' link; a navigation bar with tabs for 'Performance Plan', 'Midpoint Review', 'Performance Evaluation', 'Reports/Forms', and 'Manage Guest Participants'; and 'Approvals & Acknowledgments' with a 'Need Help?' link. A table lists four tasks with their status and action buttons.

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Completed	Start
Show	Step 4: Rating Official Document Employee Acknowledgment	Completed	Start

Rating Official Notification to Employee:

To continue, select either the 'Transfer to Employee without E-mail Notification' or the 'Transfer to Employee with E-mail Notification'. At that point, the employee will have ownership of the performance plan

Note: If the employee does not have an e-mail address on file, the transfer with E-mail option will not be displayed.

The screenshot shows a dialog box titled 'Rating Official Notification to Employee'. At the top, there are three buttons: 'Cancel', 'Transfer to Employee without E-mail Notification', and 'Transfer to Employee with E-mail Notification' (highlighted with a red box). Below the buttons is a section titled 'Message To Employee' with a text area for writing a message. A 'Spell Check' button is located below the text area. At the bottom, there is a notice: 'Notice: You are about to contact [redacted] 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.' Below the notice are three buttons: 'Cancel', 'Transfer to Employee without E-mail Notification', and 'Transfer to Employee with E-mail Notification'.

Employee > My Biz > Performance Appraisal Application (PAA):

My Journal:

Employees can track their accomplishments during the performance cycle within the 'Performance Appraisal Application (PAA)' by selecting the 'My Journal' tab. This journal will hold up to 8000 characters and can be accessed by the employee when completing their assessments for the Midpoint Review and the Performance Evaluation.

Select the 'Save' button when accomplishments are added and then select the 'PAA Main Page' tab to return to the Performance Appraisal Application Main Page.

PAA Main Page Provide Guest Feedback My Journal

My Journal

Purge All Save Printable Page

Need Help?

Employee Information

Employee Name

[Show Employee Details](#)

TIP: The employee journal will assist you in tracking your job accomplishments during the appraisal period. Recording your accomplishments as they occur will assist you at the time you are requested to provide your self-assessment. You will be able to copy and paste information from this tab into other assessment areas. Your journal information will only be accessible to you.

- As a reminder, you can only paste 2000 characters into the individual job objective assessment area.
- Select the "Purge All" button to remove all information contained in your employee journal.

The employee can track their accomplishments during the performance cycle in this area and then use to complete their assessments.

(Limit to 8000 characters) Spell Check Counter 130

Purge All Save Printable Page

Confirmation message:

When 'Save' is selected, a confirmation will be received. The information in this journal is only visible to the employee and can be purged by using the 'Purge All' button or printed by using the 'Printable Page' button.

Confirmation

Your journal information has been saved.

Employee Creates Midpoint Review:

The next step for the Performance Management Cycle is the Midpoint Review. Either the Rating Official or the employee can create a Midpoint Review. The performance plan is currently assigned to the employee, so in this example, the employee will create the Midpoint Review. Select the 'Go' button for the performance plan to be used in completing the Midpoint Review.

Note: To create the Midpoint Review, the action for this performance plan must be 'Update' and not 'View'.

Warning: The Performance Appraisal Application is designated 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 [redacted]

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 PAA Status	Action
			2014	35043	03-Sep-2014	DCPS Approved	Plan Approved	Update	[Go]

Select the 'Midpoint Review' tab and then the 'Create Midpoint Review' button.

DCIPS PAA Employee

Transfer to Rating Official | Track Progress | Return to Main Page

Employee Information

Employee Name [redacted]
[Show Employee Details](#)

Performance Plan | **Midpoint Review** | Performance Evaluation | Reports/Forms

Midpoint Review

TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

[Create Midpoint Review]

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

Select the radio button in front of each performance objective and complete the employee's self-report of accomplishments for all performance objectives. To cut and paste from the 'My Journal' tab, select the 'My Journal' link. You can also cut and paste from MS Word.

[Return To Midpoint Reviews](#)

Employee Information
 Employee Name [Redacted]
[Show Employee Details](#)

Midpoint Review Information
 Midpoint Review Initiator [Redacted]
 Midpoint Review Status **Initiated** Midpoint Review Number **1**

Performance Objective Assessments | Performance Element Assessments | Approvals & Acknowledgments

Performance Objective Assessments
 Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)
[My Journal](#)

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved
<input type="radio"/>	2	Oversight	Objective Approved
<input type="radio"/>	3	Training Program Evaluation	Objective Approved
<input type="radio"/>	4	Project Planning	Objective Approved

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

Employee enters their accomplishments for this performance objective for their Midpoint Review in this box.

(Limit to 2000 characters) [Spell Check](#) Counter 107

Rating Official Assessment

[Empty text area for official assessment]

[Save and Return to Top of Page](#)

Complete employee's self-report of accomplishments for the Performance Objectives. Select the 'Performance Element Assessments' tab and follow same procedure to complete employee's self-report of accomplishments for each Performance Element or use Performance Element 1 to summarize all accomplishments for the Performance Elements. Select the radio button in front of each Performance Element to enter employee's self-report of accomplishments for each. When all 'Employee Self Assessment' blocks are completed, select the 'Return to Midpoint Reviews' button located at the upper right hand corner of screen.

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Midpoint Review Information

Midpoint Review Initiator [Redacted]
Midpoint Review Status **Initiated**

Midpoint Review Number **1**

[Performance Objective Assessments](#) | **[Performance Element Assessments](#)** | [Approvals & Acknowledgments](#)

Performance Element Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)

[My Journal](#)

Performance Elements

Select	Number	Performance Element
<input checked="" type="radio"/>	1	Accountability for Results
<input type="radio"/>	2	Communication
<input type="radio"/>	3	Critical Thinking
<input type="radio"/>	4	Engagement and Collaboration
<input type="radio"/>	5	Personal Leadership and Integrity
<input type="radio"/>	6	Technical Expertise

Select	Number	Performance Element
<input checked="" type="radio"/>	1	Accountability for Results

Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.

Employee Self Assessment

Employee accomplishments for Performance Element 1 thru 6 for Midpoint Review. This block can be used to summarize for all as long as the assessments fit in the block. If any information is added to a different Performance Element, then all six Performance Element blocks must be completed.

(Limit to 2000 characters)

[Spell Check](#)

Counter

292

Rating Official Assessment

[Save and Return to Top of Page](#)

To transfer the performance plan to the Rating Official, select the 'Transfer to Rating Official' button.

The screenshot shows the 'DCIPS PAA Employee' interface. At the top right, there are three buttons: 'Transfer to Rating Official' (highlighted with a red box), 'Track Progress', and 'Return to Main Page'. Below this is the 'Employee Information' section with fields for 'Employee Name' and a 'Show Employee Details' link. A navigation bar includes 'Performance Plan', 'Midpoint Review' (selected), 'Performance Evaluation', and 'Reports/Forms'. The 'Midpoint Review' section contains a tip and a table with columns: Number, Created By, Creation Date, Higher Level Review Date, Status, Communication Date, Communication Method, Employee Ack Date, Action, and Delete. The table has one row with '1' in the 'Number' column and 'Initiated' in the 'Status' column.

Select the 'Transfer to Rating Official without E-mail Notification' button or the 'Transfer to Rating Official with E-mail Notification' button to send to the Rating Official.

The screenshot shows the 'Employee Notification to Rating Official' dialog box. At the top right, there are three buttons: 'Cancel', 'Transfer to Rating Official without E-mail Notification', and 'Transfer to Rating Official with E-mail Notification' (highlighted with a red box). Below this is the 'Message To Rating Official' section with a text area for writing a message and a 'Spell Check' button. A notice at the bottom states: 'Notice: You are about to contact [redacted] 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.' At the bottom, there are three buttons: 'Cancel', 'Transfer to Rating Official without E-mail Notification', and 'Transfer to Rating Official with E-mail Notification'.

If any of the employee's self-report of accomplishments are missing in the Performance Objectives or in the Performance Elements, a Warning is received. It is only a warning.

The screenshot shows a warning message dialog box. It contains a warning icon and the text: 'Warning Your self assessment is missing on one or more performance elements. Do you want to continue?'. At the bottom right, there are two buttons: 'No' and 'Yes' (highlighted with a red box).

If the 'No' button is selected to the warning, you will be returned to previous page. If the 'Yes' button is selected, the Performance Plan will transfer to the Rating Official.

Select 'Yes' button to continue.

Confirmation message:

Confirmation received. Employee no longer has ownership of the performance plan and has 'View' only access now. Employee can 'Retrieve' it provided the Rating Official has not taken action on it.

The screenshot shows a confirmation message in a light blue box. It contains a confirmation icon and the text: 'Confirmation The appraisal has been submitted to the rating official.'

Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA):

Rating Official Completes Midpoint Review:

Select the 'Go' button on the Performance Plan to complete the Midpoint Review.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

--Choose a Plan Type--

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35043	03-Sep-2014	DCIPS	Approved	Midpoint in Progress	<input type="button" value="Update"/>

Select the 'Update' button in the Midpoint Review tab.

DCIPS PAA Rating Official

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | **Midpoint Review** | Performance Evaluation | Reports/Forms | Manage Guest Participants

Midpoint Review

TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation) [Need Help?](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1		04-Sep-2014		Initiated				<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Rating Official reviews employee's self-report of accomplishments and enters their evaluation in the 'Rating Official Assessment' block for each Performance Objective. Select the radio button in front of each Performance Objective to access.

Create/Update Midpoint Review

Employee Information

Employee Name
[Show Employee Details](#)

Midpoint Review Information

TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator Midpoint Review Number **1**

Performance Objective Assessments | Performance Element Assessments | Approvals & Acknowledgments

Performance Objective Assessments

[Need Help?](#)

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved
<input type="radio"/>	2	Oversight	Objective Approved
<input type="radio"/>	3	Training Program Evaluation	Objective Approved
<input type="radio"/>	4	Project Planning	Objective Approved

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

Employee enters their accomplishments for this performance objective for their Midpoint Review in this box.

Rating Official Assessment

Rating Official enters their assessments for this Performance Objective for the Midpoint Review in this box.

(Limit to 2000 characters) Spell Check Counter 108

[Save and Return to Top of Page](#)

Select the 'Performance Element Assessments' tab to continue. Rating Official reviews employee's self-report of accomplishments and completes their evaluation in the 'Rating Official Assessment' block for each Performance Element or provides a summary evaluation for all Performance Elements in the Performance Element 1 block. Select the radio button in front of each Performance Element to access.

Create/Update Midpoint Review [Back To Midpoint Reviews](#)

Employee Information

Employee Name [Show Employee Details](#)

Midpoint Review Information

TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator Midpoint Review Number **1**

Midpoint Review Status **Initiated**

[Performance Objective Assessments](#) **[Performance Element Assessments](#)** [Approvals & Acknowledgments](#)

Performance Element Assessments [Need Help?](#)

Performance Elements

Select	Number	Performance Element
<input checked="" type="radio"/>	1	Accountability for Results
<input type="radio"/>	2	Communication
<input type="radio"/>	3	Critical Thinking
<input type="radio"/>	4	Engagement and Collaboration
<input type="radio"/>	5	Personal Leadership and Integrity
<input type="radio"/>	6	Technical Expertise

Performance Elements

Select	Number	Performance Element
<input checked="" type="radio"/>	1	Accountability for Results

Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.

Employee Self Assessment

Employee accomplishments for Performance Element 1 thru 6 for Midpoint Review. This block can be used to summarize for all as long as the assessments fit in the block. If any information is added to a different Performance Element, then all six Performance Element blocks must be completed.

Rating Official Assessment

Rating Official enters assessments for this Performance Element for the Midpoint Review in this box.

(Limit to 2000 characters) Counter 100

After each Rating Official Assessment is completed, the Rating Official selects 'Approvals & Acknowledgments'. Select the 'Start' button in 'Step 1: Rating Official Request or Document Higher Level Review (If Required)' in Action column to request or document Reviewing Official's review.

Create/Update Midpoint Review

Employee Information

Employee Name

Midpoint Review Information

TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator
 Midpoint Review Status **Initiated** Midpoint Review Number **1**

Approvals & Acknowledgments

Details/ Tasks	Status	Action
<input type="button" value="Show"/> Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Not Started	<input checked="" type="button" value="Start"/>
<input type="button" value="Show"/> Step 2: Higher Level Review	Not Started	Step 1 must be completed
<input type="button" value="Show"/> Step 3: Rating Official Document Communication to Employee	Not Started	<input type="button" value="Start"/>
<input type="button" value="Show"/> Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

The Rating Official will receive a warning if an employee's self-report of accomplishments is missing. This is only a warning which provides the Rating Official an opportunity to route the Performance Plan back to the employee to add accomplishment(s). If 'No' is selected for the warning, the Rating Official will be returned to the 'Approvals & Acknowledgments' area of the Midpoint Review. The Rating Official will receive a warning when any of the Rating Official's evaluations are also missing.

Warning when employee self-report of accomplishments are missing:

Warning
Employee self assessment is missing on one or more performance elements.

Do you want to continue?

No Yes

Warning when Rating Official evaluations are missing:

Warning
Rating Official assessment is required for all approved performance objectives. Please select the 'Performance Objective Assessments' tab to update the assessments.

Do you want to continue?

No Yes

If 'Yes' is selected, Step 1 will be available for update.

There are two options to document that the Higher Level Review has taken place in the PAA:

Option A – Transfer to the Higher Level Reviewer (Reviewing Official). If this option is used, the Rating Official loses ownership of the PAA and has 'View' only.

Option B – Document the Higher Level Review has taken place by entering the 'Review Date', 'Method of Review' and 'Approver' of the Midpoint Review that took place. The Rating Official continues to have ownership of the PAA.

Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.

Name	Date
NVY Wakabayashi, Robbie I	Rating Official
CPMS Audirsch, Timmy B	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer:

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's REVIEW. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Midpoint Review tab to complete Step 2: Higher Level Review.

Notice: You are about to contact CPMS Audirsch, Timmy B 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.

Option B - Document the higher level review has taken place by entering the following information:

Review Date:

Method of Review:

Approver:

Other:

Select Option B. Enter the Review Date and the Method of Review. The 'Other' must also be completed when the Method of Review is 'Other'. Then select the 'Save' button.

The screenshot shows a form titled "Option B - Document the higher level review has taken place by entering the following information:". It contains the following fields and controls:

- Review Date: A date picker set to "05-Sep-2014".
- Method of Review: A dropdown menu set to "Face to Face".
- Approver: A text input field containing "Reviewing Official's Name" with a search icon.
- Other: An empty text input field.
- Buttons: "Cancel" and "Save" buttons.

Confirmation message: This message will be received when Option B is used.

The screenshot shows a "Confirmation" dialog box with the following text:

I certify that the printed copy of the appraisal form accurately presents the midpoint review as seen by and approved by the Higher Level Reviewer and the Higher Level Reviewer has signed the appraisal form.

Buttons: "No" and "Yes".

If the 'No' button is selected, the Rating Official is returned to the ' Approvals & Acknowledgments' page. If the 'Yes' button is selected, an 'Information' message is received only if the Reviewing Official does not have an e-mail address.

The screenshot shows an "Information" dialog box with the following text:

The recipient does not have an e-mail address on file. Please contact the individual directly.

Button: "OK".

Select the 'OK' button to continue if this message is received.

Rating Official Completes Step 3 – Rating Official Document Communication to Employee:

Select the 'Start' button in Step 3.

Create/Update Midpoint Review [Back To Midpoint Reviews](#)

Employee Information

Employee Name
[Show Employee Details](#)

Midpoint Review Information

TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator Midpoint Review Status **Initiated** Midpoint Review Number **1**

Performance Objective Assessments | Performance Element Assessments | **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Completed	<input type="button" value="Start"/>
Show Step 2: Higher Level Review	Completed	
Show Step 3: Rating Official Document Communication to Employee	Not Started	<input type="button" value="Start"/>
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Document the 'Communication Date' and 'Communication Method' and then select the 'Save and Transfer to Employee for Acknowledgment' button. The employee will then have ownership of the Performance Plan once completed. The Rating Official could select 'Save and go to Step 4' when the employee is not available to acknowledge receipt or refuses. In this case the Rating Official retains ownership of the Performance Plan.

Performance Objective Assessments | Performance Element Assessments | **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Completed	<input type="button" value="Start"/>
Show Step 2: Higher Level Review	Completed	
Hide Step 3: Rating Official Document Communication to Employee	Not Started	<input type="button" value="Start"/>

Communication Date

Communication Method

[Show](#) Step 4: Rating Official Document Employee Acknowledgment Not Started | Step 3 must be completed

Rating Official Notification to Employee: Select 'Transfer to Employee with E-mail Notification'.

Rating Official Notification to Employee -

Message To Employee

This screen provides space for you to send your employee a message regarding his or her Midpoint Review. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message.

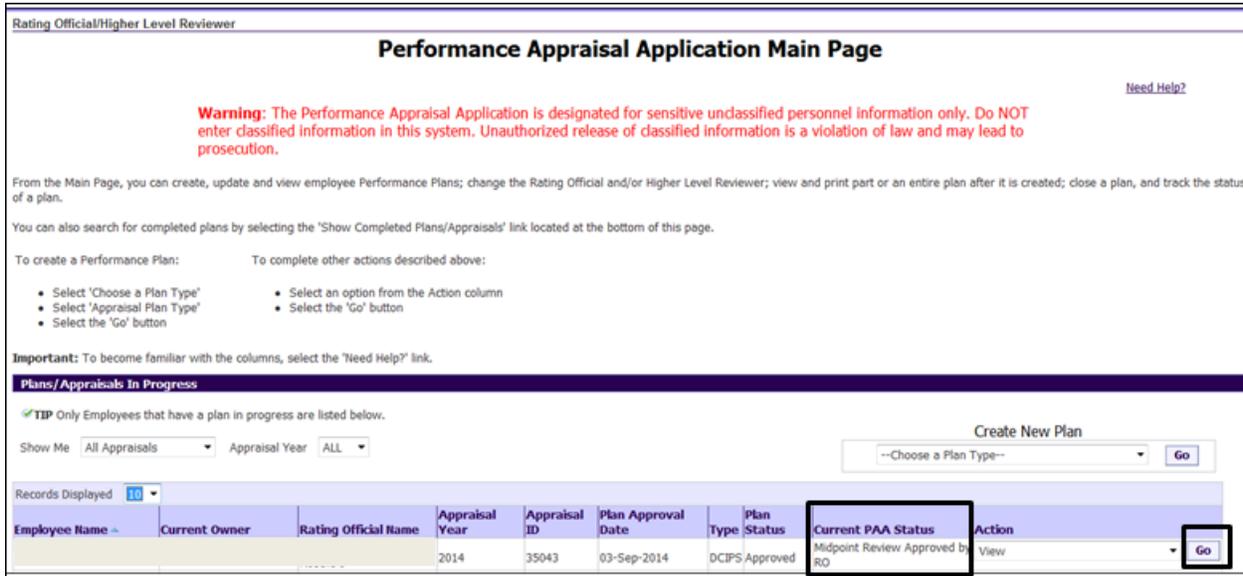
Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Midpoint Review tab to complete Step 4: Employee Acknowledgment. Once you have acknowledged, a copy of your Performance Plan will be available in the Completed Plans/Appraisals area on the Performance Appraisal Application (PAA) Main Page.

Notice: You are about to contact 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.

