



**DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM (DCIPS)
Performance Appraisal Application (PAA)
Mock Pay Pool Information
User Guide**

April 2013

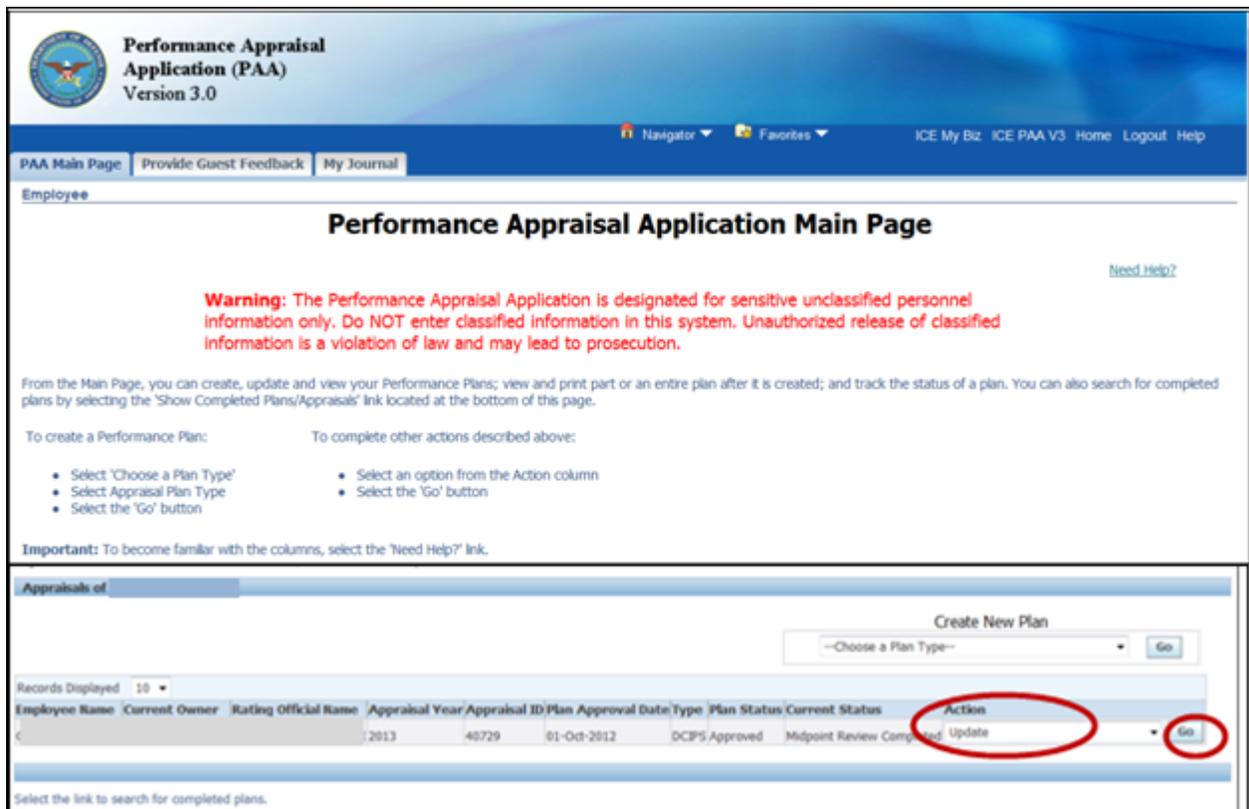
Important Note: The Mock Pay Pool Info tab is only available from February 1st through August 31st.

Mock Pay Pool Info – **Employee View**

Employee logs in to DCPDS, selects “My Biz” and then the “Performance Appraisal Application (PAA)” link.



On the Performance Appraisal Application Main Page, employee can select “View” or “Update” depending on who has ownership of the plan and then “GO”. It is not necessary to ‘own’ the plan to complete the mock employee self assessment. In the example below, the employee is the current owner of the plan and the employee has “Update” in the action column, vice “View”.



DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Select “Mock Pay Pool Info” tab and “Mock Performance Objectives” tab. You can complete the employee mock self assessment by typing information into the blocks, copying from “My Journal” or MS Word, or importing your most current Midpoint Review Assessment by selecting the button “Import Midpoint Review Assessments” if available. If you import your Midpoint Review Assessments, you may add additional information, if desired.

DCIPS Performance Appraisal Application (PAA)

Navigator Favorites ICE My Biz ICE My Performance FAQ Home Logout

DCIPS PAA Employee

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Data Midpoint Review Performance Evaluation Reports/Forms **Mock Pay Pool Info**

Mock Performance Objectives Mock Performance Elements Mock Approvals and Acknowledgments

Mock Assessments and Ratings

[Import Midpoint Review Assessments](#)

This screen allows you to write your mock self assessment.

- Select the 'Radio' button next to the Performance Objective you want to update.
- Mock assessments can be entered manually or imported from the most recent Midpoint Review. The most recent Midpoint Review may be one that is currently in progress.
- Once you have completed your mock self assessment for each performance objective and performance element, select the Mock Approvals and Acknowledgments tab, then select the 'Complete' button to notify your rating official that you have completed your mock self assessment.

