DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

PAA

Demonstration Training

Summer 2011

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Evaluation Timeline

The PAA

The role of the DCIPS Performance Appraisal Application is to **facilitate** the performance management process, not to enforce rules.

Roles and Responsibilities

Employees

- Understand the link between performance objectives and organizational mission
- Accept accountability for their actions
- Engage dialogue with rating officials and supervisors
- Identify and record accomplishments and results
- Participate in midterm performance reviews

Raters

- Execute performance management consistent with merit systems principles
- Ensure employees are trained
- Work with employees to develop and communicate performance objectives
- Align performance objectives with employee developmental needs and organizational goals
- Communicate the criticality of elements
- Provide meaningful feedback
- Complete performance reviews
- Collaborate with reviewing officials to complete evaluations of record on time
- Prepare end-of-year accomplishments for input into annual performance reviews

Higher Level Reviewer (Reviewing Official)

- Ensure performance plans are in place within established time lines
- Ensure subordinate rating officials are providing performance feedback
- Ensure all performance evaluations are completed on time
- Ensure performance standards are applied consistently by rating officials

Guest Rater

A guest participant is someone, other than the Rating Official or employee who contributes to the appraisal. Rating officials may invite guest participants to provide assessments for consideration when completing employee evaluations. Authorization of guest participants does not alleviate rating officials of their performance management responsibilities to establish performance objectives and expectations, and monitor, review, and evaluate employee performance.

- Guest participants have overseen employees' work at some point during the performance cycle.
- Guest raters can provide feedback on individual performance objectives and performance elements and provide ratings at any stage of the performance cycle.
- Guest reviews can provide overall comments at any stage of the performance cycle, but do not provide ratings.
- The information provided by guest participants is immediately visible to the rating official and higher level reviewer

- The employee will have access to the information after completion of the evaluation.

Note: The guest rater/reviewer is identified via My Workplace or Civ Rating Official on the Performance Appraisal Application main page or by selecting the 'Manage Guest Participant' tab within the PAA. Guest raters/reviewers need not be current rating officials and may provide information via either My Workplace or My Biz.

Trusted Agent

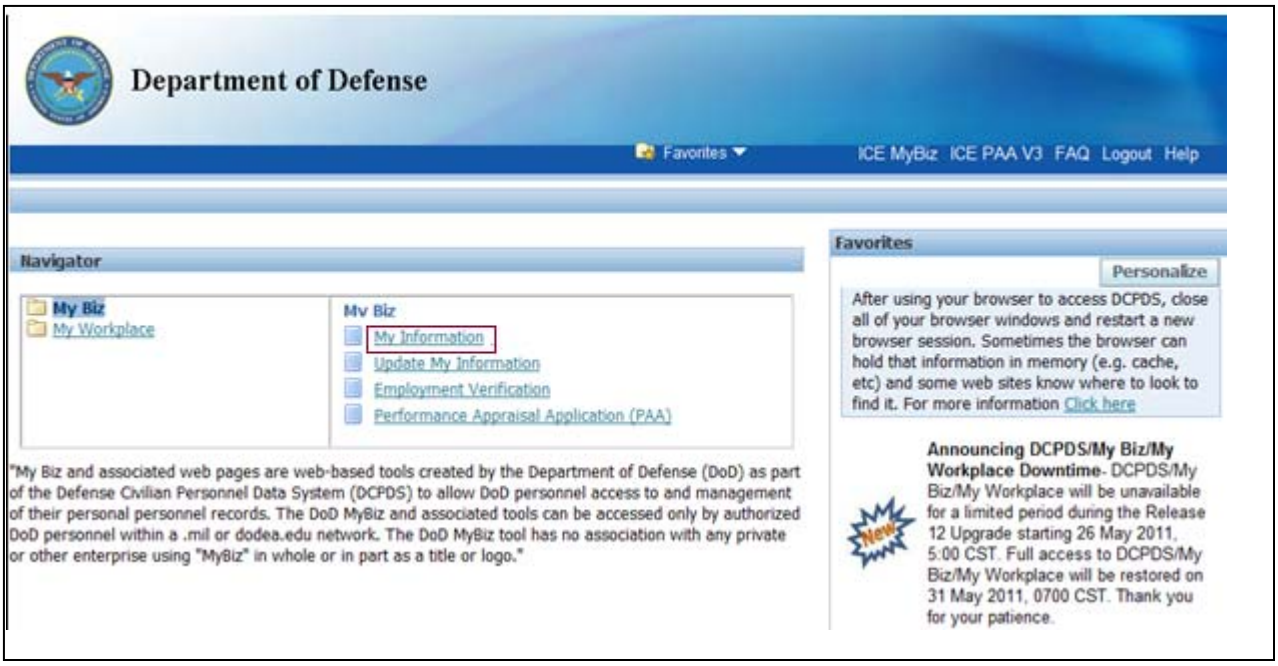
Manage PAA Trusted Agent Authorization allows higher level reviewers and rating officials to assign a trusted agent(s) to act on their behalf within the DCIPS PAA. Authorization of a trusted agent(s) does not alleviate higher level reviewers or rating officials of their performance management responsibilities to establish performance objectives and expectations and monitor, review, and evaluate employee performance.