Confirmation message:

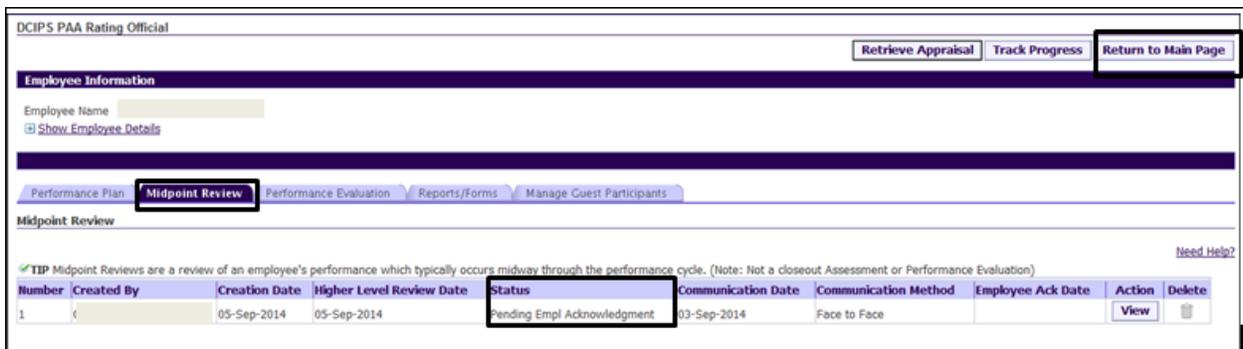


The Current PAA Status is now 'Midpoint Review Approved by RO' and the Rating Official has 'View' only as the employee has ownership of the Performance Plan. Select the 'Go' button to view Midpoint Status.



The Status for the Midpoint is 'Pending Employee Acknowledgment'. If the employee is unavailable or refuses to acknowledge, the Rating Official can retrieve the Performance Plan by selecting the 'Retrieve Appraisal' button and then complete 'Step 4: Rating Official Document Employee Acknowledgment'.

Select 'Return to Main Page' as the employee will be acknowledging receipt.



Employee > My Biz > Performance Appraisal Application (PAA)> Midpoint Review:

Step 4: Employee Acknowledgment Receipt:

Select the 'Go' button on the Performance Plan to update the Midpoint Review.

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated 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 []

Create New Plan
--Choose a Plan Type-- [Go]

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35043	03-Sep-2014	DCIPS Approved	Midpoint in Progress	Update	[Go]

Select the 'Update' button in the 'Midpoint Review' tab.

DCIPS PAA Employee

[Transfer to Rating Official] [Track Progress] [Return to Main Page]

Employee Information

Employee Name []
[Show Employee Details]

Performance Plan [Midpoint Review] Performance Evaluation Reports/Forms

Midpoint Review

TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1		04-Sep-2014	05-Sep-2014	Pending Empl Acknowledgment	03-Sep-2014	Face to Face		[Update]	[]

The employee can view the Rating Official's assessments once Step 3 of the Midpoint has been completed by selecting the 'Performance Objective Assessments' tab and the 'Performance Element Assessments' tab. Select the 'Approvals & Acknowledgments' tab to acknowledge.

Return To Midpoint Reviews

Employee Information

Employee Name []
[Show Employee Details]

Midpoint Review Information

Midpoint Review Initiator []
Midpoint Review Status Pending Empl Acknowledgment
Midpoint Review Number 1

Performance Objective Assessments Performance Element Assessments [Approvals & Acknowledgments]

Performance Objective Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?] [My Journal]

Select the 'Acknowledge Receipt' button to continue.

Return To Midpoint Reviews

Employee Information
Employee Name [redacted]
[Show Employee Details](#)

Midpoint Review Information
Midpoint Review Initiator [redacted]
Midpoint Review Status **Pending Empl Acknowledgment** Midpoint Review Number **1**

Performance Objective Assessments Performance Element Assessments **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Details Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required)	Completed	
Show Step 2: Higher Level Review	Completed	
Show Step 3: Rating Official Document Communication to Employee	Completed	
Show Step 4: Employee Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt

The Midpoint Review Status updates to 'Completed' and no changes can be made. Select 'Return to Midpoint Reviews'.

Return To Midpoint Reviews

Employee Information
Employee Name [redacted]
[Show Employee Details](#)

Midpoint Review Information
Midpoint Review Initiator [redacted]
Midpoint Review Status **Completed** Midpoint Review Number **1**

Performance Objective Assessments Performance Element Assessments **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Details Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required)	Completed	
Show Step 2: Higher Level Review	Completed	
Show Step 3: Rating Official Document Communication to Employee	Completed	
Show Step 4: Employee Acknowledgment	Completed	

To view the completed Midpoint Review, the employee can select the 'View History' button. Once Step 4 is completed, the Midpoint Review is also available under the Completed Plans/Appraisals from the Main PAA Page.

To view the progress for this Performance Plan, select the 'Track Progress' button.

DCIPS PAA Employee

[Transfer to Rating Official](#) **Track Progress** [Return to Main Page](#)

Employee Information
Employee Name [redacted]
[Show Employee Details](#)

Performance Plan **Midpoint Review** Performance Evaluation Reports/Forms

Midpoint Review [Need Help?](#)

TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

[Create Midpoint Review](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	[redacted]	04-Sep-2014	05-Sep-2014	Completed	03-Sep-2014	Face to Face	05-Sep-2014	View History	

Track Progress (Employee):

The following screen displays. Select the 'Return to Previous' button next.

Track Progress
[Return to Previous](#)
[Need Help?](#)

Employee Information

Employee Name
[Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Links Column: Links may be available here to take you to a specific tab on the Appraisal so you can work on that action.

Performance Plan	Links
Drafted	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Midpoint Review	Links
Employee Self-Assessment	<input checked="" type="checkbox"/> Create Midpoint
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Performance Evaluation	Links
Employee Self-Assessment	<input type="checkbox"/> Assessments
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Mock Assessment	Links
Employee Self-Assessment	<input type="checkbox"/>

[Return to Previous](#)

Note: As the employee is the owner of this Performance Plan, the link to 'Create Midpoint' and 'Assessments' for the Performance Evaluation are active. Selecting either link will take the employee to the appropriate tab.

Select the 'Return to Main Page' button.

DCIPS PAA Employee
[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan
Midpoint Review
Performance Evaluation
Reports/Forms

Midpoint Review

✓ TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation) [Need Help?](#)

[Create Midpoint Review](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1		04-Sep-2014	05-Sep-2014	Completed	03-Sep-2014	Face to Face	05-Sep-2014	View History	Delete

Completed Plans/Appraisals (Employee):

Once completed, the Midpoint Review is also available in the 'Completed Plans/Appraisals' area for the employee, the Rating Official and the Reviewing Official. Select 'Show Completed Plans/Appraisals' and then the 'Find' button to view.

Appraisals of 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 PAA Status	Action
			2015	35045	01-Oct-2014	DCIPS Approved	Plan Approved	Plan Approved	Update <input type="button" value="Go"/>
			2014	35043	03-Sep-2014	DCIPS Approved	Midpoint Review Completed	Midpoint Review Completed	Update <input type="button" value="Go"/>

Select the link to search for completed plans.

Select the link to search for completed plans.

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
 2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year
 Event

Records Displayed 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
No search conducted.					

The employee's completed plans/appraisals will be displayed. To view and/or print the DCIPS Midpoint Review, you would select the icon under the Reports/Forms column.

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
 2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year
 Event

Records Displayed 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2014	35043	DCIPS	DCIPS Performance Plan	03-Sep-2014	
2014	35043	DCIPS	DCIPS Midpoint Review	05-Sep-2014	<input type="button" value="Print"/>

Rating Official > My Workplace > Performance Appraisal Application (PAA)> Modify Approved Performance Plan:

Following the steps identified above, another employee created their Midpoint Review, entered their self-report of accomplishments in the employee assessment blocks and transferred to the Rating Official. Following the steps identified above, the Rating Official has entered the Rating Official evaluations and while completing them, noticed that one of the Performance Objectives need to be corrected. In this example, Performance Objective 4 is the one needing modified. Before completing Step 1 in the 'Approvals & Acknowledgments' tab, the Rating Official selects the 'Back to Midpoint Reviews' tab to correct/modify the Performance Plan.

Create/Update Midpoint Review [Back to Midpoint Reviews](#)

Employee Information
Employee Name [Redacted]
[Show Employee Details](#)

Midpoint Review Information
✓ TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Midpoint Review Initiator [Redacted] Midpoint Review Status: **Initiated** Midpoint Review Number: **1**

Performance Objective Assessments | Performance Element Assessments | Approvals & Acknowledgments

Performance Objective Assessments [Need Help?](#)

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	4	Project Planning	Objective Approved

Performance Objective
Enter the objectives for this performance objective.

Employee Self Assessment
Employee self-report of accomplishments for Performance Objective 1.

Rating Official Assessment
Rating Official evaluation for Performance Objective 4.

Select the 'Performance Plan' tab to access the Performance Objective to be corrected or modified.

DCIPS PAA Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information
Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants

Midpoint Review

Rating Official - Modifies an Approved Performance Plan:

The Rating Official selects the 'Performance Objectives' tab in the 'Performance Plan' tab and selects the 'Update' button for Performance Objective 4.

DCIPS PAA Rating Official

Transfer to Employee | Track Progress | Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants

Performance Plan Details | Mission Goals | **Performance Objectives** | Performance Elements | Approvals & Acknowledgments

Performance Objectives [Need Help?](#)

TIP Only "Approved" Performance Objectives will be used to calculate the Performance Evaluation of Record and average score.

[Add Performance Objective](#)

Show All Details | Hide All Details

Details	Number	Performance Objective Title	Status	Action	Delete
Show	1	Subject Matter Expert	Objective Approved	Update	
Show	2	Oversight	Objective Approved	Update	
Show	3	Training Program Evaluation	Objective Approved	Update	
Show	4	Project Planning	Objective Approved	Update	

Modify the performance objectives for this Performance Objective and then select the 'Save and Return to Performance Objectives Tab'.

Update Performance Objective

* Indicates required field

[Save](#) | [Save and Update Another Performance Objective](#) | [Save and Return to Performance Objectives Tab](#)

[Need Help?](#)

Performance Objective Number 4

* Performance Objective Title

* Start Date
(example: 21-Aug-2014)

Performance Objective Status Objective Approved

Date Last Modified 2014-09-04 10:16:27.0

If you need help in writing performance objectives, go to the [Success](#) training course.

Enter the objectives for this performance objective. The correction is accomplished in this block.

[Save and Return to Performance Objectives Tab](#)

The 'Status' for Performance Objective 4 updates to 'Modified' and a new tab 'Re-Approvals & Acknowledgments' was created for this Performance Plan. Before approving, the Rating Official has the option to 'Transfer to Employee' for their review/update. If that option is used, the employee needs to 'Transfer to Rating Official' once reviewed in order to complete the re-approval process. If transferred to the employee, the employee will not be able to see any of the Rating Official's assessments for the Midpoint Review as Step 3 of the Midpoint Review approval process has not been completed.

Select the 'Re-Approvals & Acknowledgments' tab to continue.

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation Reports/Forms Manage Guest Participants

Performance Plan Details Mission Goals **Performance Objectives** Performance Elements Approvals & Acknowledgments **Re-Approvals & Acknowledgments**

Performance Objectives [Need Help?](#)

The Performance Plan has pending Performance Objectives. Assessments and Ratings can only be entered for approved Performance Objectives. Please proceed to the 'Re-Approvals & Acknowledgments' tab once the Performance Objectives are ready for approval.

TIP Only "Approved" Performance Objectives will be used to calculate the Performance Evaluation of Record and average score.

[Add Performance Objective](#)

Show All Details Hide All Details

Details	Number	Performance Objective Title	Status	Action	Delete
Show	1	Subject Matter Expert	Objective Approved	Update	Delete
Show	2	Oversight	Objective Approved	Update	Delete
Show	3	Training Program Evaluation	Objective Approved	Update	Delete
Show	4	Project Planning	Modified	Update	Delete

If the Rating Official (or the employee) were to view the 'Performance Objective Assessments' for the Midpoint Review before the modified performance objective is approved, this Performance Objective as well as the assessments that had been entered would not appear. Once the modified Performance Plan is approved, they would re-appear.

Create/Update Midpoint Review [Back To Midpoint Reviews](#)

Employee Information

Employee Name
[Show Employee Details](#)

Midpoint Review Information

TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator Midpoint Review Status **Initiated** Midpoint Review Number **1**

Performance Objective Assessments Performance Element Assessments Approvals & Acknowledgments

Performance Objective Assessments [Need Help?](#)

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved
<input type="radio"/>	2	Oversight	Objective Approved
<input type="radio"/>	3	Training Program Evaluation	Objective Approved

Performance Objective

Enter the performance objectives here.

Rating Official > Performance Plan > Re-Approvals & Acknowledgments:

When an approved Performance Plan is modified, the re-approvals process has the option to go directly to 'Step 3: Rating Official Document Communication to Employee' if a higher level review is not required. If a higher level review is required, the Rating Official would select the 'Start' button for 'Step 1' and use Option A to transfer to the Reviewing Official to complete Step 2 or use Option B to complete Step 2.

Select the 'Start' button for Step 3 as the higher level review if not required in this example.

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation Reports/Forms Manage Guest Participants

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments **Re-Approvals & Acknowledgments**

Re-Approvals & Acknowledgments [Need Help?](#)

Show All Details | Hide All Details

Details / Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Not Started	Start
Show Step 2: Higher Level Review (Optional)	Not Started	Step 1 must be completed
Show Step 3: Rating Official Document Communication to Employee	Not Started	Start
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Enter the 'Communication Date' and 'Communication Method'. Select the 'Save and go to Step 4' button.

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation Reports/Forms Manage Guest Participants

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments **Re-Approvals & Acknowledgments**

Re-Approvals & Acknowledgments [Need Help?](#)

Show All Details | Hide All Details

Details / Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Not Started	Start
Show Step 2: Higher Level Review (Optional)	Not Started	Step 1 must be completed
Hide Step 3: Rating Official Document Communication to Employee	Not Started	Start

Communication Date: 03-Sep-2014
Communication Method: Face to Face
Other: [Redacted]

[Save and Transfer to Employee for Acknowledgment](#) **Save and go to Step 4**

[Show](#) Step 4: Rating Official Document Employee Acknowledgment Not Started Step 3 must be completed

Select the 'Yes' button for the Confirmation message.

Confirmation

Are you sure you want to go to Step 4?

Do you want to continue?

[No](#) **Yes**

Rating Official > Re-Approvals & Acknowledgments > Documents Employee Acknowledgment:

Select the 'Start' button for Step 4 to document the employee's acknowledgment.

DCIPS PAA Rating Official Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name [Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants

Performance Plan Details | Mission Goals | Performance Objectives | Performance Elements | Approvals & Acknowledgments | **Re-Approvals & Acknowledgments**

Re-Approvals & Acknowledgments Need Help?

Show All Details | Hide All Details

Details/ Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Not Requested	Start
Show Step 2: Higher Level Review (Optional)	Not Requested	
Show Step 3: Rating Official Document Communication to Employee	Completed	Start
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Start

Complete 'Acknowledgment', 'Other' and 'Date' and then select the 'Save' button to complete the re-approval process.

Employee Information

Employee Name [Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants

Performance Plan Details | Mission Goals | Performance Objectives | Performance Elements | Approvals & Acknowledgments | **Re-Approvals & Acknowledgments**

Re-Approvals & Acknowledgments Need Help?

Show All Details | Hide All Details

Details/ Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Not Requested	Start
Show Step 2: Higher Level Review (Optional)	Not Requested	
Show Step 3: Rating Official Document Communication to Employee	Completed	Start
Hide Step 4: Rating Official Document Employee Acknowledgment	Not Started	Start

TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment: Other

Other:

Date:

[Save](#)

Select the Performance Objectives tab for the Performance Plan. Performance Objective 4 is now in an 'Approved' status.

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants

Performance Plan Details | Mission Goals | **Performance Objectives** | Performance Elements | Approvals & Acknowledgments | Re-Approvals & Acknowledgments

Performance Objectives Need Help?

TIP Only "Approved" Performance Objectives will be used to calculate the Performance Evaluation of Record and average score.

[Add Performance Objective](#)

Show All Details | Hide All Details

Details	Number	Performance Objective Title	Status	Action	Delete
Show	1	Subject Matter Expert	Objective Approved	Update	Delete
Show	2	Oversight	Objective Approved	Update	Delete
Show	3	Training Program Evaluation	Objective Approved	Update	Delete
Show	4	Project Planning	Objective Approved	Update	Delete

Rating Official - Completes Midpoint Review:

Select the 'Midpoint Review' tab and then the 'Update' button under the Action column.

The screenshot shows the 'DCIPS PAA Rating Official' interface. At the top right, there are buttons for 'Transfer to Employee', 'Track Progress', and 'Return to Main Page'. Below this is the 'Employee Information' section with a text input for 'Employee Name' and a link for 'Show Employee Details'. A navigation bar contains tabs for 'Performance Plan', 'Midpoint Review' (which is selected), 'Performance Evaluation', 'Reports/Forms', and 'Manage Guest Participants'. The 'Midpoint Review' section includes a tip: 'TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)'. Below the tip is a table with columns: Number, Created By, Creation Date, Higher Level Review Date, Status, Communication Date, Communication Method, Employee Ack Date, Action, and Delete. The first row shows '1' in the Number column, '05-Sep-2014' in the Creation Date column, and 'Initiated' in the Status column. The 'Update' button in the Action column of the first row is highlighted with a red box.

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1		05-Sep-2014		Initiated				Update	

Select Performance Objective 4 in the 'Performance Objective Assessments' tab to verify that the assessments previously entered display. Select the 'Approvals & Acknowledgments' tab to continue.

The screenshot shows the 'Performance Objective Assessments' interface. At the top, there are tabs for 'Performance Objective Assessments', 'Performance Element Assessments', and 'Approvals & Acknowledgments' (which is selected). Below this is the 'Performance Objective Assessments' section with a 'Need Help?' link. The 'Performance Objectives' section contains a table with columns: Select, Number, Performance Objective Title, and Status. The table lists four objectives, all with a status of 'Objective Approved'. Objective 4, 'Project Planning', is selected. Below the table are three sections: 'Performance Objective' with a text input area, 'Employee Self Assessment' with a text input area, and 'Rating Official Assessment' with a text input area.

Select	Number	Performance Objective Title	Status
<input type="radio"/>	1	Subject Matter Expert	Objective Approved
<input type="radio"/>	2	Oversight	Objective Approved
<input type="radio"/>	3	Training Program Evaluation	Objective Approved
<input checked="" type="radio"/>	4	Project Planning	Objective Approved

Select the 'Start' button for Step 3 to document that the Midpoint Review has been communicated to the employee.

Create/Update Midpoint Review [Back To Midpoint Reviews](#)

Employee Information

Employee Name
[Show Employee Details](#)

Midpoint Review Information

TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator
 Midpoint Review Status **Initiated** Midpoint Review Number **1**

[Performance Objective Assessments](#) [Performance Element Assessments](#) **[Approvals & Acknowledgments](#)**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details / Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Not Started	Start
Show Step 2: Higher Level Review	Not Started	Start <small>Step 1 must be completed</small>
Show Step 3: Rating Official Document Communication to Employee	Not Started	Start
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Start <small>Step 3 must be completed</small>

Complete the 'Communication Date' and 'Communication Method' and select the 'Save and Transfer to Employee for Acknowledgment'.

[Performance Objective Assessments](#) [Performance Element Assessments](#) **[Approvals & Acknowledgments](#)**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details / Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Not Started	Start
Show Step 2: Higher Level Review	Not Started	Start <small>Step 1 must be completed</small>
Hide Step 3: Rating Official Document Communication to Employee	Not Started	Start

Communication Date

Communication Method

Other

[Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

[Show](#) Step 4: Rating Official Document Employee Acknowledgment Not Started Step 3 must be completed

Select the 'Transfer to Employee with E-mail Notification' button to complete the transfer.