Important Note: The information entered in this area is strictly to support mock pay pool deliberations and is not to be considered official documentation of your performance. The Mock Pay Pool Info tab will only be available from February 1st through August 31st. Please note, the mock assessments and ratings information will automatically be purged on September 1st.

Performance Objective Mock Assessments

Mock Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Operational Requirements	Objective Approved
<input type="radio"/>	2	Trouble shooting	Objective Approved
<input type="radio"/>	3	Training and collaboration	Objective Approved
<input type="radio"/>	4	Performance Objective 4	Objective Approved

Mock Performance Objective

Capturing and managing operational requirements for the Maritime Common Intelligence Picture. The COP/CP should be in compliance with the existing requirements, management processes, procedures and regulations at ONI. Additionally the operational requirements should be supported by the tracking of systems and capabilities through metrics providing a baseline for improvement of the COP/CP. This objective is aligned with ONI strategic objectives to provide the right tools that provide the customers, analysts, and support personnel with responsive and reliable Information Technology.

Measurables:

Employee Mock Self Assessment

(Limit to 2000 characters) Counter

Rating Official Mock Assessment

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Select "Mock Performance Elements" tab and complete the employee mock self assessments.

DCIPS Performance Appraisal Application (PAA)

Navigator Favorites ICE My Biz ICE My Performance FAQ Home Logout

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 **Mock Pay Pool Info**
Mock Performance Objectives **Mock Performance Elements** Mock Approvals and Acknowledgments

Mock Performance Elements

[Import Midpoint Review Assessments](#) [Need Help?](#)

This screen allows you to write your mock self assessment.

- Select the "Radio" button next to the Performance Element you want to update.
- Mock performance elements are entered manually or imported from the most recent Midpoint Review. The most recent Midpoint Review may be one that is currently in progress.
- Once you have completed your mock self assessment for each performance element and performance objective, select the Mock Approvals and Acknowledgments tab, then select the "Complete" button to notify your rating official that you have completed your mock self assessment.

Important Note: The information entered in this area is strictly to support mock pay pool deliberations and is not to be considered official documentation of your performance. The Mock Pay Pool Info tab will only be available from February 1st through August 31st. Please note, the mock assessments and ratings information will automatically be purged on September 1st.