The purpose of the trusted agent is to allow someone other than higher level reviewers or rating officials to document the decisions made by higher level reviewers or rating officials.

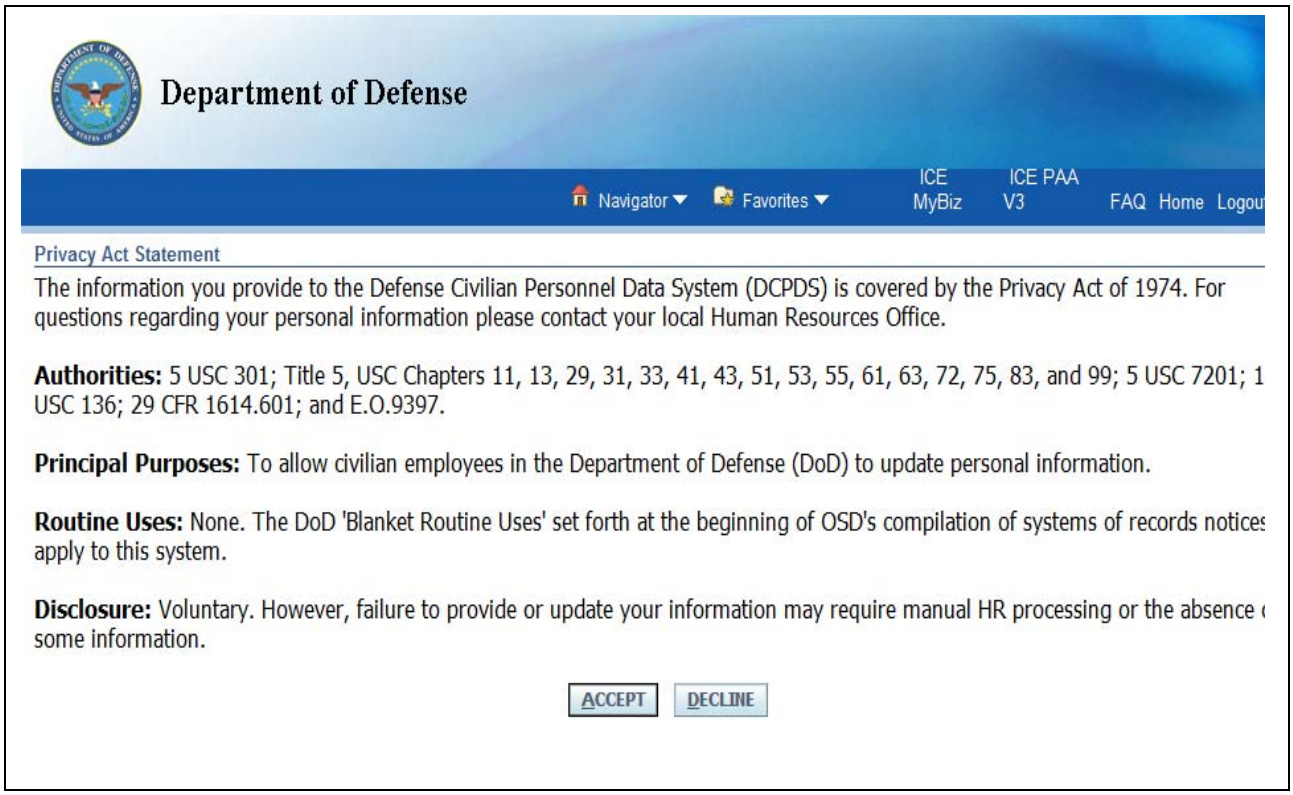
Note: Those individuals appointed as Trusted Agents are assigned the 'CIV Trusted Agent' responsibility. Higher level reviewers and rating officials must approve all PAA activities documented by the Trusted Agent.