Rating Official Notification to Employee -

[Cancel](#) [Transfer to Employee without E-mail Notification](#) **[Transfer to Employee with E-mail Notification](#)**

Message To Employee

This screen provides space for you to send your employee a message regarding his or her Midpoint Review. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Midpoint Review tab to complete Step 4: Employee Acknowledgment. Once you have acknowledged, a copy of your Performance Plan will be available in the Completed Plans/Appraisals area on the Performance Appraisal Application (PAA) Main Page.

[Spell Check](#)

Notice: You are about to contact 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.

[Cancel](#) [Transfer to Employee without E-mail Notification](#) [Transfer to Employee with E-mail Notification](#)

Confirmation

The appraisal has been submitted to the employee.

Employee > My Biz > Performance Appraisal Application (PAA)> Acknowledges Receipt of Midpoint Review:

Select the 'Go' button for the Performance Plan.

Employee

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- 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

Create New Plan

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Midpoint in Progress	Update <input type="button" value="Go"/>

Select the 'Update' button for the Midpoint Review.

DCIPS PAA Employee

Employee Information

Employee Name

[Show Employee Details](#)

Performance Plan | **Midpoint Review** | Performance Evaluation | Reports/Forms

Midpoint Review

[Need Help?](#)

TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1		05-Sep-2014		Pending Empl Acknowledgment	05-Sep-2014	Face to Face		<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Select the 'Acknowledge Receipt' button.

Employee Information

Employee Name

[Show Employee Details](#)

Midpoint Review Information

Midpoint Review Initiator Midpoint Review Status **Pending Empl Acknowledgment** Midpoint Review Number **1**

Performance Objective Assessments | Performance Element Assessments | **Approvals & Acknowledgments**

Approvals & Acknowledgments

[Need Help?](#)

Details / Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required)	Completed	
Show Step 2: Higher Level Review	Not Started	
Show Step 3: Rating Official Document Communication to Employee	Completed	
Show Step 4: Employee Acknowledgment	Pending Empl Acknowledgment	<input type="button" value="Acknowledge Receipt"/>

Select the 'Return to Midpoint Reviews' button.

The screenshot shows the 'Midpoint Review Information' section with the status 'Completed'. A 'Return to Midpoint Reviews' button is located in the top right corner. Below this, there are tabs for 'Performance Objective Assessments', 'Performance Element Assessments', and 'Approvals & Acknowledgments'. The 'Approvals & Acknowledgments' tab is active, displaying a table of tasks and their statuses.

Details/Task	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review (If Required)	Completed	
Show Step 2: Higher Level Review	Not Started	
Show Step 3: Rating Official Document Communication to Employee	Completed	
Show Step 4: Employee Acknowledgment	Completed	

The Midpoint Review Status is 'Completed'. Select the 'Performance Evaluation' tab to enter assessments for the Performance Evaluation or select the 'Return to Main Page' button to return to the PAA Main Page or the 'Logout' button to exit.

The screenshot shows the DCIPS Performance Appraisal Application (PAA) main page. The 'Midpoint Review' tab is selected. A table lists the review details, with the 'Status' column highlighted. A 'Return to Main Page' button is visible in the top right.

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1		05-Sep-2014		Completed	05-Sep-2014	Face to Face	05-Sep-2014	View History	

Employee > My Biz > Performance Appraisal Application (PAA)> Performance Evaluation:

To enter their self-report of accomplishments, the employee must have ownership of the PAA. The 'Current Owner' column identifies who currently has the ownership of the PAA.

Select 'Go' with 'Update' in the Action column on the Performance Appraisal Application Main Page.

Employee

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- 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 XXXXXXXXXXXXXXXXXXXX

Create New Plan

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Midpoint Review Completed	Update <input type="button" value="Go"/>

Select the 'Performance Evaluation' tab to begin entering the self-report of accomplishments on your Performance Evaluation.

DCIPS PAA Employee

Employee Information

Employee Name: XXXXXXXXXXXXXXXXXXXX
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments Re-Approvals & Acknowledgments

Performance Plan Details

[Need Help?](#)

Appraisal Type	Annual Appraisal - DCIPS	Performance Plan Approval Date	03-Oct-2013
Appraisal Period Start Date	01-Oct-2013	Performance Plan Last Modified	03-Sep-2014
Appraisal Period End Date	30-Sep-2014	Created By	XXXXXXXXXXXXXXXXXXXX
Appraisal Effective Date			
Rating Official Name	<input type="text" value="Rating-Official's-Name"/>		
Higher Level Reviewer	<input type="text" value="Reviewing-Official's-Name"/>		

Performance Evaluation > Performance Objective Assessments:

Begin with entering employee's self-report of accomplishments in the 'Performance Objective Assessments' tab for each Performance Objective. Select the radio button to move between the Performance Objectives.

DCIPS PAA Employee

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

Performance Objective Assessments | Performance Element Assessments | Performance Evaluation | Approvals & Acknowledgments

Performance Objective Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)
[My Journal](#)

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved
<input type="radio"/>	2	Oversight	Objective Approved
<input type="radio"/>	3	Training Program Evaluation	Objective Approved
<input type="radio"/>	4	Project Planning	Objective Approved

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

Employee enters self report of accomplishments in this block for Performance Objective 1.

(Limit to 2000 characters)

[Spell Check](#) Counter: 89

Rating Official Assessment

[Save and Return to Top of Page](#)

To cut and paste from the 'My Journal' tab, select the 'My Journal' link. You can also cut and paste from MS Word.

Performance Evaluation > Performance Element Assessments:

Complete the employee's self-report of accomplishments for each element. Select the radio button to move between the Performance Elements. To provide a summary for all Performance Elements, enter a summary in the block for Performance Element 1 only.

DCIPS PAA Employee [Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name [Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

Performance Objective Assessments | **Performance Element Assessments** | Performance Evaluation | Approvals & Acknowledgments

Performance Element Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information [Need Help?](#)
[My Journal](#)

Performance Elements

Select	Number	Performance Element
<input checked="" type="radio"/>	1	Accountability for Results
<input type="radio"/>	2	Communication
<input type="radio"/>	3	Critical Thinking
<input type="radio"/>	4	Engagement and Collaboration
<input type="radio"/>	5	Personal Leadership and Integrity
<input type="radio"/>	6	Technical Expertise

Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.

Employee Self Assessment

Employee enters self report of accomplishments for Performance Element 1 here or enters a summary for Performance Elements 1 through 6 in this block. If entering a summary, it must fit in this one block with the blocks for Performance Elements 2 through 6 blank.

(Limit to 2000 characters) [Spell Check](#) Counter 263

Rating Official Assessment

[Save and Return to Top of Page](#)

Performance Evaluation > Reports/Forms > Working Copy of 2906D:

Once all assessments have been completed for the Performance Evaluation, it is recommended that you view the working copy of the 2906D to insure that the data entered fits into the blocks on this form and that any special characters cut and pasted into these blocks are ones supported. If necessary, remove extraneous line returns and change any special characters that print as '&# (followed by numbers)'.
Select 'Reports/Forms' tab and then the 'View/Print Working Copy Form'.

DCIPS PAA Employee

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation **Reports/Forms**

Reports/forms [Need Help?](#)

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

- Relevant Organization Mission Goals
- Performance Objectives Only
- Performance Objectives with Midpoint Review Evaluations
- Performance Objectives with Performance Evaluations
- Performance Elements Only
- Performance Elements with Midpoint Review Evaluations
- Performance Elements with Performance Evaluations
- Performance Evaluation of Record

[View/Print Selected Section\(s\)](#)

View/Print Working Copy of DD Form 2906D

Select the "View/Print Working Copy Form" button:

- To view or print the in-progress Performance Plan, Midpoint Review(s), and Performance Evaluation.
- To view the 2906D to ensure the text entered for the blocks in Parts C, E or F does not exceed the maximum allowable lines available on the form. If the text was truncated or reformatted to fit, then reduce the number of lines that were entered for that block in the appropriate Performance Appraisal screen.
- For the purpose of obtaining signatures during the approvals process when an approval will be documented in the PAA on behalf of either the Rating Official or Higher Level Reviewer.

[View/Print Working Copy Form](#)

Select the 'Open' button to view the assessment blocks.

Do you want to open or save DCIPS_DD2906.PDF from tsrv6.dcpds.cpms.osd.mil?

Open Save Cancel x

A Working Copy of the 2906D will appear. Review your assessment blocks to determine if any adjustments for exceeding the line count or special characters are required. If required, navigate to the particular Performance Objective or Performance Element assessment block to correct the block.

TYPE OF EVALUATION: MIDPOINT REVIEW PERFORMANCE EVALUATION OF RECORD CLOSEOUT (other than Early Annual)
(including Closeout-Early Annual)

EMPLOYEE SELF-REPORT OF ACCOMPLISHMENTS (Limited to 2,000 characters)

Employee enters self report of accomplishments in this block for Performance Objective 1.

Performance Evaluation > Performance Evaluation:

Select the 'Performance Evaluation' tab to view the list of all performance objectives and performance elements. Once Step 3 in the 'Approvals & Acknowledgments' process has been completed, you will be able to view the Performance Evaluation ratings on this page.

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

Performance Objective Assessments | Performance Element Assessments | **Performance Evaluation** | Approvals & Acknowledgments

Performance Evaluation

Appraisal Type: **Annual Appraisal - DCIPS** Appraisal Period Start Date: **01-Oct-2013**
 Appraisal Period End Date: **30-Sep-2014** Appraisal Effective Date:

[Need Help?](#)

Performance Objective Ratings

Number	Performance Objective Title	Status
1	Subject Matter Expert	Objective Approved
2	Oversight	Objective Approved
3	Training Program Evaluation	Objective Approved
4	Project Planning	Objective Approved

Performance Elements Ratings

Number	Performance Element Title
1	Accountability for Results
2	Communication
3	Critical Thinking
4	Engagement and Collaboration
5	Personal Leadership and Integrity
6	Technical Expertise

Performance Evaluation > Approvals & Acknowledgments:

Employee has no action under 'Approvals & Acknowledgments' tab until Step 3 has been completed. Once all employee assessments are completed, transfer the performance plan to the Rating Official by selecting the 'Transfer to Rating Official' button.

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

Performance Objective Assessments | Performance Element Assessments | Performance Evaluation | **Approvals & Acknowledgments**

Approvals & Acknowledgments

[Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details/Task	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Not Started	
Show Step 2: Higher Level Review	Not Started	
Show Step 3: Rating Official Document Communication to Employee	Not Started	
Show Step 4: Employee Acknowledgment	Not Started	Acknowledge Receipt

Employee Notification to Rating Official:

You can transfer with or without an e-mail notification by selecting the appropriate button.

Employee Notification to Rating Official - Cancel Transfer to Rating Official without E-mail Notification Transfer to Rating Official with E-mail Notification [Need Help?](#)

Message To Rating Official

This screen provides space for you to send your Rating Official a message regarding your Performance Plan. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Spell Check

Notice: You are about to contact [redacted] 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.

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

A confirmation message will be received.

Confirmation

The appraisal has been submitted to the rating official.

Employee will have 'View' only now that the Performance Plan has been transferred to the Rating Official and the employee is no longer the current owner.

Performance Appraisal Application Main Page [Need Help?](#)

Warning: The Performance Appraisal Application is designated 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- 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 [redacted]

Records Displayed: 10

Create New Plan: Go

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Midpoint Review Completed	View

If the employee transferred the Performance Plan prematurely, it can be retrieved by selecting 'Retrieve' from the Action list and selecting the 'Go' button provided the Rating Official has not acted upon it. The employee can also track the progress by selecting 'Track Progress' from this list and selecting the 'Go' button.

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Midpoint Review Completed	View

Select the link to search for completed plans. [Show Completed Plans/Appraisals](#)

Retrieve

Report Forms

Track Progress

Rating Official > My Workplace > Performance Appraisal Application (PAA)> Manage Guest Participants:

Rating Official - Guest Participant:

The Rating Official can request assessment information from a guest participant. Select the 'Go' button with 'Update' in the Action column and then the 'Manage Guest Participants' tab or select the 'Go' button with 'Manage Guest Participants' in the Action column to request feedback from a guest participant.

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

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 PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Midpoint Review Completed	Update Update
			2013	35040	05-Oct-2013	DCIPS	Approved	Approved by RO	Reports/Forms Change RO and/or HLR Close
			2014	35026	23-Oct-2013	DCIPS	Approved	Plan Approved	Track Progress Manage Guest Participants
			2015	35045	01-Oct-2014	DCIPS	Approved	Plan Approved	View
			2014	35043	03-Sep-2014	DCIPS	Approved	Midpoint Review Completed	

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation Reports/Forms **Manage Guest Participants**

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments Re-Approvals & Acknowledgments

Manage Guest Participants:

Select the 'Add Participant' button to begin.

Search and Select: Guest Participant Page:

Identify the Guest Participant and the Participation Type – Guest Rater or Guest Reviewer – and then click on 'Select'. The Guest Participant's name must be in DCPDS; the Guest Participant does not need to be a current supervisor with 'My Workplace'.

To search for a participant name, select the 'magnifying glass' icon and then select name from the available names.

Identify 'Participation Type' by selecting Guest Rater or Guest Reviewer from the list.

Once the 'Select' button is selected, the screen below will appear with the Guest Participant's name. This screen then offers an opportunity to 'Request Feedback', 'Suspend Feedback' or 'Add Participant'. You may also change the participant type by selecting 'Update Participation Type' from the Action column and selecting the 'Go' button or remove this guest participant if guest participation is not required by selecting 'Remove Participant' from the Action column and selecting the 'Go' button.

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation Reports/Forms **Manage Guest Participants**

Manage Guest Participants

A guest participant is someone, other than the Rating Official or employee, who contributes to the appraisal.

To add a guest participant, select Add Participant.

Important Note: Adding a participant does NOT automatically generate a request for feedback.

Select employee(s); then:
 - To request a guest participant's feedback, select Request Feedback.
 - To suspend a guest participant's feedback, select Suspend Feedback.

Select Participant Request Feedback Suspend Feedback Add Participant

Select All | Select None

Select Full Name	Participation Type	Participation Status	Participation Status Date	Date Completed	Action
<input type="checkbox"/>	Guest Rater	Pending	08-Sep-2014		Update Participation Type <input type="button" value="Go"/>

Update Participation Type:

To change the participation type, select the other 'Participation Type' from the drop down list and then the 'Select' button.

DCIPS PAA - Update Participation Type

* Indicates required field

Cancel Select

Participant Name

* Participation Type

Tip - Participation Type:

- **Guest Rater** can provide feedback on individual Performance Objectives and Performance Elements and provide ratings at any stage of the Performance Appraisal. A Guest Rater cannot view others' assessments.
- **Guest Reviewer** can provide overall comments at any stage of the Performance Appraisal. A Guest Reviewer cannot assess Individual Performance Objectives and Performance Elements or view others' assessments.

Cancel **Select**

Remove Participant:

To remove the guest participant, select 'Remove Participant' from the Action drop down list and then select the 'Go' button. Then select 'Yes' to complete the removal.

Performance Plan Midpoint Review Performance Evaluation Reports/Forms **Manage Guest Participants**

Manage Guest Participants

A guest participant is someone, other than the Rating Official or employee, who contributes to the appraisal.

To add a guest participant, select Add Participant.

Important Note: Adding a participant does NOT automatically generate a request for feedback.

Select employee(s); then:
 - To request a guest participant's feedback, select Request Feedback.
 - To suspend a guest participant's feedback, select Suspend Feedback.

Select Participant Request Feedback Suspend Feedback Add Participant

Select All | Select None

Select Full Name	Participation Type	Participation Status	Participation Status Date	Date Completed	Action
<input type="checkbox"/>	Guest Rater	Pending	08-Sep-2014		Remove Participant <input type="button" value="Go"/>

Warning
Are you sure you wish to remove this guest participant?

A confirmation message will be received.

Confirmation
The Guest Participant (.....) as (REVIEWER) has been successfully deleted.

Request Feedback:

Adding a participant does not automatically generate a request for the feedback. You must also use the 'Request Feedback' button. The box in the 'Select' column must also be checked.

Select the 'Request Feedback' button.

Note: The 'Suspend Feedback' button is used to suspend a request for feedback. To add another participant, use the 'Add Participant' button.

DCIPS PAA Rating Official

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | **Manage Guest Participants**

Manage Guest Participants

A guest participant is someone, other than the Rating Official or employee, who contributes to the appraisal.
To add a guest participant, select Add Participant.

Important Note: Adding a participant does NOT automatically generate a request for feedback.

Select employee(s); then:
 - To request a guest participant's feedback, select Request Feedback.
 - To suspend a guest participant's feedback, select Suspend Feedback.

Select Participant:

Select All | Select None

Select Full Name	Participation Type	Participation Status	Participation Status Date	DateCompleted	Action
<input checked="" type="checkbox"/> [Redacted]	Guest Rater	Pending	08-Sep-2014		Update Participation Type <input type="button" value="Go"/>

You may add any comments in the Notification Message box. Select the 'Submit to Guest Participant' button to continue.

DCIPS PAA - Request Feedback

Selected Guest Participants

Full Name	Participation Type	Participation Status Date	DateCompleted
[Redacted]	Guest Rater	08-Sep-2014	

Enter your message and select 'Submit to Guest Participant' button. Participation Status changes to "Feedback Requested."

Notification Message:

Notice: You are about to contact Guest Participant 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.

If the guest participant has an e-mail address in 'DCPDS', you will receive the below notification.

Guest Participants - Review Status
 Rating official has requested feedback from the following Guest participant(s):

[Return to Manage Guest Participants Tab](#)

Status Log

Process Log ID	Log Status	Log Text
40541	SUCCESS	Guest Participant Name: ; Participation Type: Guest Rater; Participation Status: Pending; Person ID: 212884; Appraisal ID: 35047; Guest Participation ID: 401

If the guest participant does not have an e-mail address in 'DCPDS', you will receive the below notification and will be required to contact the individual by another means. The person identified as the guest participant will still have access to the PAA.

Guest Participants - Review Status
 Rating official has requested feedback from the following Guest participant(s):

[Return to Manage Guest Participants Tab](#)

Status Log

Process Log ID	Log Status	Log Text
40542	SUCCESS	The guest participant does not have an e-mail address; therefore, they will not be notified of the invite. Please contact the participant directly. Guest Participant Name: ; Participation Type: Guest Reviewer; Participation Status: Pending; Person ID: 458861; Appraisal ID: 35047; Guest Participation ID: 402

Select the 'Return to Manage Guest Participants Tab' to finish.

DCIPS PAA Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information
 Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | **Manage Guest Participants**

Manage Guest Participants

A guest participant is someone, other than the Rating Official or employee, who contributes to the appraisal.
 To add a guest participant, select Add Participant.

Important Note: Adding a participant does NOT automatically generate a request for feedback.
 Select employee(s); then:
 - To request a guest participant's feedback, select Request Feedback.
 - To suspend a guest participant's feedback, select Suspend Feedback.

Select Participant | **Request Feedback** | Suspend Feedback | Add Participant

Select All | Select None

Select	Full Name	Participation Type	Participation Status	Participation Status Date	DateCompleted	Action
<input type="checkbox"/>		Guest Rater	Feedback Requested	08-Sep-2014		View Feedback Go

Once the guest participant has entered their feedback, the Rating Official will select the 'Go' button with 'View Feedback' in the Action column to view.

Guest Rater or Guest Reviewer:

Individual identified as Guest Rater or Guest Reviewer may access the Performance Plan to provide their input by selecting the 'Provide Guest Feedback' tab in the upper left corner of the Performance Appraisal Application Main Page. If the guest participant is a supervisor or a Rating Official, this tab would be accessed using My Workplace or CIV Rating Official > Performance Appraisal Application (PAA); otherwise this tab is accessed using My Biz > Performance Appraisal Application (PAA) navigation.

My Workplace:

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated 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.

[Need Help?](#)

My Biz:

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated 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.

Select 'Provide Guest Feedback' tab to continue. A list of employees will appear if feedback has been requested. Select the 'Go' button with 'Update Feedback' in the Action column to input the feedback.