Performance Element Mock Assessments

Mock 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

Mock 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 Mock Self Assessment

Employee Self Assessment PE 1 thru 6

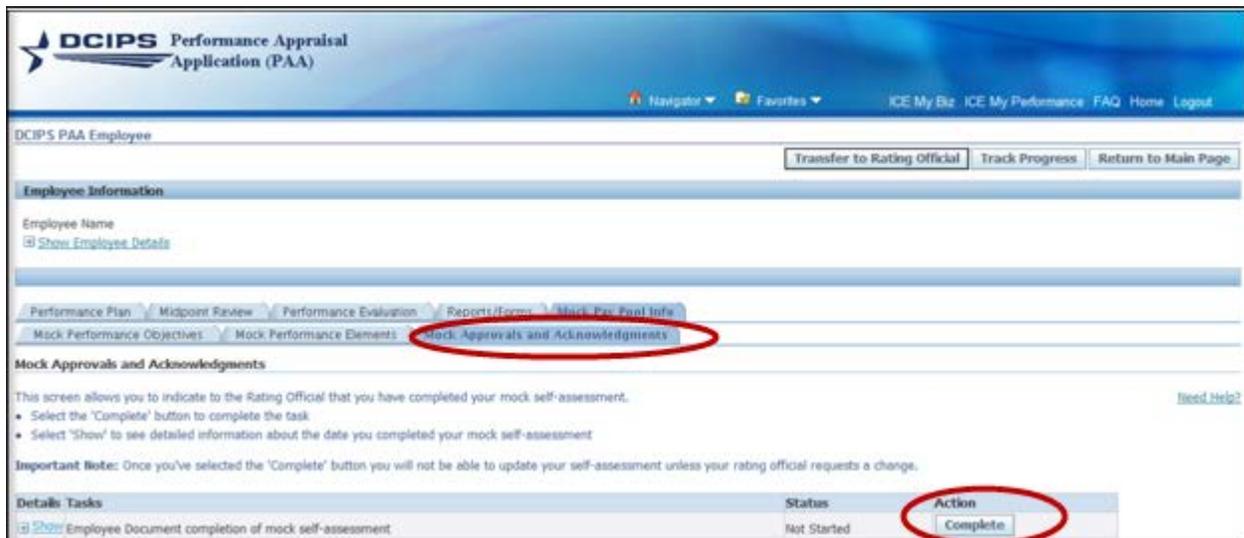
(Limit to 2000 characters) Counter

Rating Official Mock Assessment

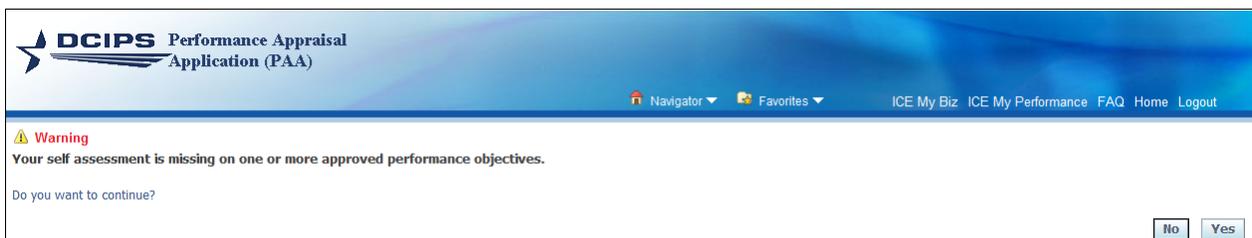
[Save and Return to Top of Page](#)

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

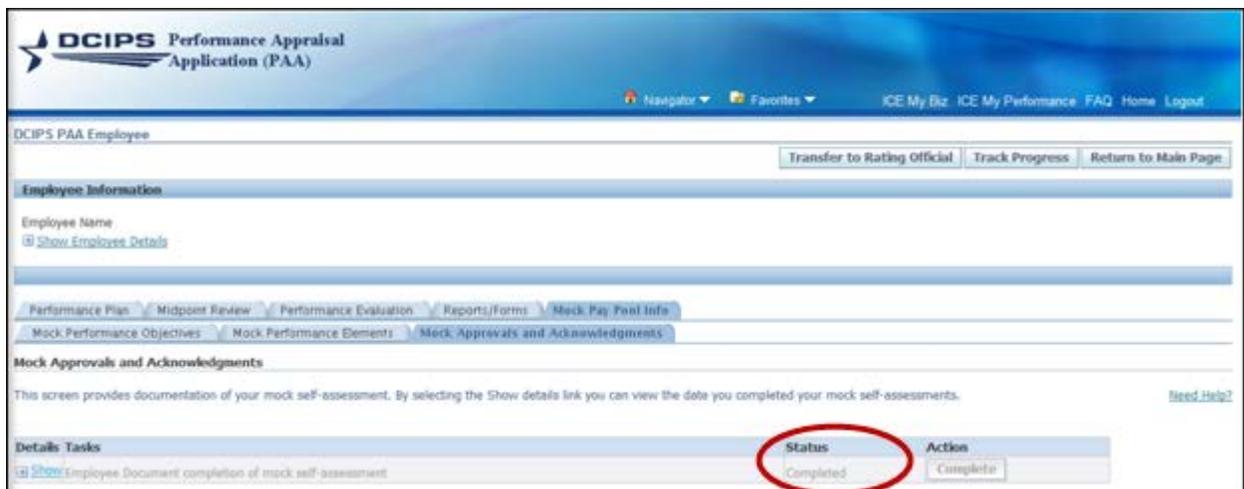
When all Mock Self Assessments are complete, select “Mock Approvals and Acknowledgments” tab; then select the “Complete” button under the Action column. Once completed, no further changes can be made by the employee unless requested by the Rating Official.



If you overlook entering any portion of your mock self assessment, you will receive a warning message, and will be asked if you want to continue. If you select ‘yes’, you are finished with your mock self assessments. If you select ‘no’, you will be given an opportunity to complete the unfinished portion; once completed, then return to the “Mock Approvals and Acknowledgments” tab and select the ‘Complete’ button.



The Status will change to “Completed” on the ‘Complete’ button is selected.