Employee > My Biz > My Information

Allows employee to view personal information



Select 'Accept' button to continue.

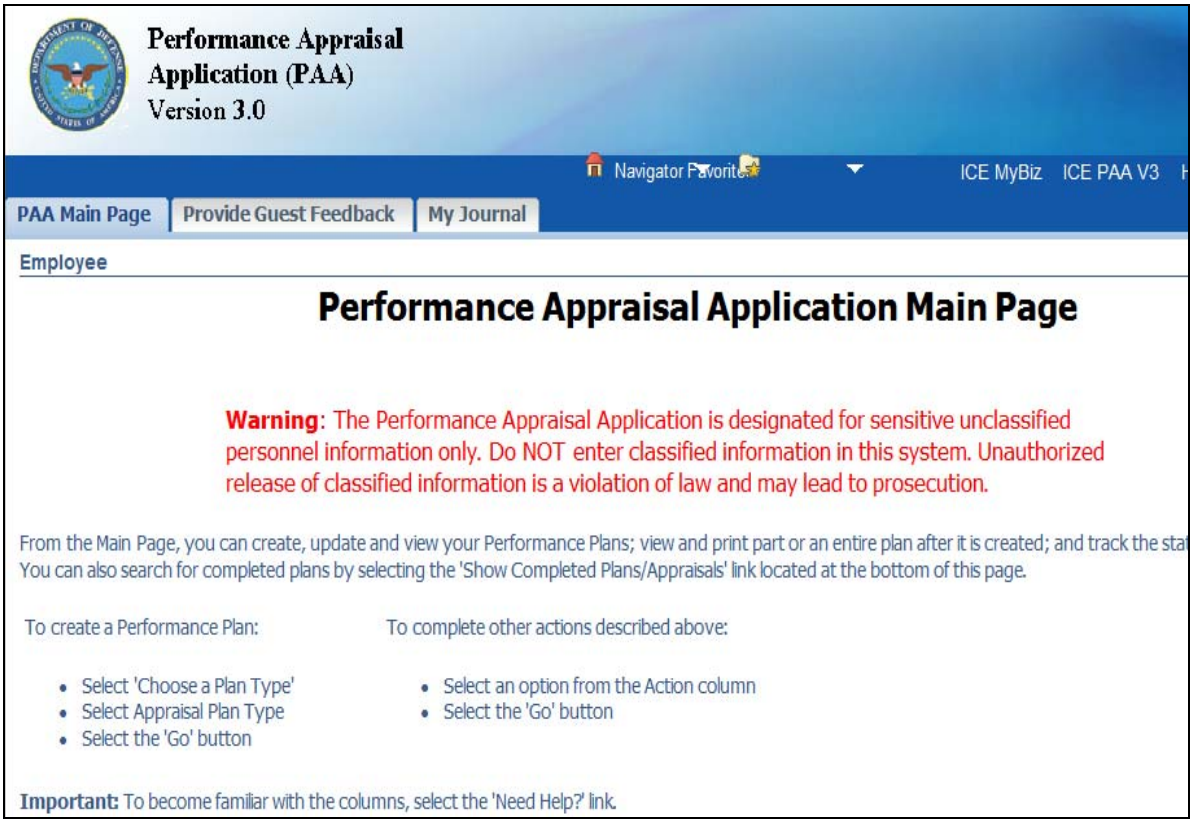


View information under each tab such as appointment, position, personal, salary, etc., by selecting appropriate tab. Select 'Home' link to return to Navigator page.

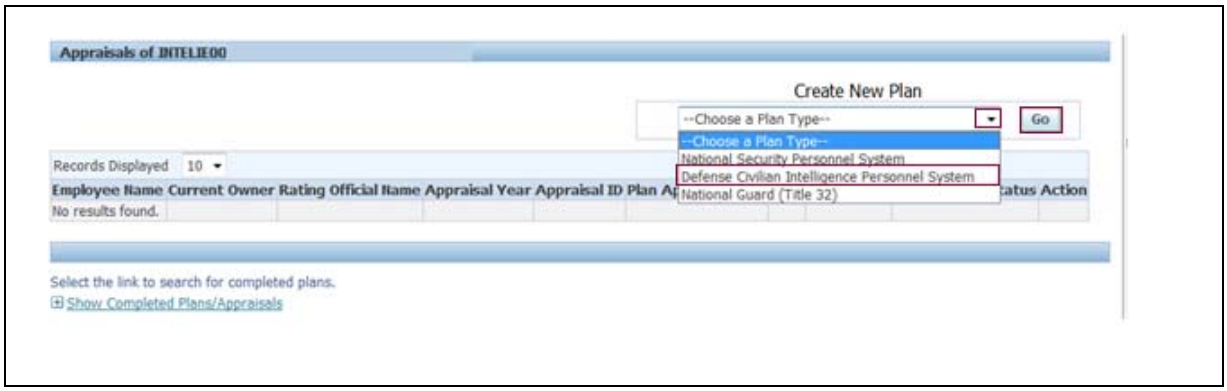
Employee > My Biz > Performance Appraisal Application (PAA)