Appraisals as Guest Participant

If an Employee Name is reflected on the table below, it means you have been invited to provide feedback as a Guest Participant for the employee(s) listed. Your role in the appraisal may be as a Guest Rater or Guest Reviewer. Begin by selecting 'Update Feedback' under the Action column.

- **Guest Rater:**
 - National Security Personnel System (NSPS) can provide feedback on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
 - Defense Civilian Intelligence Personnel System (DCIPS) can provide feedback and ratings on individual performance objectives and performance elements at any stage of the performance appraisal. They cannot view others' assessments.
 - National Guard (Title 32) can provide feedback and ratings on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
- **Guest Reviewer** can provide overall comments at any stage of the performance appraisal. They cannot view others' assessments.

Appraisals appear in this table until the appraisal process is complete. To display specific appraisals as either Guest Rater or Guest Reviewer, select a value in the 'Participation As' list of values.

Plans/Appraisals for Feedback

Participation as: All

Records Displayed: 10

Employee Name	Appraisal Date	Participation Type	Participation Status	Participation Status Date	Date Completed	Rating Official	Type	Action
	2014	Guest Rater	Feedback Requested	08-Sep-2014			DCIPS	Update Feedback <input type="button" value="Go"/>

My Workplace or My Biz > Performance Appraisal Application (PAA)> Provide Guest Feedback:

Guest Rater - Performance Objective Assessments:

When the 'Participation Type' is Guest Rater, the guest participant will be provided the screens below for their input.

The Guest Rater can write an assessment for any or all Performance Objectives in the 'Performance Objective Assessments' tab and provide their recommended rating(s). When done, select the 'Performance Element Assessments' tab.

The screenshot displays the 'DCIPS PAA - Guest Rater' interface. At the top right, there are buttons for 'Return to Appraisals as Guest Participant', 'Return to Main Page', and 'Complete'. The 'Employee Information' section shows a redacted name and a 'Show Employee Details' link. The 'Overall Feedback' section indicates the appraisal type is 'Annual Appraisal - DCIPS' with an effective date, and the appraisal period is from '01-Oct-2013' to '30-Sep-2014'. The 'Performance Objective Assessments' tab is active, showing a table with one entry: 'Subject Matter Expert' with a status of 'APPROVED'. Below the table is a text area for entering performance objectives. The 'Guest Rater Assessment' section contains a large text area for the assessment, a 'Spell Check' button, and a 'Counter' showing 120 characters. At the bottom, the 'Performance Objective Rating' is set to 4.

Select Number	Performance Objective Title	Status	Rating
1	Subject Matter Expert	APPROVED	

Performance Objective

Enter the performance objectives here.

Guest Rater Assessment

Guest Rater enters their assessment for Performance Objective 1 in this block and enters their recommended rating below.

(Limit to 2000 characters)

Spell Check Counter 120

Performance Objective Rating 4

Guest Rater - Performance Element Assessments:

Guest Rater can write an assessment for any or all Performance Elements in the 'Performance Element Assessments' tab and provide their recommended rating(s). When the guest participant has completed their assessments, select the 'Complete' button.

DCIPS PAA - Guest Rater Return to Appraisals as Guest Participant | Return to Main Page | **Complete**

Employee Information

Employee Name [Show Employee Details](#)

Overall Feedback

Appraisal Type **Annual Appraisal - DCIPS** Appraisal Period Start Date **01-Oct-2013**
 Appraisal Effective Date Appraisal Period End Date **30-Sep-2014**

Performance Objective Assessments | **Performance Element Assessments**

Performance Element Assessments [Need Help?](#)

This screen allows you to view employee's performance elements and write your evaluation and assign ratings.

- Select the 'Radio' button next to the Performance Element you want to evaluate.
- Select the 'Return to Appraisals as Guest Participants' button to select another appraisal or 'Return to Main Page' button.
- Once all recommended assessments and ratings have been assigned to Performance Elements, select the 'Complete' button. Once the 'Complete' button is selected, no further changes can be made until the Rating Official requests feedback again

Important Note: The rating official and higher level reviewer have an immediate view of the information that you provide. The employee will have access to this information after completion of an assessment.

Select	Number	Performance Element	Rating
<input checked="" type="radio"/>	1	Accountability for Results	

Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.

Guest Rater Assessment

Guest Rater enters their assessment for Performance Element 1 in this block and enters recommended rating below.

(Limit to 2000 characters) Spell Check Counter 112

Performance Element Rating

Performance Element Rating 4 **Save and Return to Top of Page**

Appraisal Feedback: Complete:

Guest Participant has the opportunity to add comments to the e-mail to the Rating Official if desired. Select the 'Submit' button to complete the feedback process.

Appraisal Feedback: Complete Cancel Submit

Once you click Submit, you will not be able to make any further changes unless the main appraiser requests your feedback.

GUEST PARTICIPANT EMAIL NOTIFICATION TO [REDACTED]

Notification Message to Rating Official

Enter your message, and click Submit

I have completed my assessment as a Guest Participant. This information is available to you under 'Manage Guest Participants' in the employee's appraisal.

Spell Check

Notice: You are about to contact Rating Official 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

Cancel Submit

Once guest participant's assessment information has been submitted, participation status changes to 'Feedback Completed'. The Guest Participant can view the feedback provided, but no further changes can be made unless the Rating Official requests another feedback.

PAA Main Page **Provide Guest Feedback** **My Journal**

Appraisals as Guest Participant [Need Help?](#)

If an Employee Name is reflected on the table below, it means you have been invited to provide feedback as a Guest Participant for the employee(s) listed. Your role in the appraisal may be as a Guest Rater or Guest Reviewer. Begin by selecting 'Update Feedback' under the Action column.

- Guest Rater:**
 - National Security Personnel System (NSPS) can provide feedback on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
 - Defense Civilian Intelligence Personnel System (DCIPS) can provide feedback and ratings on individual performance objectives and performance elements at any stage of the performance appraisal. They cannot view others' assessments.
 - National Guard (Title 32) can provide feedback and ratings on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
- Guest Reviewer** can provide overall comments at any stage of the performance appraisal. They cannot view others' assessments.

Appraisals appear in this table until the appraisal process is complete. To display specific appraisals as either Guest Rater or Guest Reviewer, select a value in the 'Participation As' list of values.

Plans/Appraisals for Feedback

Participation as: All

Records Displayed: 10

Employee Name	Appraisal Date	Participation Type	Participation Status	Participation Status Date	Date Completed	Rating Official	Type	Action
	2014	Guest Rater	Feedback Completed	08-Sep-2014	08-Sep-2014		DCIPS	View Feedback <input type="button" value="Go"/>

Guest Reviewer - Overall Feedback:

Guest Reviewers only provide overall feedback and do not assess or rate performance objectives and performance elements separately. As the Guest Participant, select 'Provide Guest Feedback' tab. A list of employees will appear if feedback has been requested. Select the 'Go' button with 'Update Feedback' in the Action column to input the feedback.

PAA Main Page **Provide Guest Feedback**

Appraisals as Guest Participant

[Need Help?](#)

If an Employee Name is reflected on the table below, it means you have been invited to provide feedback as a Guest Participant for the employee(s) listed. Your role in the appraisal may be as a Guest Rater or Guest Reviewer. Begin by selecting 'Update Feedback' under the Action column.

- **Guest Rater:**
 - National Security Personnel System (NSPS) can provide feedback on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
 - Defense Civilian Intelligence Personnel System (DCIPS) can provide feedback and ratings on individual performance objectives and performance elements at any stage of the performance appraisal. They cannot view others' assessments.
 - National Guard (Title 32) can provide feedback and ratings on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
- **Guest Reviewer** can provide overall comments at any stage of the performance appraisal. They cannot view others' assessments.

Appraisals appear in this table until the appraisal process is complete. To display specific appraisals as either Guest Rater or Guest Reviewer, select a value in the 'Participation As' list of values.

Plans/Appraisals for feedback

Participation as: All

Records Displayed: 10

Employee Name	Appraisal Date	Participation Type	Participation Status	Participation Status Date	Date Completed	Rating Official	Type	Action
	2014	Guest Reviewer	feedback Requested	08-Sep-2014			DCIPS	Update Feedback <input type="button" value="Go"/>

When the 'Participation Type' is Guest Reviewer, the guest participant will provide their input in the screen below and then select the 'Complete' button when finished.

DCIPS PAA - Guest Reviewer

[Return to Appraisals as Guest Participant](#) [Return to Main Page](#)

Employee Information

Employee Name: [Redacted]

[Show Employee Details](#)

Overall Feedback

Appraisal Type: Annual Appraisal - DCIPS
Appraisal Effective Date: [Redacted]

Appraisal Period Start Date: 01-Oct-2013
Appraisal Period End Date: 30-Sep-2014

This screen allows you to view employee's Performance Objectives and Performance Elements and write your assessment.

- Select the 'Show' link under Details next to the Performance Objective or the "Show All Details" to review Performance Objectives.
- Select the "Show" link under Details next to the Performance Element or the "Show All Details" to review Performance Elements.
- Select the 'Return to Appraisals as Guest Participants' button to select another appraisal or 'Return to Main Page' button.
- Once you have completed your overall feedback, select the 'Complete' button. Once the 'Complete' button is selected, no further changes can be made until Rating Official requests feedback again.

Important Note: The rating official and the higher-level reviewer have an immediate view of the information that you provide.

[Show Performance Objectives](#)
[Show Performance Elements](#)

Guest Reviewer Overall Feedback

Guest Reviewer provides their overall feedback in this box, selects the 'Save and Return to Top of Page' button and then selects the 'Complete' button to finish. To view the Performance Objectives or the Performance Elements before providing this feedback, select the appropriate 'Show' link above.

(Limit to 4000 characters)

Counter: 299

Appraisal Feedback: Complete:

Guest Participant has the opportunity to add comments to the e-mail to the Rating Official if desired. Select 'Submit' button to continue.

Appraisal Feedback: Complete Cancel Submit

Once you click Submit, you will not be able to make any further changes unless the main appraiser requests your feedback.

GUEST PARTICIPANT EMAIL NOTIFICATION TO [REDACTED]

Notification Message to Rating Official

Enter your message, and click Submit

I have completed my assessment as a Guest Participant. This information is available to you under 'Manage Guest Participants' in the employee's appraisal.

Spell Check

Notice: You are about to contact Rating Official 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

Cancel Submit

Once guest participant's assessment information has been submitted, participation status changes to 'Feedback Completed'. The Guest Participant can view the feedback provided, but no further changes can be made unless the Rating Official requests another feedback.

PAA Main Page **Provide Guest feedback**

Appraisals as Guest Participant [Need Help?](#)

If an Employee Name is reflected on the table below, it means you have been invited to provide feedback as a Guest Participant for the employee(s) listed. Your role in the appraisal may be as a Guest Rater or Guest Reviewer. Begin by selecting 'Update Feedback' under the Action column.

- Guest Rater:**
 - National Security Personnel System (NSPS) can provide feedback on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
 - Defense Civilian Intelligence Personnel System (DCIPS) can provide feedback and ratings on individual performance objectives and performance elements at any stage of the performance appraisal. They cannot view others' assessments.
 - National Guard (Title 32) can provide feedback and ratings on individual job objectives and provide recommended job objective ratings at any stage of the performance appraisal. They cannot view others' assessments.
- Guest Reviewer** can provide overall comments at any stage of the performance appraisal. They cannot view others' assessments.

Appraisals appear in this table until the appraisal process is complete. To display specific appraisals as either Guest Rater or Guest Reviewer, select a value in the 'Participation As' list of values.

Plans/Appraisals for Feedback

Participation as:

Records Displayed:

Employee Name	Appraisal Date	Participation Type	Participation Status	Participation Status Date	Date Completed	Rating Official	Type	Action
	2014	Guest Reviewer	Feedback Completed	08-Sep-2014	08-Sep-2014		DCIP	View Feedback Go

My Workplace > Performance Appraisal Application (PAA)> Views Feedback:

The Rating Official and the Reviewing Official (Higher Level Reviewer) have an immediate view of information entered by guest participants even prior to the Guest Participant submitting the data. Guest Participant submission will only be available for viewing by the Employee when the Performance Evaluation is ‘Completed’.

Rating Official > PAA Main Page > Manage Guest Participants > View Feedback:

To view the feedback from the Performance Appraisal Application (PAA) Main Page, select ‘Manage Guest Participants’ from the Action drop down menu and then the ‘Go’ button. The Rating Official must have ownership of the Performance Plan for this to appear on the Action list.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: Appraisal Year:

Create New Plan

Records Displayed:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35043	03-Sep-2014	DCIPS Approved		Midpoint Review Completed	<input type="button" value="Manage Guest Participants"/> <input type="button" value="Go"/>

Select the ‘Go’ button with ‘View Feedback’ in the Action column.

DCIPS PAA - Manage Guest Participants

Employee Information

Employee Name:

[Show Employee Details](#)

A guest participant is someone, other than the Rating Official or employee, who contributes to the appraisal.

To add a guest participant, select Add Participant.

Important Note: Adding a participant does NOT automatically generate a request for feedback.

Select employee(s); then:
 - To request a guest participant's feedback, select Request Feedback.
 - To suspend a guest participant's feedback, select Suspend Feedback.

Select All | Select None

Select/Full Name	Participation Type	Participation Status	Participation Status Date	DateCompleted	Action
<input type="checkbox"/>	Guest Rater	Feedback Requested	08-Sep-2014		<input type="text" value="View Feedback"/> <input type="button" value="Go"/>

Rating Official/Reviewing Official (Higher Level Review) > PAA > Manage Guest Participants > View Feedback:

To view the feedback from within the Performance Plan, select the 'Go' button for the applicable Performance Plan from the Performance Appraisal Application (PAA) Main Page with either 'View' or 'Update' in the Action column.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

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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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan
--Choose a Plan Type-- **Go**

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35043	03-Sep-2014	DCIPS Approved	Midpoint Review	Completed	Update Go

Select the 'Manage Guest Participants' tab and then the 'Go' button with 'View Feedback' in the Action column.

DCIPS PAA Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation Reports/Forms **Manage Guest Participants**

Manage Guest Participants

A guest participant is someone, other than the Rating Official or employee, who contributes to the appraisal.

To add a guest participant, select Add Participant.

Important Note: Adding a participant does NOT automatically generate a request for feedback.

Select employee(s); then:
 - To request a guest participant's feedback, select Request Feedback.
 - To suspend a guest participant's feedback, select Suspend Feedback.

Select Participant Request Feedback Suspend Feedback Add Participant

Select All | Select None

Select Full Name	Participation Type	Participation Status	Participation Status Date	Date Completed	Action
[Redacted]	Guest Rater	Feedback Requested	08-Sep-2014		View Feedback Go

Employee Information

Employee Name

[Show Employee Details](#)

Overall Feedback

 Appraisal Type **Annual Appraisal - DCIPS**
 Appraisal Effective Date

 Appraisal Period Start Date **01-Oct-2013**
 Appraisal Period End Date **30-Sep-2014**
[Performance Objective Assessments](#)
[Performance Element Assessments](#)

Performance Objective Assessments

[Need Help?](#)

This screen allows you to view employee's performance objectives and the guest rater feedback.

- Select the 'Radio' button next to the Performance Objective you want to view.
- Once you have completed your review, select the 'Return to Manage Guest Participants Tab' button to select another appraisal or 'Return to Main Page'.

Select	Number	Performance Objective Title	Status	Rating
<input checked="" type="radio"/>	1	Subject Matter Expert	APPROVED	4
<input type="radio"/>	2	Oversight	APPROVED	4
<input type="radio"/>	3	Training Program Evaluation	APPROVED	4
<input type="radio"/>	4	Project Planning	APPROVED	

Performance Objective

Enter the performance objectives here.

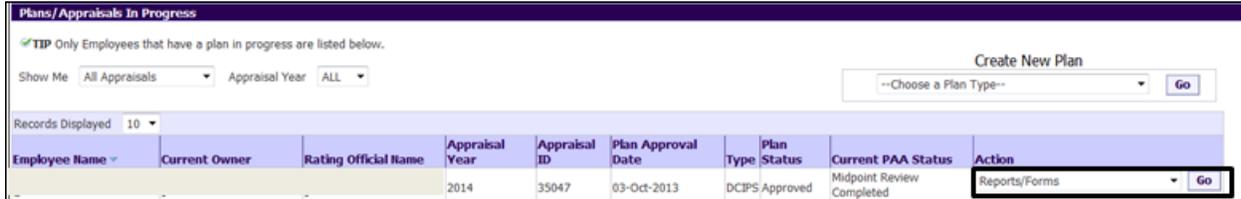
Guest Rater Assessment

Guest Rater enters their assessment for Performance Objective 1 in this block and enters their recommended rating below.

Rating Official/Reviewing Official (Higher Level Review) > Reports/Forms:

The Rating Official and the Reviewing Official (Higher Level Reviewer) can also review the information entered by guest participants via 'Reports/Forms'. Select the 'Reports/Forms' from the Performance Appraisal Application (PAA) Main Page or the 'Reports/Forms' tab from within the applicable Performance Plan.

From PAA Main Page:



Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

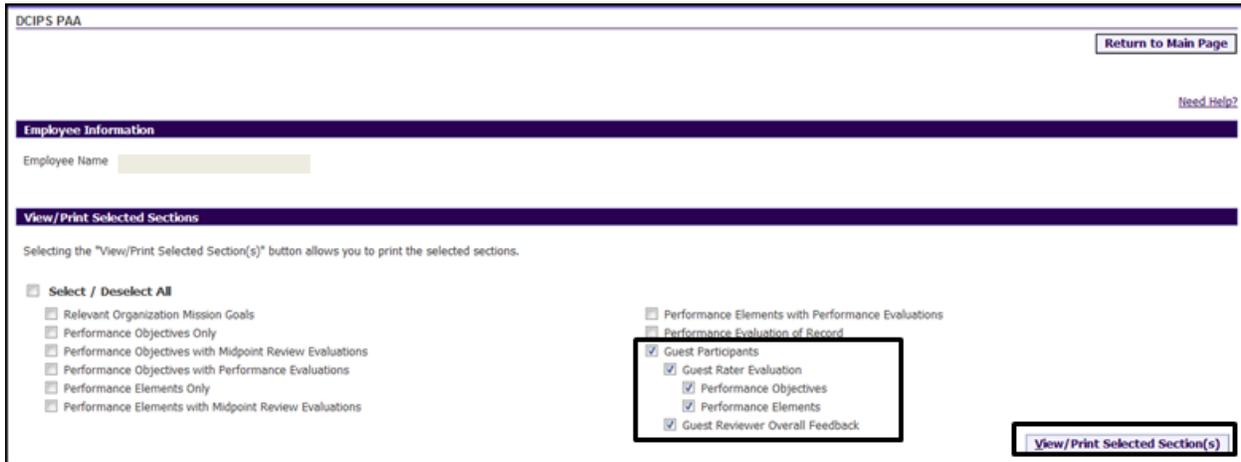
Show Me: All Appraisals Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- Go

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Midpoint Review Completed	Reports/Forms Go

Select the Guest Participants sections you want to view and then the 'View/Print Selected Section(s)' button.



DCIPS PAA

[Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name: [Redacted]

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

- Relevant Organization Mission Goals
- Performance Objectives Only
- Performance Objectives with Midpoint Review Evaluations
- Performance Objectives with Performance Evaluations
- Performance Elements Only
- Performance Elements with Midpoint Review Evaluations
- Performance Elements with Performance Evaluations
- Performance Evaluations of Record
- Guest Participants
 - Guest Rater Evaluation
 - Performance Objectives
 - Performance Elements
 - Guest Reviewer Overall Feedback

[View/Print Selected Section\(s\)](#)

From within the PAA:

Select the 'Reports/Forms' tab and then select the Guest Participants sections you wish to view. The report will generate once the 'View/Print Selection Section(s)' button is selected.