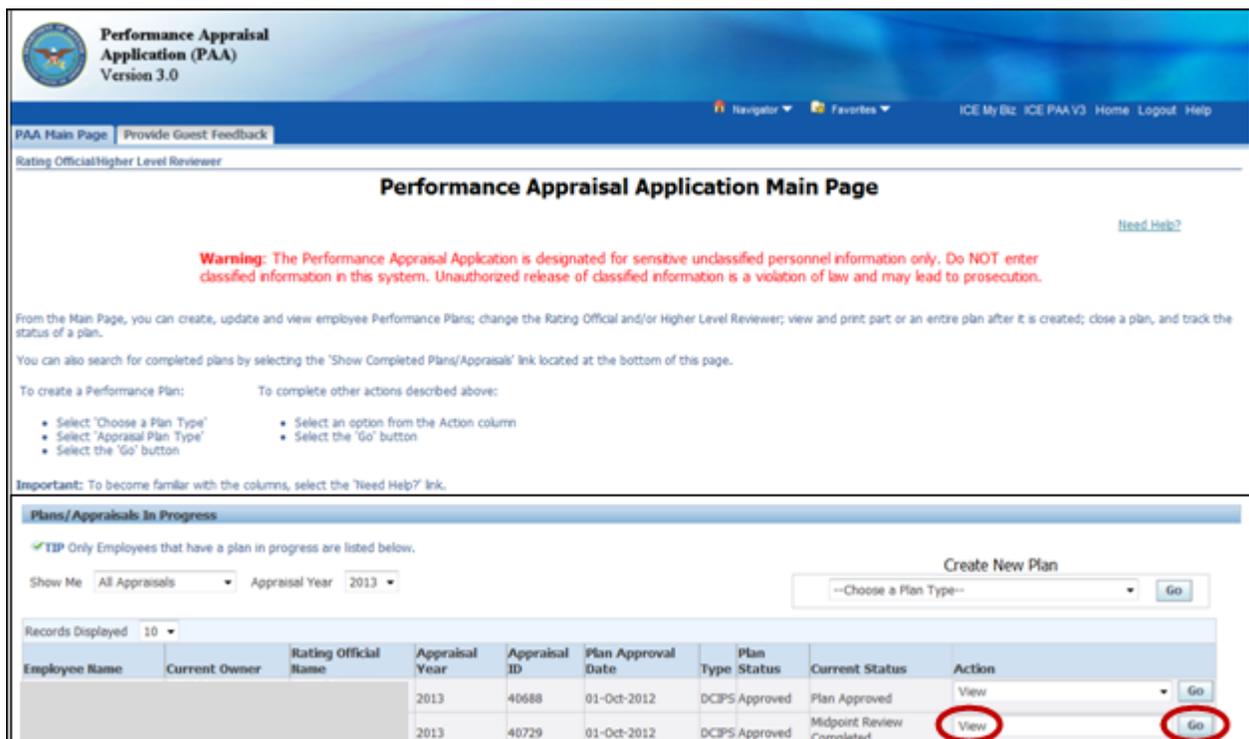


Mock Pay Pool Info - **Rating Official View**

Rating Official logs in to DCPDS, selects “My Workplace” and then “Performance Appraisal Application (PAA)” link.



Select the “Go” button on either the “Update” or “View” entry in the Action column. Note: It is not necessary to ‘own’ the plan to complete the mock pay pool assessments. The Rating Official can complete mock pay pool actions with “View” or “Update” in the Action Column.



DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Select "Mock Pay Pool Info" tab, followed by "Mock Performance Objectives" tab. Rating Official mock assessments may be completed by typing information directly into the Rating Official Mock Assessment blocks, copying from MS Word, or importing the most current Rating Official's Midpoint Review Assessments by selecting the button "Import Midpoint Review Assessments". You may import the Rating Official's Midpoint Review Assessments and then add additional information if desired. Each Mock Performance Objective should receive a mock rating.

The screenshot displays the DCIPS PAA Rating Official interface. At the top, there are navigation buttons: "Retrieve Appraisal", "Track Progress", and "Return to Main Page". Below this is the "Employee Information" section with a "Show Employee Details" link. A horizontal menu contains several tabs, with "Mock Performance Objectives" and "Mock Pay Pool Info" circled in red. Below the menu is the "Mock Assessments and Ratings" section, featuring a "Retrieve from Higher Level Reviewer" button and a circled "Import Midpoint Review Assessments" button. A text box explains the screen's purpose and includes a circled instruction: "Select the Radio button next to the performance objective you want to evaluate." Below this is an "Important Note" regarding the availability of the information. The main section is titled "Performance Objective Mock Assessments" and includes fields for "Appraisal Type" (Annual Appraisal - DCIPS), "Appraisal Period End Date" (30-Sep-2013), "Appraisal Period Start Date" (01-Oct-2012), and "Appraisal Effective Date". A table lists "Mock Performance Objectives" with columns for "Select", "Number", "Performance Objective Title", "Status", and "Rating". The table contains four rows, with the first row selected. Below the table is a "Mock Performance Objective" text area containing details about technology and measurable requirements. The "Employee Mock Self Assessment" section has a text input field for "Employee Self Assessment PO 1". The "Rating Official Mock Assessment" section features a large text area for the rating official's assessment, with a "Spell Check" button and a "Counter" field. At the bottom, there is a "Performance Objective Mock Rating" dropdown menu, which is circled in red, and a "Save and Return to Top of Page" button.

Select	Number	Performance Objective Title	Status	Rating
<input checked="" type="radio"/>	1	Operational Requirements	Objective Approved	
<input type="radio"/>	2	Trouble shooting	Objective Approved	
<input type="radio"/>	3	Training and collaboration	Objective Approved	
<input type="radio"/>	4	Performance Objective 4	Objective Approved	

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Complete the assessments for the “Mock Performance Objectives”; assign mock ratings and then select the “Mock Performance Elements” tab. Complete the assessments for the “Mock Performance Elements” and assign mock ratings.

DCIPS PAA Rating Official

Retrieve Appraisal Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation Reports/Forms Manage Guest Participants **Mock Pay Pool Info**

Mock Performance Objectives **Mock Performance Elements** Mock Performance Evaluation Ratings Mock Approvals and Acknowledgments

Mock Performance Elements

Retrieve from Higher Level Reviewer Import Midpoint Review Assessments [Need Help?](#)

This screen allows you to view your employee's performance elements mock self assessment and write your performance element evaluations to support the mock pay pool deliberations.