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

PAA Main Page



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

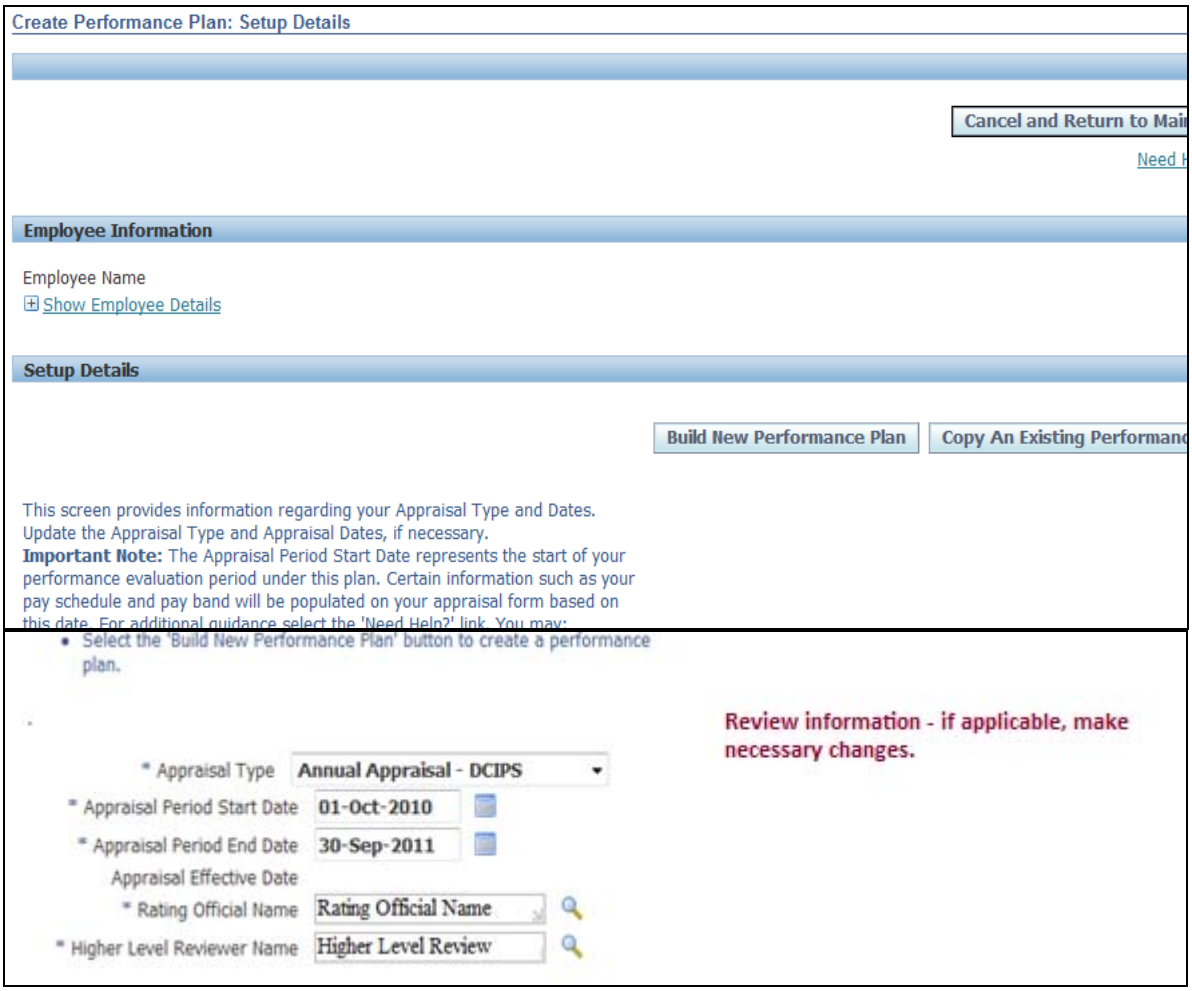