Employee Information

Employee Name [redacted]
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | **Reports/Forms** | Manage Guest Participants

Reports/Forms [Need Help?](#)

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

- Relevant Organization Mission Goals
- Performance Objectives Only
- Performance Objectives with Midpoint Review Evaluations
- Performance Objectives with Performance Evaluations
- Performance Elements Only
- Performance Elements with Midpoint Review Evaluations

- Performance Elements with Performance Evaluations
- Performance Evaluation of Record
- Guest Participants
- Guest Rater Evaluation
- Performance Objectives
- Performance Elements
- Guest Reviewer Overall Feedback

Reports/Forms > Report:

Guest Rater:

**For Official Use Only
 Personal Data - Privacy Act of 1974**

Employee Name	Employee Number	Evaluation Period	Appraisal ID
[redacted]	147646	01-OCT-2013 to 30-SEP-2014	35043

Performance Objectives with Guest Rater Evaluations

GUEST RATER: [redacted]	DATE LAST UPDATED: 08-SEP-2014
PERFORMANCE OBJECTIVE NO. 1	TITLE: Subject Matter Expert
RECOMMENDED	
PERFORMANCE OBJECTIVE RATING: 4	
Enter the performance objectives here.	
GUEST RATER EVALUATION	
Guest rater has entered their assessment for this employee for Performance Objective 1 in this box and entered the recommended rating below.	

Guest Reviewer:

**For Official Use Only
 Personal Data - Privacy Act of 1974**

Employee Name	Employee Number	Evaluation Period	Appraisal ID
[redacted]	123180	01-OCT-2013 to 30-SEP-2014	35047

Guest Reviewer Overall Feedback

GUEST REVIEWER: [redacted]	DATE LAST UPDATED: 08-SEP-2014
OVERALL FEEDBACK	
Guest Reviewer provides their overall feedback in this box, selects the 'Save and Return to Top of Page' button and then selects the 'Complete' button to finish. To view the Performance Objectives or the Performance Elements before providing this feedback, select the appropriate 'Show' link above.	

Rating Official > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation:

Rating Official > Performance Evaluation:

Select the 'Go' button with 'Update' in the Action column from the Performance Appraisal Application Main Page. The Rating Official must have ownership of the Performance Plan in order to enter evaluations and assign ratings.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

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From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans / Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: Appraisal Year:

Records Displayed:

Create New Plan

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS Approved	Midpoint Review Completed		<input type="button" value="Update"/> <input type="button" value="Go"/>

Select the 'Performance Evaluation' tab.

DCIPS PAA Rating Official

Employee Information

Employee Name:

[Show Employee Details](#)

Performance Plan

Performance Evaluation Reports/Forms Manage Guest Participants

Performance Plan Details

Appraisal Type:

* Appraisal Period Start Date:

* Appraisal Period End Date:

Appraisal Effective Date:

Rating Official Name:

Higher Level Reviewer:

Performance Plan Approval Date:

Performance Plan Last Modified:

Created By:

Select the 'Performance Objective Assessments' tab to begin entering the Rating Official's evaluations and ratings.

Performance Evaluation > Performance Objective Assessments:

Review employee self-report of accomplishments and enter the Rating Official evaluation and rating for each Performance Objective in the 'Performance Objective Assessments' tab. Save all your changes before continuing to next step.

DCIPS PAA Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Manage Guest Participants

Performance Objective Assessments | Performance Element Assessments | Performance Evaluation Rating | Approvals & Acknowledgments

Performance Objective Assessments [Need Help?](#)

Appraisal Type: **Annual Appraisal - DCIPS** | Appraisal Period Start Date: **01-Oct-2013**
Appraisal Period End Date: **30-Sep-2014** | Appraisal Effective Date:

Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved	

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

Employee enters self report of accomplishments in this block for Performance Objective 1.

Rating Official Assessment

Rating Official enters their evaluation for Performance Objective 1 in this block and enters the rating below.

(Limit to 2000 characters) [Spell Check](#) Counter 111

Performance Objective Rating

Performance Objective Rating

Select the 'Performance Element Assessments' tab when done.

Performance Evaluation > Performance Element Assessments:

Provide evaluation and a rating for each Performance Element and save updates. A summary evaluation for all of the Performance Elements may be entered in the block for Performance Element 1. If the summary is entered, the remaining Performance Elements 2 through 6 must not contain any data in the assessment blocks.

DCIPS PAA Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Manage Guest Participants

Performance Objective Assessments | **Performance Element Assessments** | Performance Evaluation Rating | Approvals & Acknowledgments

Performance Element Assessments

Appraisal Type: **Annual Appraisal - DCIPS** | Appraisal Period Start Date: **01-Oct-2013** | [Need Help?](#)
Appraisal Period End Date: **30-Sep-2014** | Appraisal Effective Date:

Performance Elements

Select	Number	Performance Element	Rating
<input checked="" type="radio"/>	1	Accountability for Results	

Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.

Employee Self Assessment

Employee enters self report of accomplishments for Performance Element 1 here or enters a summary for Performance Elements 1 through 6 in this block. If entering a summary, it must fit in this one block with the blocks for Performance Elements 2 through 6 blank.

Rating Official Assessment

The Rating Official enters their evaluation for Performance Element 1 in this block and then enters the rating below. The Rating Official can summarize their evaluation for all Performance Elements in this block. When this option is used, the Rating Official enters just the rating for Performance Elements 2 through 6.

(Limit to 2000 characters) [Spell Check](#) Counter: 321

Performance Element Rating

Performance Element Rating:

[Save and Return to Top of Page](#)

Performance Evaluation > Reports/Forms > Working Copy of 2906D:

Once all assessments have been completed for the Performance Evaluation, it is recommended that you view the working copy of the 2906D to insure that the data entered fits into the blocks on this form and that any special characters cut and pasted into these blocks are ones supported. If necessary, remove extraneous line returns and change any special characters that print as '&# (followed by numbers)'.
Select 'Reports/Forms' tab and then the 'View/Print Working Copy Form'.

DCIPS PAA Employee

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation **Reports/Forms**

Reports/forms [Need Help?](#)

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

- Relevant Organization Mission Goals
- Performance Objectives Only
- Performance Objectives with Midpoint Review Evaluations
- Performance Objectives with Performance Evaluations
- Performance Elements Only
- Performance Elements with Midpoint Review Evaluations
- Performance Elements with Performance Evaluations
- Performance Evaluation of Record

[View/Print Selected Section\(s\)](#)

View/Print Working Copy of DD Form 2906D

Select the "View/Print Working Copy Form" button:

- To view or print the in-progress Performance Plan, Midpoint Review(s), and Performance Evaluation.
- To view the 2906D to ensure the text entered for the blocks in Parts C, E or F does not exceed the maximum allowable lines available on the form. If the text was truncated or reformatted to fit, then reduce the number of lines that were entered for that block in the appropriate Performance Appraisal screen.
- For the purpose of obtaining signatures during the approvals process when an approval will be documented in the PAA on behalf of either the Rating Official or Higher Level Reviewer.

[View/Print Working Copy Form](#)

Select the 'Open' button to view the assessment blocks.

Do you want to open or save DCIPS_DD2906.PDF from tsrv6.dcpds.cpms.osd.mil?

Open Save Cancel

A Working Copy of the 2906D will appear. Review your assessment blocks to determine if any adjustments for exceeding the line count or special characters are required. If required, navigate to the particular Performance Form Objective or Performance Element assessment block to correct the block.

TYPE OF EVALUATION: MIDPOINT REVIEW PERFORMANCE EVALUATION OF RECORD CLOSEOUT (other than Early Annual)
(including Closeout-Early Annual)

EMPLOYEE SELF-REPORT OF ACCOMPLISHMENTS (Limited to 2,000 characters)

Employee enters self report of accomplishments for Performance Element 1 here or enters a summary for Performance Elements 1 through 6 in this block. If entering a summary, it must fit in this one block with the blocks for Performance Elements 2 through 6 blank.

RATING OFFICIAL EVALUATION (Limited to 2,000 characters)

The Rating Official enters their evaluation for Performance Element 1 in this block and then enters the rating below. The Rating Official can summarize their evaluation for all Performance Elements in this block. When this option is used, the Rating Official enters just the rating for Performance Elements 2 through 6.

Performance Evaluation > Performance Evaluation Rating:

Select the 'Performance Evaluation Rating' tab.

The screenshot shows the top navigation bar with buttons for 'Transfer to Employee', 'Track Progress', and 'Return to Main Page'. Below is the 'Employee Information' section with a redacted name and a 'Show Employee Details' link. The main navigation tabs include 'Performance Plan', 'Midpoint Review', 'Performance Evaluation', 'Reports/Forms', and 'Manage Guest Participants'. Under 'Performance Evaluation', the sub-tabs are 'Performance Objective Assessments', 'Performance Element Assessments', 'Performance Evaluation Rating' (highlighted with a red box), and 'Approvals & Acknowledgments'.

This page provides an overview of the ratings assigned and the computed Average Performance Objective Rating, Average Performance Element Rating, Overall Rating and Evaluation of Record.

The screenshot displays the 'Performance Evaluation Rating' page. It includes a 'Need Help?' link and the following information:

- Appraisal Type: Annual Appraisal - DCIPS
- Appraisal Period Start Date: 01-Oct-2013
- Appraisal Period End Date: 30-Sep-2014
- Appraisal Effective Date: []

Performance Objective Ratings

Number	Performance Objective Title	Status	Rating
1	Subject Matter Expert	Objective Approved	4
2	Oversight	Objective Approved	3
3	Training Program Evaluation	Objective Approved	4
4	Project Planning	Objective Approved	3

Performance Elements Ratings

Number	Performance Element Title	Rating
1	Accountability for Results	4
2	Communication	4
3	Critical Thinking	3
4	Engagement and Collaboration	3
5	Personal Leadership and Integrity	4
6	Technical Expertise	4

Performance Evaluation of Record

Average Performance Objective Rating: 3.5 Overall Rating: 3.6
Average Performance Element Rating: 3.7 Evaluation of Record: 4 - Excellent

Select the 'Approvals & Acknowledgments' tab in the 'Performance Evaluation' tab next.

Performance Evaluation > Approvals & Acknowledgments:

Select the 'Start' button at Step 1 to request or document approval by the Reviewing Official (Higher Level Reviewer).

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
Show Employee Details

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Show All Details Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Not Started	Start
Show	Step 2: Higher Level Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Option A is used to transfer the Performance Plan to the Reviewing Official (Higher Level Reviewer) for their review and approval. Additional comments may be added to the 'Message to Higher Level Reviewer'. Select 'Transfer to Higher Level Reviewer without E-mail Notification' button or 'Transfer to Higher Level Reviewer with E-mail Notification' to continue.

TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.

Name	Date
Reviewing Official's Name	Rating Official
	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer [Reviewing Official's Name]

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Evaluation. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Evaluation Tab to complete Step 2: Higher Level Review.

Spell Check

Notice: You are about to contact CPMS Audirsch, Timmy B 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.

Cancel Transfer to Higher Level Reviewer without E-mail Notification **Transfer to Higher Level Reviewer with E-mail Notification**

Information message: Select the 'Ok' button.

Information
The annual appraisal has been transferred to the Higher Level Reviewer.

OK

Confirmation message:



Option B is used to document that the Reviewing Official (Higher Level Reviewer) has approved and that the PM PRA has reviewed. With Option B, enter the 'Review Date', the 'Method of Review' and verify the 'Approver' name. Select the 'Save' button to save and continue.

Option B - Document the higher level review has taken place by entering the following information:

Review Date Approver Method of Review Other

Show	Step 2: Higher Level Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

When using Option A, the Performance Plan is owned by the Reviewing Official (HLR) with the Rating Official having 'View' only capability. When using Option B, the Rating Official retains ownership of the Performance Plan with 'Update' capability. The Current PAA Status will be 'Appraisal Pending HLR Approval' with Option A and 'Approved by HLR' with Option B.

Option A was used for this Performance Plan.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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.

Plans/Appraisals in Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan: --Choose a Plan Type--

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Appraisal Pending HLR Approval	View

Records Displayed: 10

Reviewing Official (HLR) > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation:

Reviewing Official (HLR) – Performance Evaluation:

If Option A was used, the Performance Plan transferred to the Reviewing Official (HLR) for approval of the evaluations/ratings. The Reviewing Official (HLR) selects the ‘Go’ button on the Performance Plan they wish to review and approve or return for change. The Current PAA Status is ‘Appraisal Pending HLR Approval’.

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS Approved	DCIPS Approved	Appraisal Pending HLR Approval	Update

Select the ‘Performance Evaluation’ tab.

DCIPS PAA HLR

Track Progress Return to Main Page

Employee Information

Employee Name: [Redacted]

Show Employee Details

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments Re-Approvals & Acknowledgments

Performance Plan Details

This screen provides information about the status of your employee's performance plan.

Need Help?

Change Rating Official and/or Higher Level Reviewer

Appraisal Type: Annual Appraisal - DCIPS Performance Plan Approval Date: 03-Oct-2013

Appraisal Period Start Date: 01-Oct-2013 Performance Plan Last Modified: [Redacted]

Appraisal Period End Date: 30-Sep-2014 Created By: [Redacted]

Appraisal Effective Date: [Redacted]

Rating Official Name: [Redacted]

Higher Level Reviewer: [Redacted]

Rating Official's Name: [Redacted]

Reviewing Official's Name: [Redacted]

NEXT>

Performance Evaluation > Performance Objective Assessments:

Review assessments and ratings by navigating through the tabs located under the 'Performance Evaluation'. The Reviewing Official cannot change any of the assessments nor the ratings.

DCIPS PAA HLR [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

[Performance Plan](#) | [Midpoint Review](#) | **Performance Evaluation** | [Reports/Forms](#) | [Manage Guest Participants](#)

Performance Evaluation

Performance Objective Assessments | [Performance Element Assessments](#) | [Performance Evaluation Rating](#) | [Approvals & Acknowledgments](#)

Performance Objective Assessments [Need Help?](#)

Appraisal Type: **Annual Appraisal - DCIPS** | Appraisal Period Start Date: **01-Oct-2013**
Appraisal Period End Date: **30-Sep-2014** | Appraisal Effective Date:

Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
<input checked="" type="checkbox"/>	1	Subject Matter Expert	Objective Approved	4

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

Employee enters self report of accomplishments in this block for Performance Objective 1.

Rating Official Assessment

Rating Official enters their evaluation for Performance Objective 1 in this block and enters the rating below.

Performance Objective Rating

Performance Objective Rating 4

[Return to Top of Page](#)

Performance Evaluation > Performance Element Assessments:

Review performance element assessments and ratings.

DCIPS PAA HLR [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

[Performance Plan](#) [Midpoint Review](#) **Performance Evaluation** [Reports/Forms](#) [Manage Guest Participants](#)

Performance Evaluation

[Performance Objective Assessments](#) **Performance Element Assessments** [Performance Evaluation Rating](#) [Approvals & Acknowledgments](#)

Performance Element Assessments [Need Help?](#)

Appraisal Type: **Annual Appraisal - DCIPS** Appraisal Period Start Date: **01-Oct-2013**
Appraisal Period End Date: **30-Sep-2014** Appraisal Effective Date:

Performance Elements

Select	Number	Performance Element	Rating
<input type="checkbox"/>	1	Accountability for Results	4

Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.

Employee Self Assessment

Employee enters self report of accomplishments for Performance Element 1 here or enters a summary for Performance Elements 1 through 6 in this block. If entering a summary, it must fit in this one block with the blocks for Performance Elements 2 through 6 blank.

Rating Official Assessment

The Rating Official enters their evaluation for Performance Element 1 in this block and then enters the rating below. The Rating Official can summarize their evaluation for all Performance Elements in this block. When this option is used, the Rating Official enters just the rating for Performance Elements 2 through 6.

Performance Element Rating

Performance Element Rating: 4

[Return to Top of Page](#)

Performance Evaluation > Performance Evaluation Rating:

Select the 'Performance Evaluation Rating' tab.

The screenshot shows the DCIPS PAA HLR interface. At the top, there are buttons for 'Track Progress' and 'Return to Main Page'. Below this is the 'Employee Information' section with a redacted name and a 'Show Employee Details' link. A navigation bar contains tabs for 'Performance Plan', 'Midpoint Review', 'Performance Evaluation', 'Reports/Forms', and 'Manage Guest Participants'. Under 'Performance Evaluation', there are sub-tabs: 'Performance Objective Assessments', 'Performance Element Assessments', 'Performance Evaluation Rating' (which is highlighted with a black box), and 'Approvals & Acknowledgments'. At the bottom, there are fields for 'Appraisal Type' (Annual Appraisal - DCIPS), 'Appraisal Period End Date' (30-Sep-2014), 'Appraisal Period Start Date' (01-Oct-2013), and 'Appraisal Effective Date'. A 'Need Help?' link is also present.

This page provides an overview of the ratings assigned and the computed Average Performance Objective Rating, Average Performance Element Rating, Overall Rating and Evaluation of Record.

The screenshot shows the 'Performance Evaluation Rating' page. It features the same navigation tabs as the previous screenshot, with 'Performance Evaluation Rating' selected. Below the tabs, there are summary statistics: 'Appraisal Type: Annual Appraisal - DCIPS', 'Appraisal Period End Date: 30-Sep-2014', 'Appraisal Period Start Date: 01-Oct-2013', and 'Appraisal Effective Date'. A 'Need Help?' link is in the top right. The page is divided into three main sections:

- Performance Objective Ratings:** A table with 4 rows showing objective titles and their ratings.
- Performance Elements Ratings:** A table with 6 rows showing element titles and their ratings.
- Performance Evaluation of Record:** Summary statistics for the overall appraisal.

Number	Performance Objective Title	Status	Rating
1	Subject Matter Expert	Objective Approved	4
2	Oversight	Objective Approved	3
3	Training Program Evaluation	Objective Approved	4
4	Project Planning	Objective Approved	3

Number	Performance Element Title	Rating
1	Accountability for Results	4
2	Communication	4
3	Critical Thinking	3
4	Engagement and Collaboration	3
5	Personal Leadership and Integrity	4
6	Technical Expertise	4

Performance Evaluation of Record

Average Performance Objective Rating:	3.5	Overall Rating:	3.6
Average Performance Element Rating:	3.7	Evaluation of Record:	4 - Excellent

Select the 'Approvals & Acknowledgments' tab next.

Performance Evaluation > Approvals & Acknowledgments > Return for Change:

The Reviewing Official (HLR) has two actions in the Approvals & Acknowledgments process for the Performance Evaluation. They can 'Approve' or 'Return for Change'.

DCIPS PAA HLR

Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Evaluation

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments

[Need Help?](#)

Details/Task	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show Step 2: Higher Level Review	Pending Approval	Approve or Return for Change
Show Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Reviewing Official (HLR) Performance Evaluation > Return for Change:

Select the 'Return for Change' button in Step 2 to transfer the Performance Plan back to the Rating Official (RO) for changes prior to approving.

DCIPS PAA HLR

Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Evaluation

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments

[Need Help?](#)

Details/Task	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show Step 2: Higher Level Review	Pending Approval	Approve or Return for Change
Show Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Enter additional comments in the message block and select the 'Transfer to Rating Official with E-mail Notification' to complete the process.

Higher Level Reviewer Notification to Rating Official

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

Message To Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Performance Evaluation. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Please take appropriate action. The assessments for Performance Objective 3 does not match the rating given. Please update either the assessment or the rating for this Performance Objective and then return.

Spell Check

Notice: You are about to contact [redacted] 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.

Information message: Select 'Yes' to continue.

Information

You have chosen to return the appraisal to the rating official for corrections. Do you wish to continue?

Go **Yes**

Confirmation message:

Confirmation

The appraisal has been submitted to the Rating Official.