- Select the "Radio" button next to the performance element you want to update.
- Mock assessments are taken annually, generally following the most recent interim review. The most recent interim review may be one that is currently in progress.
- Once all Mock Assessments and Mock Ratings have been assigned to performance element, select the Mock Performance objective Assessments tab or Mock Performance Evaluation Ratings tab.

Important Note: The information entered in this area is strictly to support mock pay pool deliberations and is not to be considered official documentation of the employee's performance. The Mock Pay Pool Info tab will only be available from February 1st through August 31st. Please note, the mock assessments and ratings information will automatically be purged on September 1st.

Performance Element Mock Assessments

Appraisal Type: Annual Appraisal - DCIPS
Appraisal Period End Date: 30-Sep-2013
Appraisal Period Start Date: 01-Oct-2012
Appraisal Effective Date:

Mock Performance Elements

Select Number	Performance Element	Rating
<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	

Mock 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 Mock Self Assessment

Employee Self Assessment PE 1 thru 6

Rating Official Mock Assessment

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

Performance Element Mock Rating

Performance Element Mock Rating

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

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Select the “Performance Evaluation Mock Ratings” tab to view all mock ratings.

DCIPS PAA Rating Official

Retrieve Appraisal | Track Progress | Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | **Mock Performance Evaluation Ratings** | Mock Approvals and Acknowledgments

Mock Performance Evaluation Ratings

This screen allows you to review the Mock performance Objective Ratings, Mock performance elements Ratings and Mock Performance Evaluation Ratings. [Need Help?](#)

Important Note: The information entered in this area is strictly to support mock pay pool deliberations and is not to be considered official documentation of the employee's performance. The Mock Pay Pool Info tab will only be available from February 1st through August 31st. Please note, the mock assessments and ratings information will automatically be purged on September 1st.

Mock Performance Evaluation

Appraisal Type: Annual Appraisal - DCIPS
Appraisal Period End Date: 30-Sep-2013
Appraisal Period Start Date: 01-Oct-2012
Appraisal Effective Date:

Mock Performance Objective Ratings

Order	Objective Title	Status	Rating
1	Operational Requirements	APPROVED	4
2	Trouble shooting	APPROVED	3
3	Training and collaboration	APPROVED	3
4	Performance Objective 4	APPROVED	3

Mock Performance Elements Ratings

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

Mock Performance Evaluation Rating

Mock Performance Objective Rating: 3.3
Mock Performance Element Rating: 3.2
Mock Overall Rating: 3.3
Mock Evaluation of Record: 3 - Successful

When all mock assessments and mock ratings are complete, select the “Mock Approvals and Acknowledgments” tab.

Note: Employees are unable to view mock assessments entered by a Rating Official until the assessments and ratings are approved by the Reviewing Official. Once approved by the Reviewing Official, the employee can view the Rating Official Mock Assessment information only; the mock ratings will not be visible to the employee.

DCIPS PAA Rating Official

Retrieve Appraisal | Track Progress | Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants | Mock Pay Pool Info

Mock Performance Objectives | Mock Performance Elements | Mock Performance Evaluation Ratings | **Mock Approvals and Acknowledgments**

Mock Approvals and Acknowledgments

This screen provides information regarding the status of your employee's mock self assessment. [Need Help?](#)

- To allow the employee to modify their mock self-assessment, select the 'Start' button for Step 2.
- To request or document higher level review, select the 'Start' button for Step 3.
- Select 'Show' to see detailed information about a completed step

Important Note: This approval is strictly for mock purposes to support pay pool deliberations and is not to be considered official documentation of the employee's performance.

Show All Details | Hide All Details

Details	Status	Action
Show Step 1: Employee Document completion of mock self-assessment	Completed	
Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started	Start
Show Step 3: Rating Official Request or Document Higher Level Review.	Not Started	Start
Show Step 4: Higher Level Review	Not Started	

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

If the employee has not completed all mock self assessments or to allow the employee to modify their self assessments, if needed, the 'Start' button for Step 2 is available. You may complete Step 2 by selecting "Start" to allow the employee access to complete or modify their mock self assessments. Select "Start" for Step 3 "Rating Official – Request or Document Higher Level Review" to request or document the higher level review.

DCIPS PAA Rating Official

Retrieve Appraisal | Track Progress | Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants | Mock Pay Pool Info

Mock Performance Objectives | Mock Performance Elements | Mock Performance Evaluation Ratings | Mock Approvals and Acknowledgments

Mock Approvals and Acknowledgments

This screen provides information regarding the status of your employee's mock self assessment. [Need Help?](#)

- To allow the employee to modify their mock self-assessment, select the 'Start' button for Step 2.
- To request or document higher level review, select the 'Start' button for Step 3.
- Select 'Show' to see detailed information about a completed step

Important Note: This approval is strictly for mock purposes to support pay pool deliberations and is not to be considered official documentation of the employee's performance.