Unclassified Information Only:

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

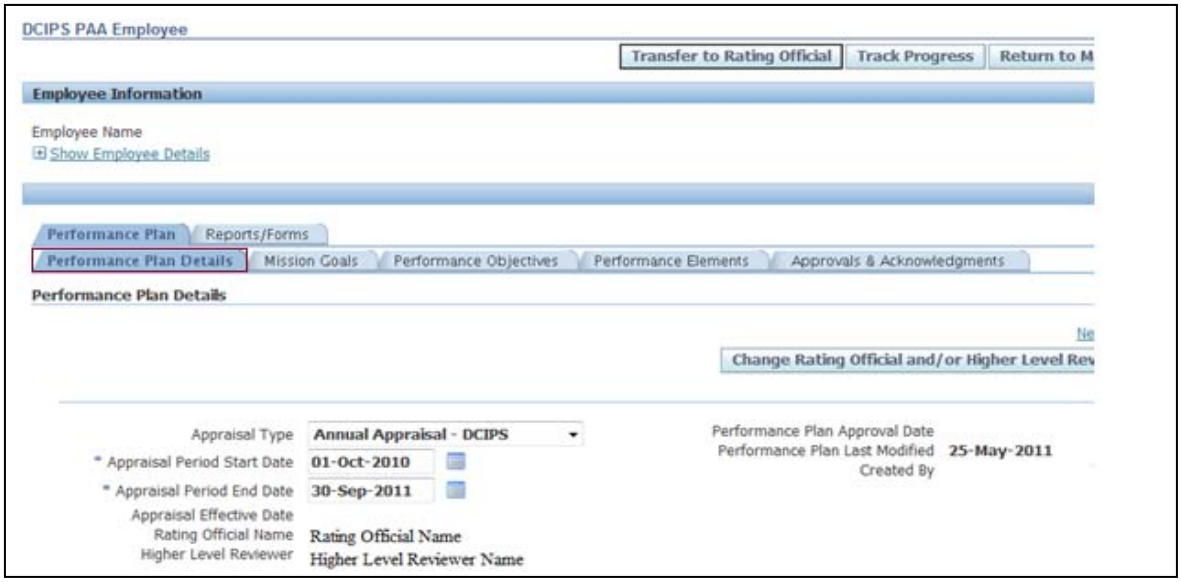
Create Performance Plan: Setup Details:

Review Appraisal type, Appraisal Period Start Date and Appraisal Period End Date and 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 available. Select 'Performance Plan' and 'Performance Plan Details' tab to continue.

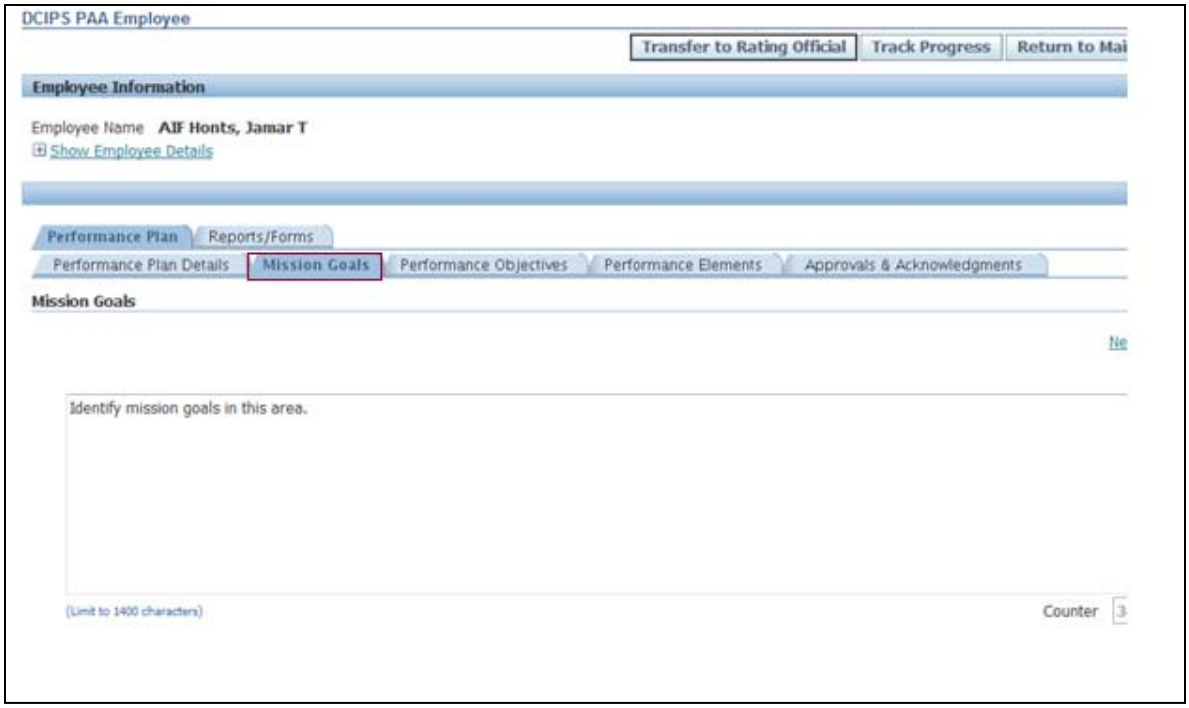
Performance Plan > Performance Plan Details: (Select 'Mission Goals' tab to continue)



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.