The Current PAA Status changes to 'Appraisal Returned for Change'. The Rating Official now has ownership of the Performance Plan with the Reviewing Official having 'View' only.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan
 --Choose a Plan Type-- Go

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCPS	Approved	Appraisal Returned for Change	View

Go

Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation > Appraisal Returned for Change:

As the Performance Evaluation was returned to the Rating Official for change, the Rating Official selects 'Go' with 'Update' in the Action column to update the Performance Evaluation.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

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From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan
--Choose a Plan Type-- **Go**

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS	Approved	Appraisal Returned for Change	Update Go

Select the 'Performance Evaluation' tab to continue.

DCIPS PAA Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments Re-Approvals & Acknowledgments

Performance Plan Details

[Change Rating Official and/or Higher Level Reviewer](#)

[Need Help?](#)

Appraisal Type: Annual Appraisal - DCIPS

* Appraisal Period Start Date: 01-Oct-2013

* Appraisal Period End Date: 30-Sep-2014

Appraisal Effective Date: [Redacted]

Performance Plan Approval Date: 03-Oct-2013

Performance Plan Last Modified: 03-Sep-2014

Created By: [Redacted]

Rating Official's Name: [Redacted]

Reviewing Official's Name: [Redacted]

NEXT>

Note: When the Performance Evaluation is returned for change, Step 1 in the approval process changes to 'Not Started'. Therefore, the 'Transfer to Employee' button is active. If any of the assessments need to be updated by the employee, the Rating Official would use this button to transfer to the employee. Once the employee modifies their assessments, the employee would use the 'Transfer to Rating Official' button to return. The employee is not able to view the Rating Official's assessments and ratings until Step 3 in the approval process is completed.

Performance Evaluation > Performance Objective Assessments:

The Rating Official selects Performance Objective 3 in the 'Performance Objective Assessments' tab and modifies their evaluation. When finished, the Rating Official selects the 'Save and Return to Top of Page' button and then the 'Approvals & Acknowledgments' tab to start the approval process again.

DCIPS PAA Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Manage Guest Participants

Performance Objective Assessments | Performance Element Assessments | Performance Evaluation Rating | **Approvals & Acknowledgments**

Performance Objective Assessments

Appraisal Type: **Annual Appraisal - DCIPS** | Appraisal Period Start Date: **01-Oct-2013** | [Need Help?](#)
Appraisal Period End Date: **30-Sep-2014** | Appraisal Effective Date

Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
<input type="radio"/>	1	Subject Matter Expert	Objective Approved	4
<input type="radio"/>	2	Oversight	Objective Approved	3
<input checked="" type="radio"/>	3	Training Program Evaluation	Objective Approved	4
<input type="radio"/>	4	Project Planning	Objective Approved	3

Rating Official Assessment

Rating Official enters their evaluation for Performance Objective 3 in this block and enters the rating below. Additional information added to support the rating.

(Limit to 2000 characters) [Spell Check](#) Counter: 163

Performance Objective Rating

Performance Objective Rating: **4**

[Save and Return to Top of Page](#)

Performance Evaluation > Approvals & Acknowledgments

Select the 'Start' button at Step 1 to request or document approval by the Reviewing Official (Higher Level Reviewer) again.

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Actions
Show	Step 1: Rating Official Request or Document Higher Level Review	Not Started	Start
Show	Step 2: Higher Level Review	Returned for Change	Step 1 must be completed
Show	Step 3: Rating Official Document Communication to Employee	Pending Approval	Step 2 must be completed
Show	Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Use Option A to transfer the Performance Plan back to the Reviewing Official (Higher Level Reviewer) for their review and approval.

TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.

Name	Date
[Redacted]	Rating Official
Reviewing Official's Name	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer [Search](#)

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Evaluation. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Evaluation Tab to complete Step 2: Higher Level Review.

[Spell Check](#)

Notice: You are about to contact CPMS Audirsch, Timmy B 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.

[Cancel](#) [Transfer to Higher Level Reviewer without E-mail Notification](#) [Transfer to Higher Level Reviewer with E-mail Notification](#)

Information message: Select the 'Ok' button.

Information

The annual appraisal has been transferred to the Higher Level Reviewer.

[OK](#)

Confirmation message:

Confirmation

The appraisal has been submitted to the Higher Level Reviewer.

Reviewing Official (HLR) > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation:

As Option A was used, the Performance Plan transferred back to the Reviewing Official (HLR) for approval of the evaluations/ratings again. The Reviewing Official (HLR) selects the 'Go' button on the Performance Plan to review and approve or return for change again. The Current PAA Status is back to 'Appraisal Pending HLR Approval'.

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS Approved		Appraisal Pending HLR Approval	Update

Select the 'Performance Evaluation' tab.

DCIPS PAA HLR

Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Plan Details Mission Completion Performance Objectives Performance Elements Approvals & Acknowledgments Re-Approvals & Acknowledgments

Performance Plan Details

This screen provides information about the status of your employee's performance plan.

Need Help?

Change Rating Official and/or Higher Level Reviewer

Appraisal Type Annual Appraisal - DCIPS
 Appraisal Period Start Date 01-Oct-2013
 Appraisal Period End Date 30-Sep-2014
 Appraisal Effective Date
 Rating Official Name Rating Official's Name
 Higher Level Reviewer Reviewing Official's Name

Performance Plan Approval Date 03-Oct-2013
 Performance Plan Last Modified
 Created By [Redacted]

NEXT>

The Reviewing Official reviews the assessments and ratings and selects the 'Approvals & Acknowledgments' tab to approve.

Performance Evaluation > Approvals & Acknowledgments > Approve:

Reviewing Official (HLR) Performance Evaluation > Approve:

Select the 'Approve' button in Step 2 to approve.

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Manage Guest Participants

Performance Evaluation

Performance Objective Assessments | Performance Element Assessments | Performance Evaluation Rating | **Approvals & Acknowledgments**

Approvals & Acknowledgments Need Help?

Details/Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show Step 2: Higher Level Review	Pending Approval	Approve Return for Change
Show Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Select 'Transfer to Rating Official with E-mail Notification' button to continue.

Higher Level Reviewer Notification to Rating Official

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

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Performance Evaluation. After writing the message, select the 'Transfer to Rating Official with E-mail notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Evaluation tab to complete Step 3: Rating Official Document Communication to Employee.

[Spell Check](#)

Notice: You are about to contact [Redacted] 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.

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

Confirmation messages: Select the 'Yes' button and the Performance Evaluation is approved.

Confirmation
I approve the Performance Evaluation for [Redacted] and certify that the PM PRA has reviewed the ratings.

No | **Yes**

Confirmation
The appraisal has been submitted to the Rating Official.

The Current PAA Status updates to 'Approved by HLR' and the ownership is transferred to the Rating Official.

Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation > Documents Communication to Employee:

Select the 'Go' button with 'Update' in the Action column.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan
--Choose a Plan Type--

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35047	03-Oct-2013	DCIPS Approved	DCIPS Approved	Approved by HLR	Update <input type="button" value="Go"/>

Select the 'Performance Evaluation' tab and then the 'Approvals & Acknowledgments' tab.

DCIPS PAA Rating Official

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Performance Objective Assessments

Appraisal Type: Annual Appraisal - DCIPS
Appraisal Period End Date: 30-Sep-2014

Appraisal Period Start Date: 01-Oct-2013
Appraisal Effective Date: 09-Sep-2014

[Need Help?](#)

Note: The Appraisal Effective Date is populated when Step 2 of the approval process is completed.

Rating Official - Communicates Performance Evaluation to Employee (Approved by Reviewing Official (HLR)):

The Rating Official Documents Communication to Employee by selecting the 'Start' button in Step 3.

Details	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show Step 2: Higher Level Review	Completed	
Show Step 3: Rating Official Document Communication to Employee	Pending Approval	Start
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

Enter the Communication Date and Method of Review and select the 'Save and go to Step 4' button as in this example the employee has transferred to a different Component and is unable to complete step 4. This button is also used when the employee refuses to acknowledge. Once Step 3 is completed, the employee's DCPDS record for the 'US Fed Perf Appraisal' SIT is updated to add this Rating of Record.

Note: The Rating Official can transfer the Performance Evaluation to the employee for acknowledgment by selecting the 'Save and Transfer to Employee for Acknowledgment' button.

Details	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	Start
Show Step 2: Higher Level Review	Completed	
Hide Step 3: Rating Official Document Communication to Employee	Pending Approval	Start

Communication Date: 09-Sep-2014
Communication Method: Telephone

[Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

Confirmation message: Select the 'Yes' button.

Confirmation
Are you sure you want to go to Step 4?
Do you want to continue?

[No](#) [Yes](#)

Rating Official – Document Employee Acknowledgment:

The Rating Official Documents Employee Acknowledgment by selecting the 'Start' button in Step 4.

DCIPS PAA Rating Official

Retrieve Appraisal Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	<input type="button" value="Start"/>
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Completed	
Show	Step 4: Rating Official Document Employee Acknowledgment	Pending Empl Acknowledgment	<input type="button" value="Start"/>

Select 'Refused' or 'Other' from the drop down list for Acknowledgment. If Other, enter the information in the 'Other' block. Enter Date and select the 'Save' button to complete documenting the employee's acknowledgment.

DCIPS PAA Rating Official

Retrieve Appraisal Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Completed	<input type="button" value="Start"/>
Show	Step 2: Higher Level Review	Completed	
Show	Step 3: Rating Official Document Communication to Employee	Completed	
Hide	Step 4: Rating Official Document Employee Acknowledgment	Pending Empl Acknowledgment	<input type="button" value="Start"/>

Acknowledgment Other
Date 09-Sep-2014

Once the employee acknowledgment is completed by the employee or by the Rating Official, the DCIPS Performance Evaluation is complete and the Performance Plan is no longer available in the Plans/Appraisals in Progress area. It may then be viewed/printed by the employee, the Rating Official or the Reviewing Official (HLR) from the 'Completed Plans/Appraisals' area.

Completed Plans/Appraisals (Rating Official/Reviewing Official):

The DCIPS Performance Evaluation is available in the 'Completed Plans/Appraisals' area for the employee, the Rating Official and the Reviewing Official.

As Rating Official, select the 'Show Completed Plans/Appraisals' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: Appraisal Year:

Create New Plan

Records Displayed:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35026	23-Oct-2013	DCIPS Approved	DCIPS Approved	Plan Approved	View <input type="button" value="Go"/>
			2014	35043	03-Sep-2014	DCIPS Approved	DCIPS Approved	Midpoint Review Completed	Update <input type="button" value="Go"/>
			2013	35040	05-Oct-2013	DCIPS Approved	DCIPS Approved	Approved by RO	View <input type="button" value="Go"/>
			2015	35045	01-Oct-2014	DCIPS Approved	DCIPS Approved	Plan Approved	View <input type="button" value="Go"/>

Select the link to search for Completed Plans.

Enter the employee's name and select the 'Find' button.

Select the link to search for Completed Plans.

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the search icon for assistance in entering the Employee Name.
 2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name:

Appraisal Year:

Event:

Records Displayed:

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
No search conducted.						

The employee's completed plans/appraisals will be displayed. To view and/or print the final DD Form 2906D, select the icon under the Reports/Forms column for the DCIPS Performance Evaluation.

Select the link to search for Completed Plans.

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the search icon for assistance in entering the Employee Name.
 2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name:

Appraisal Year:

Event:

Records Displayed:

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
	2014	35047	DCIPS	DCIPS Midpoint Review	05-Sep-2014	<input type="button" value="Print"/>
	2014	35047	DCIPS	DCIPS Performance Evaluation	09-Sep-2014	<input type="button" value="Print"/>
	2014	35047	DCIPS	DCIPS Performance Plan	03-Oct-2013	<input type="button" value="Print"/>
	2014	35047	DCIPS	DCIPS Performance Plan - Modified	05-Sep-2014	<input type="button" value="Print"/>

Select the 'Select / Deselect All' to view both the DD Form 2906D and any guest participants feedback or select 'DCIPS Closeout or DCIPS Performance Evaluation' to view just the DD Form 2906D. Once selected, select the 'View/Print Selected Sections(s)' to view, print or save the report.

DCIPS PAA [Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name

Reports

User may select and print any or all of the items listed.

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

- DCIPS Closeout or DCIPS Performance Evaluation
- Guest Participants
 - Guest Rater Evaluation/Ratings
 - Performance Objectives
 - Performance Elements
 - Guest Reviewer Overall Feedback

View/Print Selected Section(s)

Beginning of the DD Form 2906D:

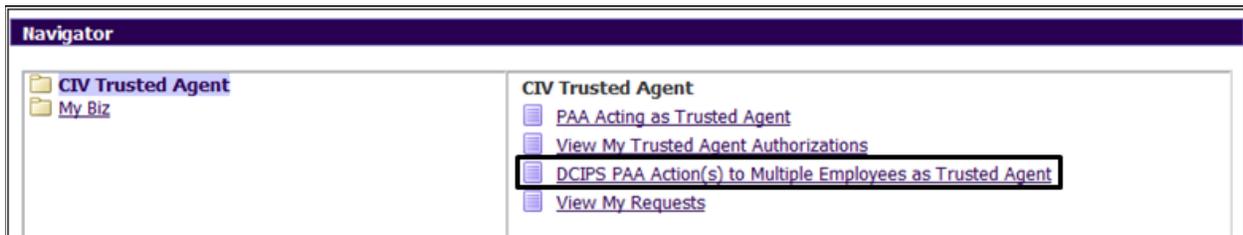
<p>DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)</p> <p>PERFORMANCE EVALUATION OF RECORD</p>
<p>EMPLOYEE NAME: <input style="width: 80%;" type="text"/> PERFORMANCE YEAR: <input style="width: 10%;" type="text" value="2014"/></p>
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 U.S.C. 1601-1603; and E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): This form will be completed by employees, rating officials, and reviewing officials to document the performance objectives, and midpoint, closeout, and annual evaluation requirements of the Defense Civilian Intelligence Personnel System. To ensure all appropriate records on an employee's performance are retained and are available (1) to agency officials having a need for the information; (2) to employees; and (3) to support actions based on the records.</p> <p>ROUTINE USE(S): To OPM in connection with its personnel management evaluation role in the executive branch. The Routine Uses found at http://dpclo.defense.gov/privacy/SORNs/govt/OPMGOVT-2.html and http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html apply.</p> <p>DISCLOSURE: Voluntary. However, failure to provide the requested information may result in the record being misfiled or being unable to be filed in the correct employee file.</p>

Rating Official/Reviewing Official (Higher Level Reviewer) > My Workplace > Apply Actions(s) to Multiple Employees:

Select 'Apply Actions(s) to Multiple Employees (PAA)' as a Rating Official or a Reviewing Official to apply the same action for multiple employees at one time.



Note: This functionality is also available for the Trusted Agent for the Rating Official and the Trusted Agent for the Reviewing Official by selecting 'DCIPS PAA Action(s) for Multiple Employees as Trusted Agent' from the CIV Trusted Agent navigator.



Reviewing Official (Higher Level Reviewer) > Apply Action(s) to Multiple Employees (PAA) > Approve Performance Evaluations:

Select the Role 'DCIPS – Higher Level Reviewer' and then select the 'Start' button to continue.

Apply Action(s) to Multiple Employees (PAA)
 Select PAA System and Role
 Select Role
 NSPS - Rating Official
 NSPS - Higher Level Reviewer
 DCIPS - Rating Official
 DCIPS - Higher Level Reviewer
 NG - Rating Official
 NG - Higher Level Reviewer
 [Cancel] [Start] [Need Help?](#)

The Reviewing Official (Higher Level Reviewer) has the available actions listed below. Select 'Approve Performance Evaluations' and then select the 'Start' button to continue.

Higher Level Reviewer Action(s) on Multiple Employees
 Available Actions
 Select an action from the list below and then select Start to display the appraisals for which you can apply the action.
 Select Action
 Approve Performance Evaluations
 Approve Performance Objectives
 Change Higher Level Reviewer
 Change Rating Official
 [Cancel] [Start]

Select the record(s) to which the action should be applied to and select the 'Approve and Transfer to Rating Official' button to continue. Only those records owned by the Reviewing Official with a Current PAA Status of 'Appraisal Pending HLR Approval' will appear on the list.

Mass Approval of Performance Evaluation
 Select the records to which the action should be applied and select the 'Approve and Transfer to Rating Official' button.
 [Cancel] [Approve and Transfer to Rating Official]
 Select All | Select None

Select	Appraisal Id	Employee	Duty Title	Rating Official	Type of Appraisal	Overall Perf Objectives Rating	Overall Perf Elements Rating	Perf Evaluation of Record	Performance Objective 1 Title	Perf Obj 1 Rating	Performance Objective 2 Title	Perf Obj 2 Rating	Performance Objective 3 Title	Perf Obj 3 Rating	Performance Objective 4 Title	Perf Obj 4 Rating	Performance Objective 5 Title	Perf Obj 5 Rating	Perf Obj 6 Rating
<input checked="" type="checkbox"/>	35043		INTELL SPEC		Annual Appraisal - DCIPS	4	3.7	4	Subject Matter Expert	4	Oversight	4	Training Program Evaluation	4	Project Planning	NR			

Note: The Reviewing Official can scroll across this screen to view the remaining ratings and to select the 'Print' icon in the Reports/Forms column to view the assessments before approving.

Performance Objective 6 Title	Perf Obj 6 Rating	Performance Objective 7 Title	Perf Obj 7 Rating	Performance Objective 8 Title	Perf Obj 8 Rating	Performance Objective 9 Title	Perf Obj 9 Rating	Performance Objective 10 Title	Perf Obj 10 Rating	Performance Element 1 - Accountability for Results	Performance Element 2 - Communication	Performance Element 3 - Critical Thinking	Performance Element 4 - Engagement and Collaboration	Performance Element 5 - Leadership and Integrity or Personal Leadership and Integrity	Performance Element 6 - Managerial Proficiency or Technical Expertise	Reports/Forms
									4	4	4	4	3	3		

Additional comments may be added in the message block to be included in the email. Select 'Transfer to Rating Official with E-mail Notification' button to continue.

Higher Level Reviewer Notification to Rating Official

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

Message To Rating Official

This screen provides space for you to send the Rating Official a message regarding a employee's Performance Evaluation. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Evaluation tab to complete Step 3: Rating Official Document Communication to Employee.

Spell Check

Notice: You are about to contact the RO for the selected appraisals 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.

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

Confirmation message: Select 'Yes' to complete the actions.

Confirmation

I approve the Performance Evaluations for the selected employees and certify that the PM PRA has reviewed their ratings.

No **Yes**

Information message:

Review the Status Log to insure your action(s) was successful. This completed Step 2 of the Performance Evaluation 'Approvals & Acknowledgments' tab for those selected. Select 'Return to Available Actions'.

Information

Step 2 of the Approvals and Acknowledgments for the selected Performance Evaluations has been updated for the following employees.

Return to Available Actions

Status Log

Process Log ID	Log Status	Log Text
40549	SUCCESS	Employee Name: ; Appraisal Type: Annual Appraisal - DCIPS; Rating Official Name: Appraisal ID: 35043; Email: Sent

You are returned to this screen where you can select another action, select Home or Logout.

Navigator Favorites ICE My Biz ICE PAA V3 FAQ Diagnostics Home Logout

Higher Level Reviewer Action(s) on Multiple Employees

Available Actions

Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action

- Approve Performance Evaluations
- Approve Performance Objectives
- Change Higher Level Reviewer
- Change Rating Official

Cancel Start

Rating Official > Apply Action(s) to Multiple Employees (PAA) > Document Communication of the Performance Evaluation:

As Rating Official, select the Role 'DCIPS – Rating Official' and then the 'Start' button.