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

Details Tasks	Status	Action
Show Step 1: Employee Document completion of mock self- assessment	Completed	
Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started	Start
Show Step 3: Rating Official Request or Document Higher Level Review.	Not Started	Start
Show Step 4: Higher Level Review	Not Started	

Use Option A or Option B to obtain/document Reviewing Official (HLR) approval as required. Selecting Option A requires action by the Reviewing Official to approve the mock assessments/ratings. The Rating Official can document approval by the Reviewing Official by using Option B.

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants | Mock Pay Pool Info

Mock Performance Objectives | Mock Performance Elements | Mock Performance Evaluation Ratings | Mock Approvals and Acknowledgments

Mock Approvals and Acknowledgments

This screen provides information regarding the status of your employee's mock self assessment. [Need Help?](#)

- To allow the employee to modify their mock self-assessment, select the 'Start' button for Step 2.
- To request or document higher level review, select the 'Start' button for Step 3.
- Select 'Show' to see detailed information about a completed step

Important Note: This approval is strictly for mock purposes to support pay pool deliberations and is not to be considered official documentation of the employee's performance.

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

Details Tasks	Status	Action
Show Step 1: Employee Document completion of mock self- assessment	Completed	
Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started	Start
Hide Step 3: Rating Official Request or Document Higher Level Review.	Not Started	Start

Option A - Assigned to the Higher Level Reviewer (HLR)

Name	Title
<input type="text"/>	Rating Official
<input type="text"/>	Higher Level Reviewer

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

Higher Level Reviewer Method of Review

Review Date Other Method

[Show](#) Step 4: Higher Level Review | Not Started

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

When Option A is selected, Step 4 will show "Pending Approval."

DCIPS PAA Rating Official

Retrieve Appraisal | Track Progress | Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan | Midpoint Review | Performance Evaluation | Reports/Forms | Manage Guest Participants | Mock Pay Pool Info

Mock Performance Objectives | Mock Performance Elements | Mock Performance Evaluation Ratings | Mock Approvals and Acknowledgments

Mock Approvals and Acknowledgments

This screen provides information regarding the status of your employee's mock self assessment. [Need Help?](#)

- To allow the employee to modify their mock self-assessment, select the 'Start' button for Step 2.
- To request or document higher level review, select the 'Start' button for Step 3.
- Select 'Show' to see detailed information about a completed step

Important Note: This approval is strictly for mock purposes to support pay pool deliberations and is not to be considered official documentation of the employee's performance.

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

Details Tasks	Status	Action
Show Step 1: Employee Document completion of mock self- assessment	Completed	
Show Step 2: Rating Official Allow employee to modify self-assessment, if needed.	Not Started	<input type="button" value="Start"/>
Show Step 3: Rating Official Request or Document Higher Level Reviews.	Not Started	<input type="button" value="Start"/>
Show Step 4: Higher Level Review	Pending Approval	

If employee's mock self assessments are not complete, the Rating Official will receive a warning message. Select 'No' to stop the process or select 'Yes' to continue.

DCIPS Performance Appraisal Application (PAA)

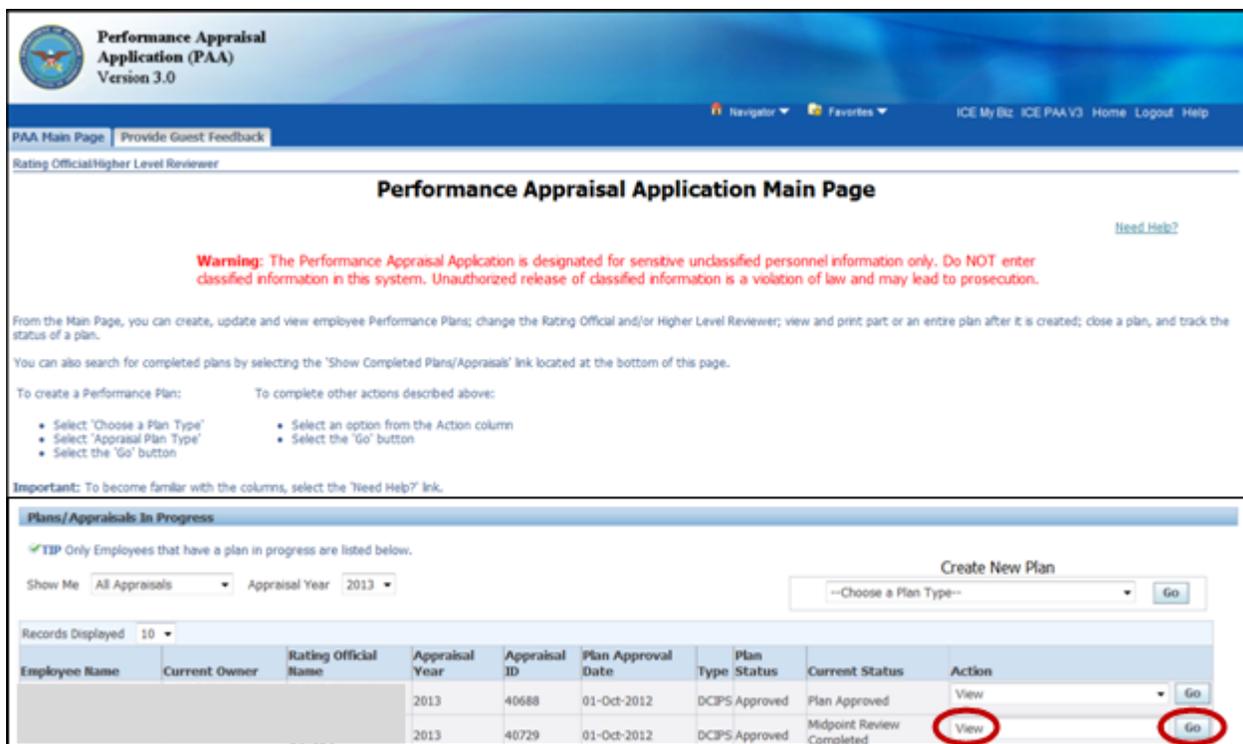
Navigator | Favorites | ICE My Biz | ICE My Performance | FAQ | Home | Logout