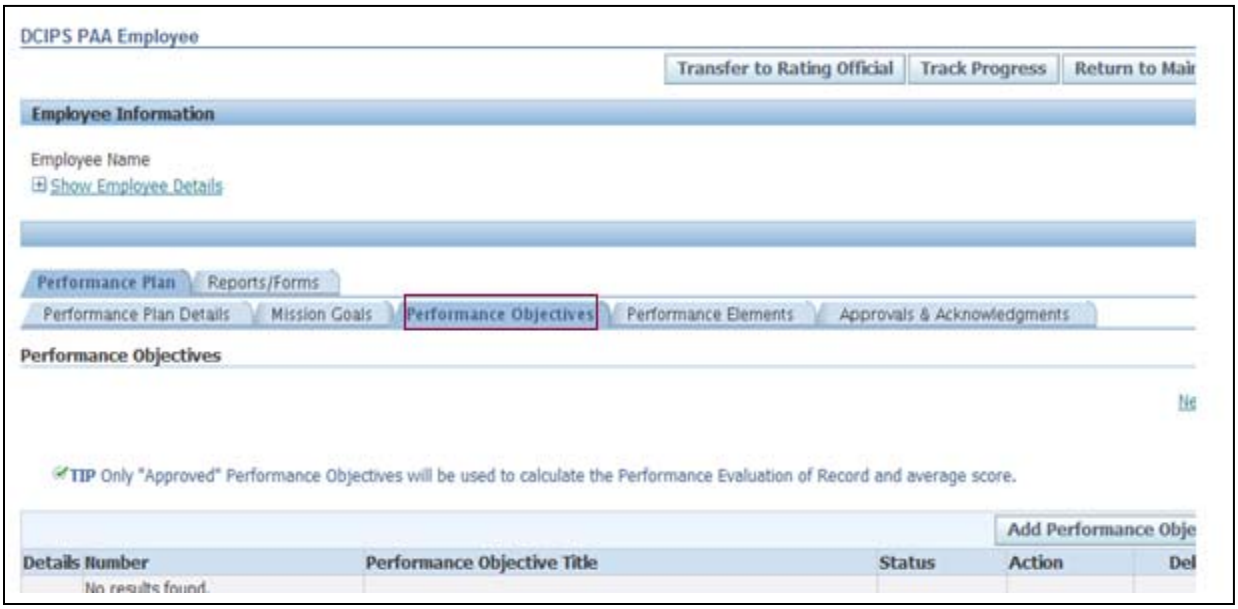
Performance Plan > Mission Goals

Enter Mission Goals in text box.



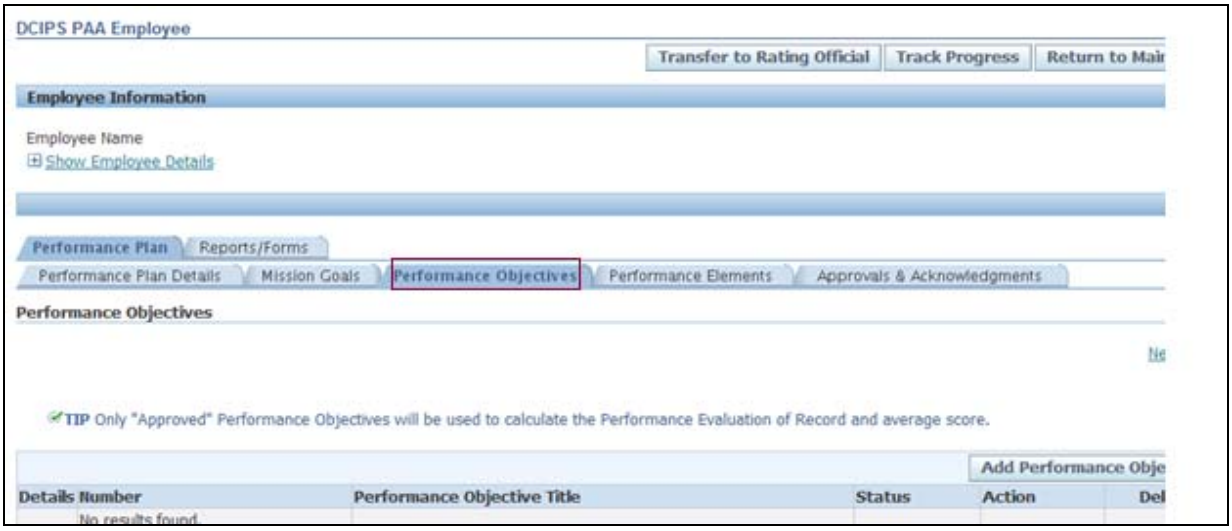
Performance Plan > Performance Objectives