Apply Action(s) to Multiple Employees (PAA)

Select PAA System and Role

Select Role

- NSPS - Rating Official
- NSPS - Higher Level Reviewer
- DCIPS - Rating Official
- DCIPS - Higher Level Reviewer
- NG - Rating Official
- NG - Higher Level Reviewer

Cancel Start

A list of the available actions will appear. Select 'Document Communication of the Performance Evaluation (Must be Current Owner)' and then select the 'Start' button.

Rating Official Action(s) on Multiple Employees

Available Actions

Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action

- Change Higher Level Reviewer
- Change Rating Official
- Copy Employee's Current Plan for Next Rating Cycle
- Copy One Active Plan to Multiple Employees
- Document Communication of the Plan (Must be Current Owner)
- Document Communication of the Midpoint Review (Must be Current Owner)
- Document Communication of the Performance Evaluation (Must be Current Owner)
- Request or Document Higher Level Review of the Plan (Must be Current Owner)
- Request or Document Higher Lvl Review of Midpoint Review (Must be Current Owner)
- Retrieve Plan/Appraisal from Employee
- Retrieve Plan/Appraisal from Higher Level Reviewer
- Transfer to Employee (Must be Current Owner)
- View/Print Current Employee Appraisal Info

Cancel Start

Select the record(s) to which the action should be applied to and select the 'Next' button to continue. Only those records owned by the Rating Official with a Current PAA Status of 'Approved by HLR' for the Performance Evaluation will appear on the list.

Document Communication of Performance Evaluation to Employees

Search Results

Select the record which the action should be applied and select Next

Select All | Select None

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input checked="" type="checkbox"/>			2014	35043	03-Sep-2014	Approved	Approved by HLR

Cancel Next

Enter the Communication Date and Communication Method and select the 'Save and Transfer to Employees for Acknowledgment' button.

Document Communication of Performance Evaluation to Employees Cancel

*** Indicates a Required Field**

Rating Official Name

* Communication Date 09-Sep-2014

* Communication Method Face to Face

Other

[Need Help?](#)

Save and Transfer to Employees for Acknowledgment **Save Without Transferring to Employees for Acknowledgment**

Selected Employees

Employee Name	Current Owner	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Status	Current PAA Status
		2014	35043	03-Sep-2014	Approved	Approved by HLR

Cancel

Additional comments may be added in the message block to be included in the email. Select 'Transfer to Employee with E-mail Notification' button to continue.

Rating Official Notification to Employees Cancel **Transfer to Employee without E-mail Notification** **Transfer to Employee with E-mail Notification**

Notification Message to Employees

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Evaluation tab to complete Step 4: Employee Acknowledgment. Once you have acknowledged, a copy of your Performance Evaluation will be available in the Completed Plans/Appraisals area on the Performance Appraisal Application (PAA) Main Page.

Notice: You are about to contact the employees for the selected appraisals 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.

Cancel **Transfer to Employee without E-mail Notification** **Transfer to Employee with E-mail Notification**

Information message:

Review the Status Log to insure your action(s) was successful. This completed Step 3 of the Performance Evaluation 'Approvals & Acknowledgments' tab for those selected. Select 'Return to Available Actions'.

Information

Status Log

Process Log ID	Log Status	Log Text
40590	SUCCESS	Employee Name: ; Appraisal Year: 2014; Appraisal ID: 35043; Email: Sent

You are returned to this screen where you can select another action, select Home or Logout.

DCIPS Performance Appraisal Application (PAA)

Navigator Favorites ICE My Biz ICE PAA V3 FAQ Diagnostics Home Logout

Rating Official Action(s) on Multiple Employees

Available Actions
Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action

- Change Higher Level Reviewer
- Change Rating Official
- Copy Employee's Current Plan for Next Rating Cycle
- Copy One Active Plan to Multiple Employees
- Document Communication of the Plan (Must be Current Owner)

Employee > My Biz > Performance Appraisal Application (PAA):

Acknowledging Performance Evaluation:

The performance plan has been transferred to the employee for acknowledgment of the Performance Evaluation. The employee goes to Performance Appraisal Application (PAA) to acknowledge. Selects 'Go' with 'Track Progress' in the Action column.

Performance Appraisal Application Main Page

Warning: The Performance Appraisal Application is designated 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- 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 CPMS Baade, Cameña F

Create New Plan
--Choose a Plan Type-- Go

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35043	03-Sep-2014	DCPS	Approved	Midpoint Review Completed	Track Progress Go

Select the link 'Approvals & Acknowledgments' in Track Progress.

Track Progress

[Return to Previous](#) [Need Help?](#)

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Links Column: Links may be available here to take you to a specific tab on the Appraisal so you can work on that action.

Performance Plan	Links
Drafted	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Midpoint Review	Links
Employee Self-Assessment	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Performance Evaluation	Links
Employee Self-Assessment	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/> Approvals & Acknowledgment
Mock Assessment	Links
Employee Self-Assessment	<input type="checkbox"/>

[Return to Previous](#)

Note: The employee could also have selected the 'Go' button with the 'Update' in the Action column and then selected the 'Performance Evaluation' tab and then the 'Approvals & Acknowledgments' tab to get to Step 4.

Select the 'Acknowledge Receipt' button in Step 4.

DCIPS PAA Employee Track Progress Return to Main Page

Employee Information

Employee Name [Redacted]
[Show Employee Details](#)

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

Performance Objective Assessments | Performance Element Assessments | Performance Evaluation | **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details/ Tasks	Status	Action
Show/Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show/Step 2: Higher Level Review	Completed	
Show/Step 3: Rating Official Document Communication to Employee	Completed	
Show/Step 4: Employee Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt

Confirmation message: Select the 'Go' button.

Confirmation

Your Performance Evaluation has been acknowledged and will be available under your Completed Plans/Appraisals.

OK

Select the 'Show Completed Plans/Appraisals' link to view the completed Performance Evaluation.

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

Select the 'Find' button.

Select the link to search for completed plans.

[Hide Completed Plans/Appraisals](#)

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
 2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year
 Event

Find **Clear**

Records Displayed: 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
No search conducted.					

Select the Print Icon in the Reports/Forms column for the DCIPS Performance Evaluation to view/print the final DD Form 2906D.

Select the link to search for completed plans.

[Hide Completed Plans/Appraisals](#)

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
 2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year
 Event

Find **Clear**

Records Displayed: 10

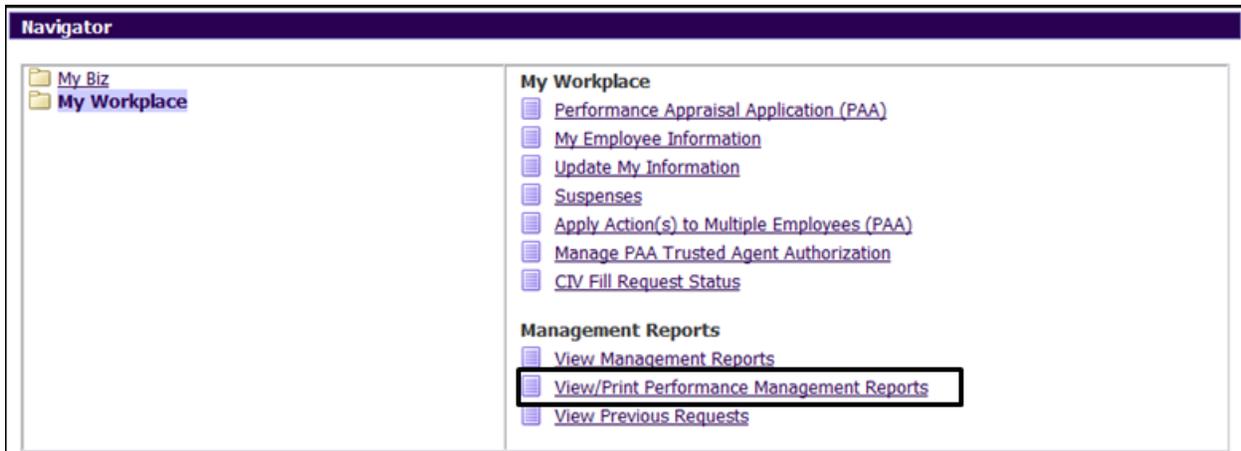
Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2014	35043	DCIPS	DCIPS Performance Plan	03-Sep-2014	
2014	35043	DCIPS	DCIPS Midpoint Review	05-Sep-2014	
2014	35043	DCIPS	DCIPS Performance Evaluation	10-Sep-2014	

Rating Official > My Workplace > Management Reports:

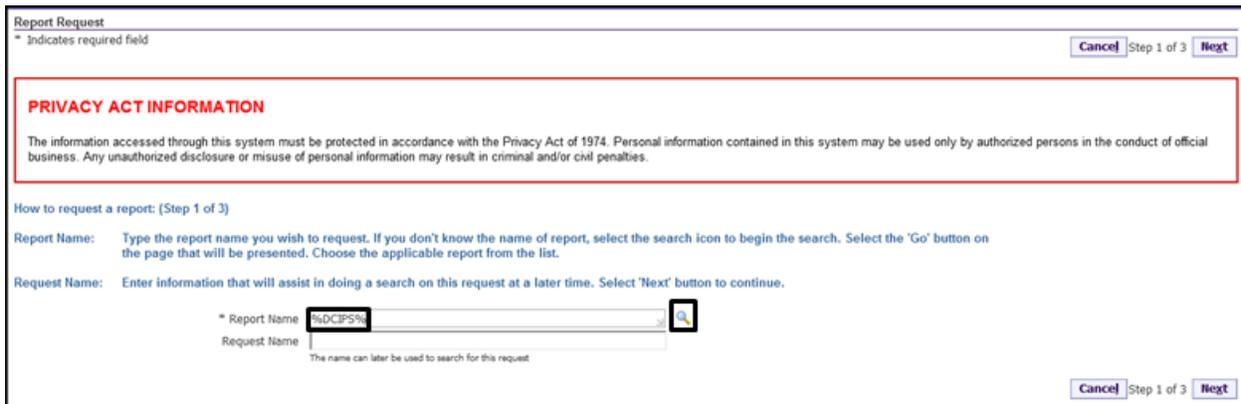
Reports are available for the Rating Official to obtain the status of their employees' performance plans, midpoint reviews, performance evaluations and closeout performance evaluations. These reports are also available to the Pay Pool Administrators/Pay Pool Managers at the pay pool level and to the DCIPS Performance Appraisal Administrator at the Region level. The same steps are used for all of the reports. In this example, the Rating Official will be requesting the report for the performance evaluations.

Rating Official - Performance Evaluation Status Report:

Select the 'View/Print Performance Management Reports' under Management Reports.



Enter '%DCIPS%' for the 'Report Name' to limit the list returned to DCIPS specific reports and then select the Magnifying Glass icon to the right of the 'Report Name'.

A screenshot of the 'Report Request' form. At the top, there is a 'Cancel' button and 'Step 1 of 3' with a 'Next' button. Below this is a red-bordered box containing 'PRIVACY ACT INFORMATION' and a paragraph of text. Underneath is the heading 'How to request a report: (Step 1 of 3)'. The 'Report Name:' field is followed by instructions: 'Type the report name you wish to request. If you don't know the name of report, select the search icon to begin the search. Select the 'Go' button on the page that will be presented. Choose the applicable report from the list.' The 'Request Name:' field is followed by instructions: 'Enter information that will assist in doing a search on this request at a later time. Select 'Next' button to continue.' Below these instructions are two input fields. The 'Report Name' field contains the text '%DCIPS%' and has a magnifying glass icon to its right, which is highlighted with a black box. The 'Request Name' field is empty. At the bottom right, there is a 'Cancel' button, 'Step 1 of 3', and a 'Next' button.

Select the Quick Select icon next to the 'Performance Evaluation Status Report (Rating Official) – DCIPS' in the Program Name column.

Search and Select: Report Name Cancel Select

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or O2%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By: Program Name Go

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Closeout Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Midpoint Review Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - DCIPS	CIVDODHR

Enter a Request Name, if desired, and select the 'Next' button.

Report Request Cancel Step 1 of 3 Next

* Indicates required field

PRIVACY ACT INFORMATION

The information accessed through this system must be protected in accordance with the Privacy Act of 1974. Personal information contained in this system may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties.

How to request a report: (Step 1 of 3)

Report Name: Type the report name you wish to request. If you don't know the name of report, select the search icon to begin the search. Select the 'Go' button on the page that will be presented. Choose the applicable report from the list.

Request Name: Enter information that will assist in doing a search on this request at a later time. Select 'Next' button to continue.

* Report Name:

Request Name:

The name can later be used to search for this request

Cancel Step 1 of 3 Next

On the Report: Parameters page enter the following and then select the 'Next' button to continue the process:

- Enter 'Performance Year'.
- Enter your full name (Last Name, First Name and Middle Name) or partial name in 'Rating Official' and then select your name from the list that appears.
- Enter any additional parameters to further limit the report results, if desired.

Report: Parameters
 * Indicates required field

[Cancel] [Back] Step 2 of 3 [Next]

How to complete Step 2 of 3:
 All required data fields must be entered before selecting the 'Next' or 'Back' buttons.
 If you select the 'Cancel' button, your current data will not be saved, and the system will take you back to the "View Previous Request" page.

Report Name **Performance Evaluation Status Report (Rating Official) - DCIPS**

* Performance Year

Pay Pool ID

* Rating Official

Higher Level Reviewer

PAA Status EQUALS

PAA Status DOES NOT EQUAL

Performance Plan Status EQUALS

Perf Plan Status DOES NOT EQUALS

Performance Evaluation and Rating Status

Employee Name

Employee Number

Organization Name

[Cancel] [Back] Step 2 of 3 [Next]

Verify the information on the Report Request: Review page. Select the 'Submit' button if correct.

Report Request: Review

[Cancel] [Submit]

How to complete Step 3 of 3:
 Verify the information located within the 'Parameters'
 If the information is correct, select the 'Submit' button to continue.
 If you wish to cancel this request, select the 'Cancel' button.

Report Name
 Performance Evaluation Status Report (Rating Official) - DCIPS

Parameters

Performance Year 2014
 Pay Pool ID
 Rating Official Rating-Official's-Name
 Higher Level Reviewer
 PAA Status EQUALS
 PAA Status DOES NOT EQUAL
 Performance Plan Status EQUALS
 Perf Plan Status DOES NOT EQUALS
 Performance Evaluation and Rating Status
 Employee Name
 Employee Number
 Organization Name

[Cancel] [Submit]

Note: Selecting the 'Cancel' button at this point cancels the report request.

Information message: Select the 'Ok' button.

Information
 Your request for Performance Evaluation Status Report (Rating Official) - DCIPS has been scheduled. The Request ID is 7520735

[OK]

When the Phase for your report shows as 'Completed' on the Requests page, right click on the Output icon and select 'Save Target As...' to save your report for viewing in Microsoft Excel or 'Open Link in New Window' to view the report prior to saving.

Requests

Refresh Button: Select to update the Phase of the process execution
 Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters
 Output Icon: Review report information

To exit this page, select the 'Home' link or select 'Logout' to exit the system.

Requests Summary Table

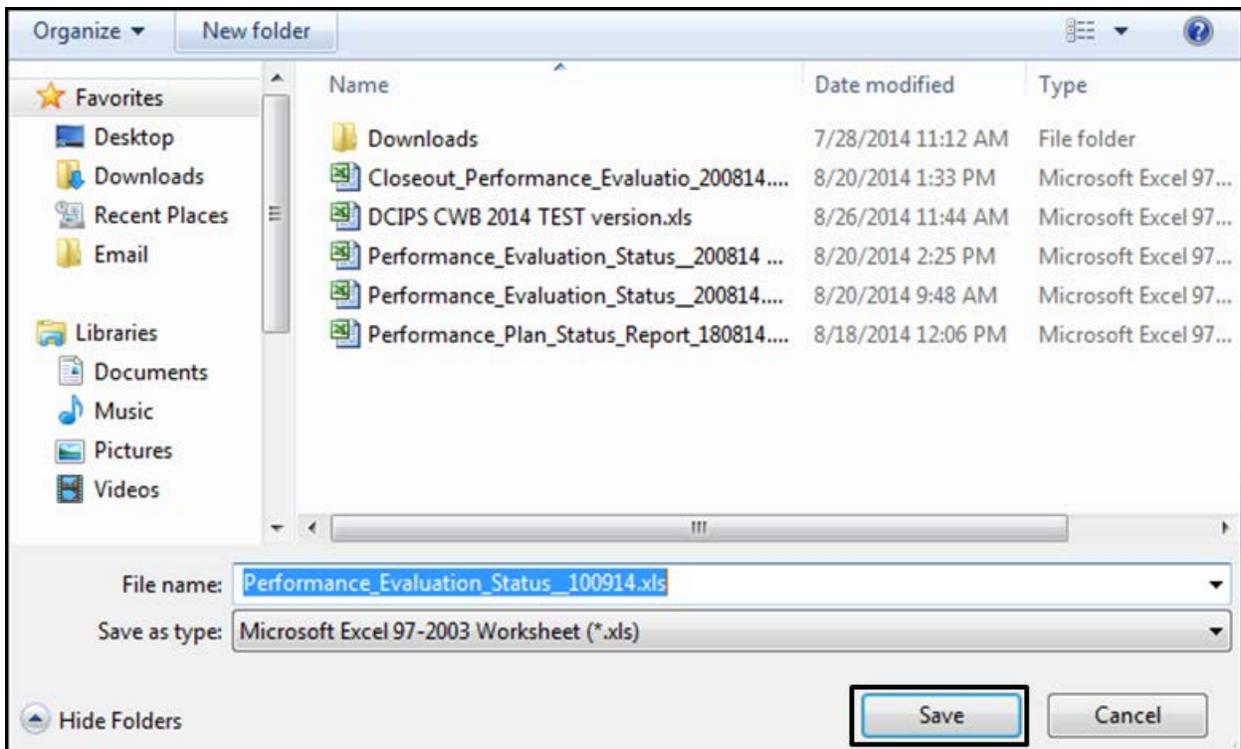
[Refresh] **TIP:** Click "Refresh" to update the phase of the process execution

Process Name	Phase	Details	Output	Request ID/Status
Performance Evaluation Status Report (Rating Official) - DCIPS	Completed			7520735 Normal

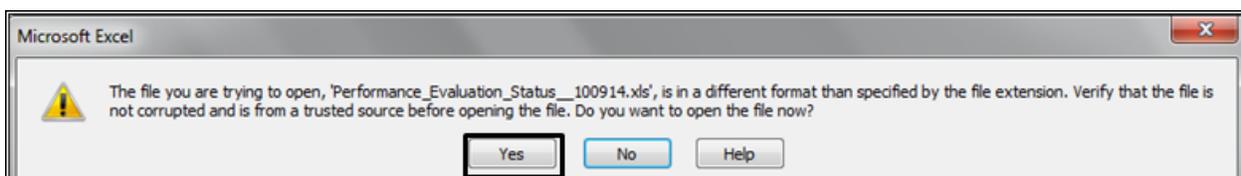
Note: Clicking the 'Refresh' button will update the Phase status for your report when it shows other than 'Completed'. If you exit this page prior to the status showing 'Completed', select the 'View Previous Requests' link under the menu items listed on the Navigator page to return to this Requests page. Your report will be available for 48 hours.