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

Do you want to continue?

Mock Pay Pool Info - **Reviewing Official (Higher Level Reviewer) View**

Reviewing Official logs into DCPDS, selects “My Workplace” and then the “Performance Appraisal Application (PAA)” link. Note: It is not necessary to have ‘update’ in the Action column to complete the Reviewing Official Approval of the mock assessments and ratings. Reviewing Official will select “Go” on either “View” or “Update” in the Action column to proceed.



DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Reviewing Official selects “Mock Pay Pool Info” tab and then “Mock Performance Objectives” tab to review Employee and Rating Official mock assessments and ratings for the Performance Objectives.

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

[Performance Evaluation](#)
[Reports/Forms](#)
[Manage Guest Participants](#)
[Mock Pay Pool Info](#)

[Mock Performance Objectives](#)
[Mock Performance Elements](#)
[Mock Performance Evaluation Ratings](#)
[Mock Approvals & Acknowledgments](#)

Mock Performance Objectives [Need Help?](#)

This screen allows you to view your employee's performance objective, performance elements and mock self assessments provided to support the mock pay pool deliberations.

- Select the 'Radio' button next to the Performance Objective or Performance Element you wish to view.
- Select the appropriate tab to view employee Mock Performance Objectives, Mock Performance Elements, and/or Approvals and Acknowledgments

Important Note:The information entered in this area is strictly to support mock pay pool deliberations and is not to be considered official documentation of the employee's performance. The Mock Pay Pool Info tab will only be available from February 1st through August 31st. Please note, the mock assessments and ratings will automatically be purged on September 1st

Mock Performance Objective Assessments

Appraisal Type: **Annual Appraisal - DCIPS** Appraisal Period Start Date: **01-Oct-2012**
 Appraisal Period End Date: **30-Sep-2013** Appraisal Effective Date

Mock Performance Objectives

Appraisal Type: **Annual Appraisal - DCIPS** Appraisal Period Start Date: **01-Oct-2012**
 Appraisal Period End Date: **30-Sep-2013** Appraisal Effective Date

Select	Number	Performance Objective/Title	Status	Rating
<input checked="" type="radio"/>	1	Operational Requirements	Objective Approved	4
<input type="radio"/>	2	Trouble shooting	Objective Approved	3
<input type="radio"/>	3	Training and collaboration	Objective Approved	3
<input type="radio"/>	4	Performance Objective 4	Objective Approved	3

Mock Performance Objective

Capturing and managing operational requirements for the Maritime Common Intelligence Picture. The COP/CP should be in compliance with the existing requirements, management processes, procedures and regulations at ONI. Additionally the operational requirements should be supported by the tracking of systems and capabilities through metrics providing a baseline for improvement of the COP/CP. This objective is aligned with ONI strategic objectives to provide the right tools that provide the customers, analysts, and support personnel with responsive and reliable Information Technology.
 Measurables:

Employee Mock Self Assessment

Employee Self Assessment PG 1

Rating Official Mock Assessment

Rating Official mock assessment for PG 1

Performance Objective Mock Rating

Performance Objective Mock Rating 4

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Reviewing Official selects “Mock Pay Pool Info” tab and then “Mock Performance Elements” tab to review Employee and Rating Official mock assessments and ratings for the Performance Elements.

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 | **Mock Pay Pool Info**

Mock Performance Objectives | **Mock Performance Elements** | Mock Performance Evaluation Ratings | Mock Approvals & Acknowledgments

Mock Performance Elements [Need Help?](#)

This screen allows you to view your employee's Performance Elements Self-Assessment and the Rating Official's evaluation information and recommended rating.