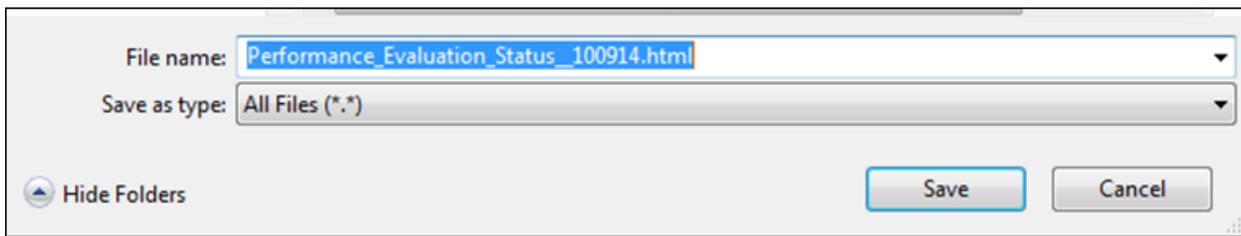
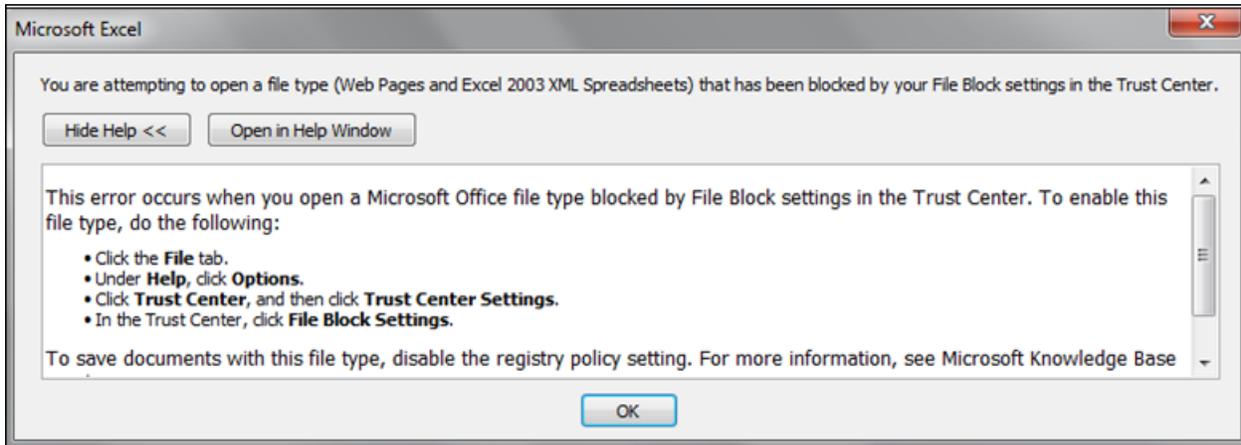
If desired, change the File name and then select the 'Save'.



Open the file to view the report. Select 'Yes' if you see this warning when opening.



Some user desktops have a security setting which prevents viewing of a non-XLS file by Excel. These users will receive the below notice. When this occurs, right click on the Output icon again, select 'Save Target as..' and change the file extension to 'html' before selecting the 'Save'. Once opened, the report can be copied and pasted into Excel if desired.



Sample of Report:

Performance Evaluation Status Report

PRIVACY ACT INFORMATION – The information provided in this report must be protected in accordance with the Privacy Act of 1974. Personal information contained in this report may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties.

Organization Name	Performance Evaluation Assessment and Rating Status	Next Step in Approval Process	PAA Status	Employee Name	Employee Number	Appraisal ID	Pay Pool ID	Rating Official	Higher Level Reviewer	Performance Plan owner	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Effective Date	Appraisal Type	Performance Plan Status
ONIN					147609		NV1500015N								NO Appraisal
ONIN					147635		NV1500015K								NO Appraisal
ONIN	COMPLETED		Completed		147646	35043	NV1500015K				01-OCT-13	30-SEP-14	09-SEP-14	Annual Appraisal - DCIPS	Approved
ONIN	In Progress	Step 1	Plan Approved		145167	35026	NV1500015K				01-OCT-13	30-SEP-14		Annual Appraisal - DCIPS	Approved
ONIN	COMPLETED		Completed		123180	35047	NV1500015K				01-OCT-13	30-SEP-14	09-SEP-14	Annual Appraisal - DCIPS	Re-Appraisal
ONIN					129398		NV1500015N								NO Appraisal
ONIN					126377		NV1500015K								NO Appraisal

CIV Pay Pool Administrator (PPA) > DCIPS Appraisal Administration:

The following Current PAA Statuses can be changed through the DCIPS Appraisal Administration process if necessary: 1) Appraisal Pending HLR Approval can be changed back to Appraisal Returned for Change; 2) Appraisal Returned for Change can be changed back to Appraisal Pending HLR Approval; 3) Closed can be changed back to the status of the PAA prior to this status; 4) Midpoint Pending HLR Approval can be changed back to Midpoint Returned for Change; 5) Midpoint Returned for Change can be changed back to Midpoint Pending HLR Approval; 6) Plan Pending HLR Review can be changed back to Plan Returned for Change; and 7) Plan Returned for Change can be changed back to Plan Pending HLR Review. In addition, the following PAA Statuses can be changed through this process when the PAA identified is the most recent performance evaluation for the employee: 1) Approved by HLR; 2) Approved by RO; 3) Closeout Approved by HLR; 4) Closeout in Progress; 5) Completed. For additional DCIPS Performance Appraisal functionality available to the PAA and/or the CIV Pay Pool Manager (PPM) refer to the 'How Do I...A Guide to Completing Key Actions in DCIPS Performance Appraisal Application (PAA)'.

In this example, the Pay Pool Administrator will be changing the PAA Status on a completed Performance Evaluation back to 'Appraisal Pending HLR Approval' due to a pre-mature approval. Select the 'DCIPS Appraisal Administration' link from the Navigator to begin.



Note: PPA's access is restricted to employees in their pay pool. This process is also available for the 'DCIPS Performance Appraisal Administrator' under the 'SuperUser' link.



CIV Pay Pool Administrator – Resetting Performance Evaluation Status to Pending Approval:

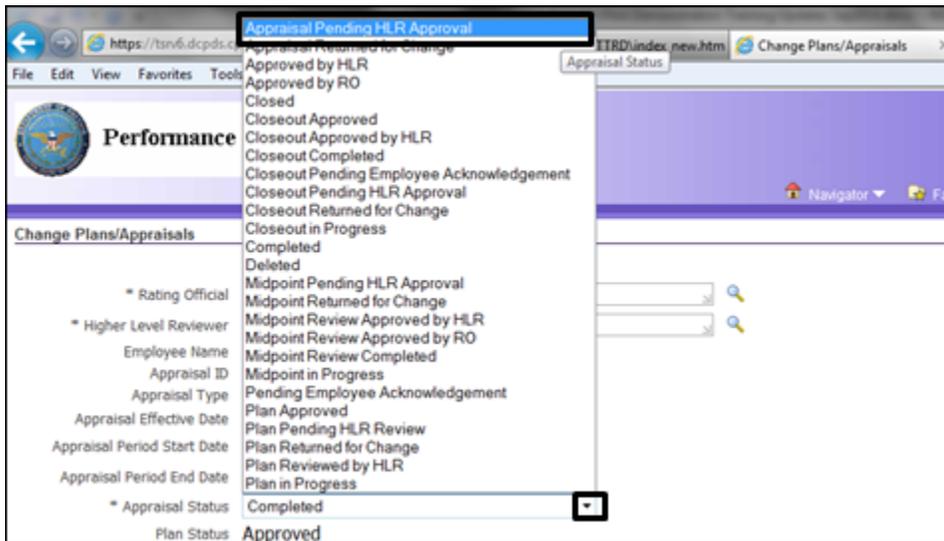
The following PAA Statuses can be changed through this process when the PAA identified is the **most recent** performance evaluation for the employee: 1) Approved by HLR; 2) Approved by RO; 3) Closeout Approved by HLR; 4) Closeout in Progress; 5) Completed. Use caution when using this process as this undoes the Performance Evaluation approvals for all previously completed approval steps 2 through 4.

On the List of Plans/Appraisal page, enter the Appraisal ID or the name of the Rating Official, the Employee Name and the Appraisal Year and then select the 'Find' button to locate the employee's PAA. The Current PAA Status can also be entered to limit the search results.

Under the 'Action' column, select 'Go' next to 'Update' for the PAA to be changed to display the Change Plans/Appraisals page.

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Plan Status	Current PAA Status	Appraisal ID	Owner	Action
		09-Sep-2014	01-Oct-2013	30-Sep-2014	Annual Appraisal - DCIPS	Approved	Completed	35043		Update Go

Select the Appraisal Status 'Appraisal Pending HLR Approval' for Appraisal Types 'Annual Appraisal – DCIPS' and 'Closeout – Early Annual – DCIPS' or the Appraisal Status 'Closeout Pending HLR Approval' for Appraisal Type 'Closeout – DCIPS'.



Select 'Apply' to complete the action.

Change Plans/Appraisals

Cancel Apply

* Rating Official: IVY Wakabayashi, Robbie I

* Higher Level Reviewer: CPMS Audirsch, Timmy B

Employee Name: CPMS Baade, Camella E

Appraisal ID: 35043

Appraisal Type: Annual Appraisal - DCIPS

Appraisal Effective Date: 09-Sep-2014

Appraisal Period Start Date: 01-Oct-2013

Appraisal Period End Date: 30-Sep-2014

* Appraisal Status: Appraisal Pending HLR Approval

Plan Status: Approved

Cancel Apply

The List of Plans/Appraisals page will then display. Verify that the Current PAA Status was changed.

List of Plans/Appraisals

Search for appraisals in order to print an approved or completed appraisal, close an appraisal, update an appraisal, or track the progress of an appraisal.

TIP Please enter a Rating Official or Employee Name or Appraisal ID. Then select the 'Find' button.

Rating Official: []

Employee Name: []

Current PAA Status: []

Appraisal Year: ALL

Appraisal ID: 35043

Find Clear

Rating Official	Employee Name	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Plan Status	Current PAA Status	Appraisal ID	Owner	Action
		01-Oct-2013		30-Sep-2014	Annual Appraisal - DCIPS	Approved	Appraisal Pending HLR Approval	35043		Update [] Go

Note: Ownership of the PAA is returned to the Reviewing Official with the Status for Step 2 of the 'Approvals & Acknowledgments' process changed to 'Not Started' unless the Rating Official had documented the higher level review by completing Option B in Step 1. In that case, the ownership is returned to the Rating Official with the Status for Step 1 changed to 'Not Started'.

Reviewing Official (Higher Level Reviewer) > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation:

The Performance Plan is now available in the 'Plans/Appraisals In Progress' section for the Reviewing Official (HLR) with the Current PAA Status as 'Appraisal Pending HLR Approval'. Select 'Go' with 'Update' in the Action column and then the 'Performance Evaluation' tab.

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan
--Choose a Plan Type-- **Go**

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
			2014	35043	03-Sep-2014	DCIPS Approved		Appraisal Pending HLR Approval	Update Go

Select the 'Approvals & Acknowledgments' tab. Follow the steps above to either return the Performance Evaluation to the Rating Official for change or to approve the Performance Evaluation and subsequent completion of Steps 3 and 4 to re-complete this Performance Evaluation.

DCIPS PAA HLR

[Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name: [Redacted]
[Show Employee Details](#)

Performance Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants

Performance Evaluation

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments

[Need Help?](#)

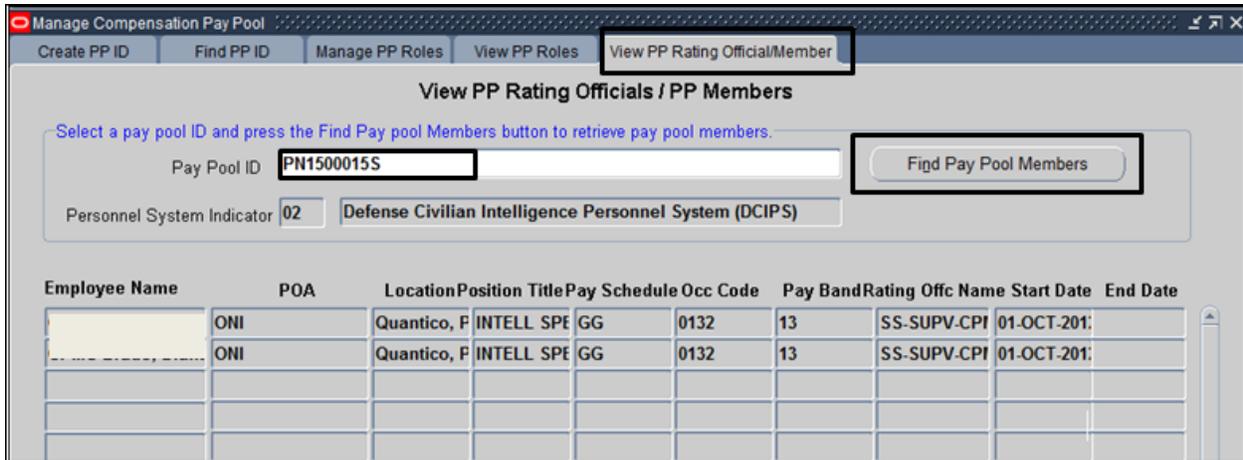
Details/Tasks	Status	Action
Show Step 1: Rating Official Request or Document Higher Level Review	Completed	
Show Step 2: Higher Level Review	Pending Approval	Approve or Return for Change
Show Step 3: Rating Official Document Communication to Employee	Not Started	
Show Step 4: Rating Official Document Employee Acknowledgment	Not Started	Step 3 must be completed

CIV Pay Pool Administrator (PPA) > Manage Pay Pool IDs > View PP Rating Official/Member :

To view the members assigned to your pay pool, select the 'Manage Pay Pool IDs' link.



Select the 'View PP Rating Official/Member' tab. Enter your Pay Pool ID and then select the 'Find Pay Pool Members'. The list of pay pool members will then display.

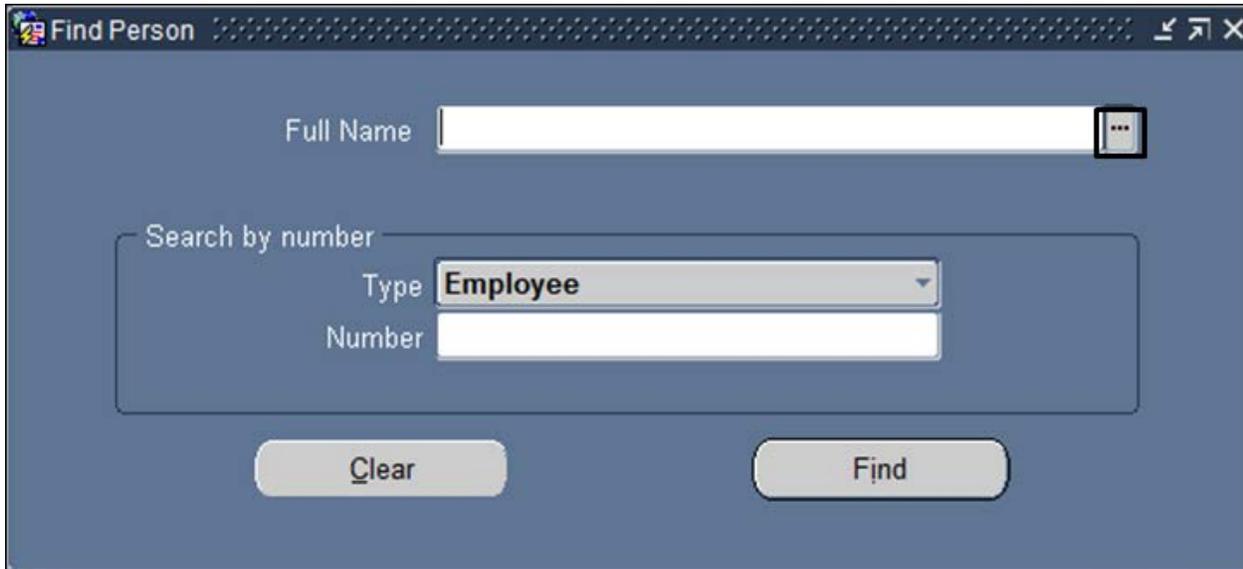


CIV Pay Pool Administrator (PPA) > Manage Employee Pay Pool ID:

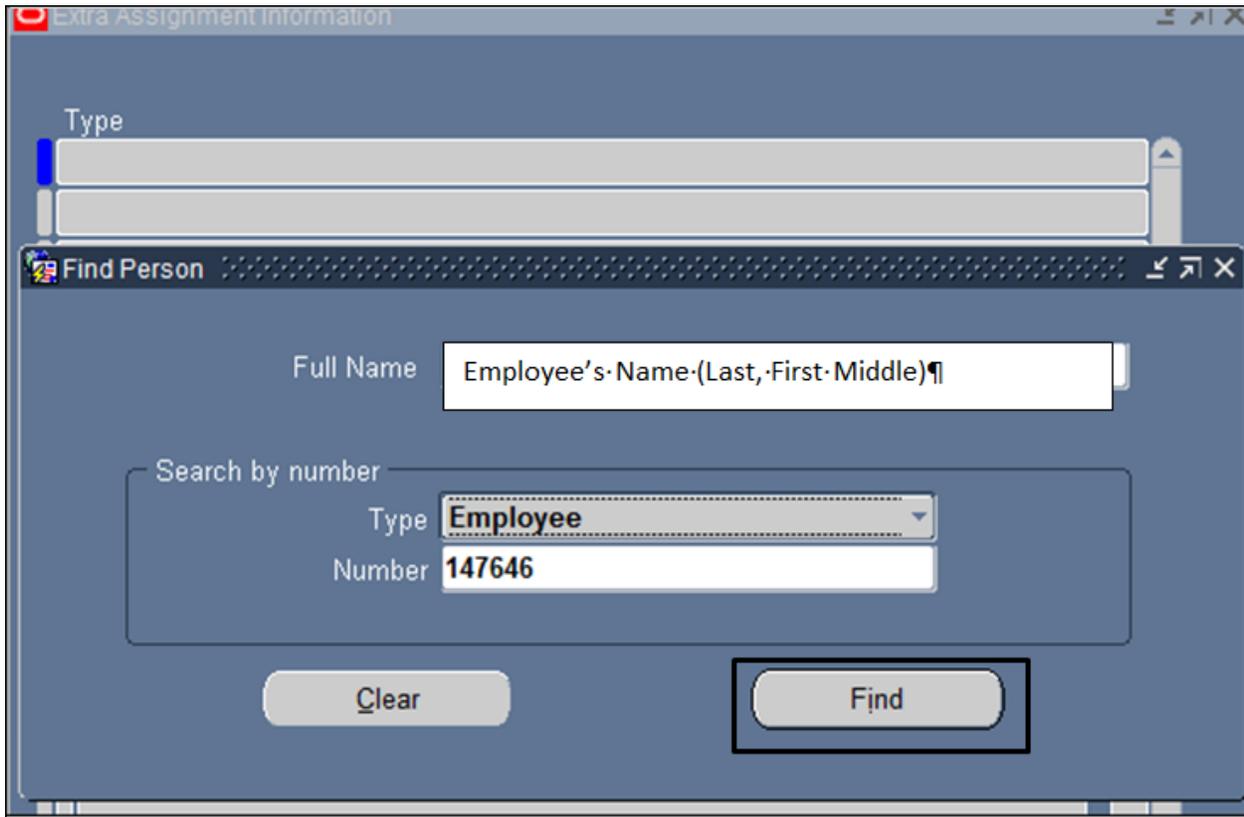
Pay pool members can be added in mass by using the 'Manage Pay Pool Members' link. To add or update the employee's assignment individually, select the 'Manage Employee Pay Pool ID' link.



Enter the employee's name (Last name, first) or partial name and click on the  for list to select from.



Once the Full Name is found/selected, the Full Name and Number will be populated. Select the 'Find' button.



Enter the 'Start Date' and the 'Pay Pool ID' to assign to your Pay Pool and then select 'OK'. Select the 'Save' icon to complete the update. If the employee is already assigned to a pay pool, enter the 'End Date' to end that assignment, click on the next line in the 'Details' area and then enter the 'Start Date' and 'Pay Pool ID' for the new pay pool. Then select 'OK' and 'Save' to complete.