- Select the 'Radio' button next to the performance element you want to view.
- Select the Mock Performance Evaluation Ratings tab to continue your review.

Important Note:The information entered in this area is strictly to support mock pay pool deliberations and is not to be considered official documentation of the employee's performance. The Mock Pay Pool Info tab will only be available from February 1st through August 31st. Please note, the mock assessments and ratings will automatically be purged on September 1st

Performance Element Mock Assessments

Appraisal Type **Annual Appraisal - DCIPS** Appraisal Period Start Date **01-Oct-2012**
Appraisal Period End Date **30-Sep-2013** Appraisal Effective Date

Mock Performance Elements

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

Mock Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting end/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 Mock Self Assessment

Employee Self Assessment PE 1 thru 6

Rating Official Mock Assessment

Rating Official Mock Assessment PE 1 thru 6

Performance Element Mock Rating

Performance Element Mock Rating 4

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Reviewing Official selects “Mock Pay Pool Info” tab and then “Mock Performance Evaluation Ratings” tab to review Mock Performance Objective and Mock Performance Elements ratings and the Mock Performance Evaluation Rating which includes the Mock Overall Rating, and Mock Evaluation of Record.

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

Performance Plan Midpoint Review Performance Evaluation **Mock Pay Pool Info** Mock Performance Objectives Mock Performance Elements **Mock Performance Evaluation Ratings** Mock Approvals & Acknowledgments

Mock Performance Evaluation Ratings [Need Help?](#)

This screen allows you to review the recommended Job Objective Ratings and performance element Ratings and the Rating of Record.

Important Note: The information entered in this area is strictly to support mock pay pool deliberations and is not to be considered official documentation of the employee's performance. The Mock Pay Pool Info tab will only be available from February 1st through August 31st. Please note, the mock assessments and ratings will automatically be purged on September 1st.

Mock Performance Evaluation

Appraisal Type **Annual Appraisal - DCIPS** Appraisal Period Start Date **01-Oct-2012**
 Appraisal Period End Date **30-Sep-2013** Appraisal Effective Date

Mock Performance Objective Ratings

Order	Objective Title	Status	Rating
1	Operational Requirements	APPROVED	4
2	Trouble shooting	APPROVED	3
3	Training and collaboration	APPROVED	3
4	Performance Objective 4	APPROVED	3

Mock Performance Elements Ratings

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

Mock Performance Evaluation Rating

Mock Performance Objective Rating **3.3** Mock Overall Rating **3.3**
 Mock Performance Element Rating **3.2** Mock Evaluation of Record **3 - Successful**

DCIPS Performance Appraisal Application (PAA) Mock Pay Pool Info User Guide

Reviewing Official selects “Mock Pay Pool Info” tab and then “Mock Approvals and Acknowledgments” tab to “Approve” or “Return for Change”.

The screenshot shows the DCIPS PAA HLR interface. At the top right, there are buttons for 'Track Progress' and 'Return to Main Page'. Below the 'Employee Information' section, there is a navigation bar with tabs for 'Performance Plan', 'Midpoint Review', 'Performance Evaluation', 'Reports/Forms', 'Manage Guest Participants', 'Mock Pay Pool Info', 'Mock Performance Objectives', 'Mock Performance Elements', 'Mock Performance Evaluation Ratings', and 'Mock Approvals & Acknowledgments'. The 'Mock Approvals & Acknowledgments' sub-tab is selected and circled in red. Below this, there is a table with columns 'Status' and 'Action'. The 'Action' column for the 'Pending Approval' row contains 'Approve' and 'Return for Change' buttons, with the 'Approve' button circled in red.

If Reviewing Official (Step 4) selects “Return for Change” button, Rating Official can make additional changes and/or request employee make changes, then complete Step 3 in Mock Approvals and Acknowledgments again. Reviewing Official can approve the mock assessments and ratings simply by selecting the “Approve” button.

The screenshot shows the DCIPS PAA HLR interface. At the top right, there are buttons for 'Track Progress' and 'Return to Main Page'. Below the 'Employee Information' section, there is a navigation bar with tabs for 'Performance Plan', 'Midpoint Review', 'Performance Evaluation', 'Reports/Forms', 'Manage Guest Participants', 'Mock Pay Pool Info', 'Mock Performance Objectives', 'Mock Performance Elements', 'Mock Performance Evaluation Ratings', and 'Mock Approvals & Acknowledgments'. The 'Mock Approvals & Acknowledgments' sub-tab is selected. Below this, there is a table with columns 'Status' and 'Action'. The 'Action' column for the 'Completed' row contains 'Approve' and 'Return for Change' buttons, with the 'Approve' button circled in red.

The Mock Performance Evaluation process is complete after the Reviewing Official approves. The employee can now view the Rating Official mock assessments but cannot view the mock ratings. Rating Official and Reviewing Official can view mock assessment and rating information. The mock ratings can be extracted in the CWB Download Extract process from 1 April thru 31 August. This mock pay pool information is purged on 1 September of each year.