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

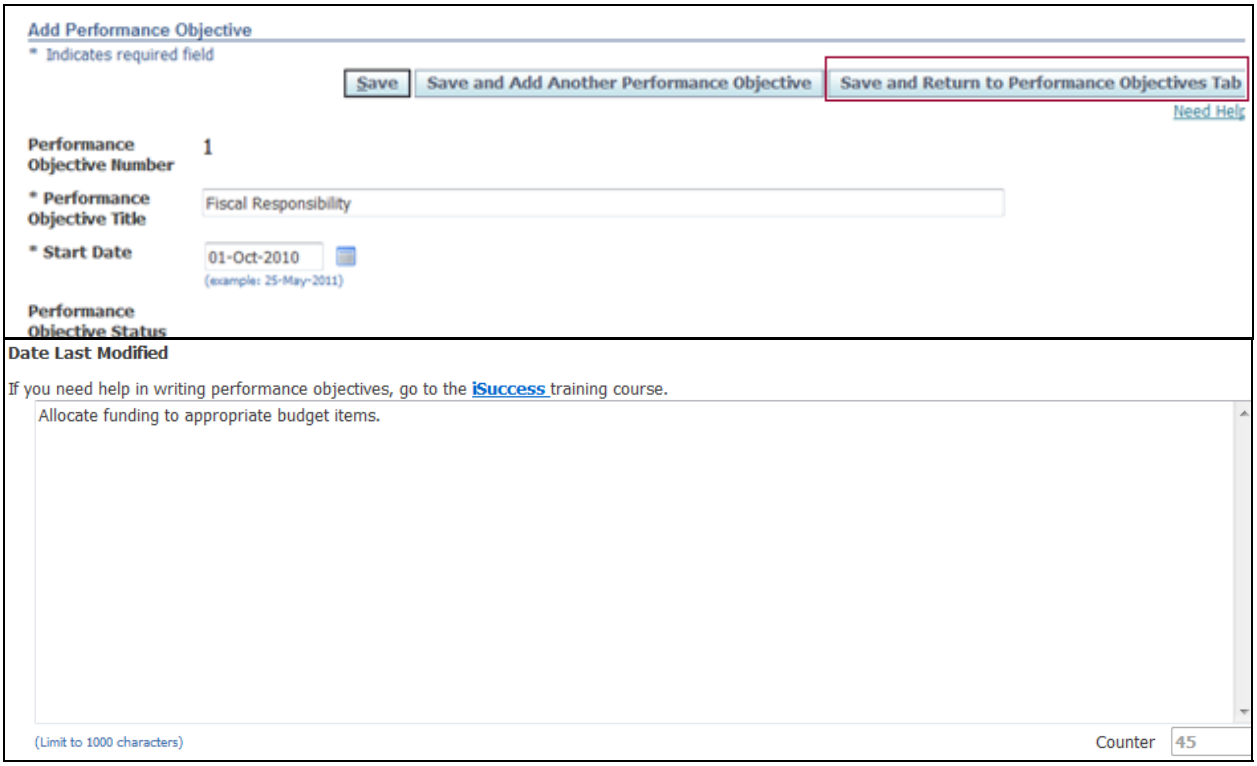


Add Performance Objective

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



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



Performance Plan > Performance Elements

Select 'Performance Elements' tab.

The elements are auto-populated and cannot be changed. Select 'Next' button to continue.

Performance Elements

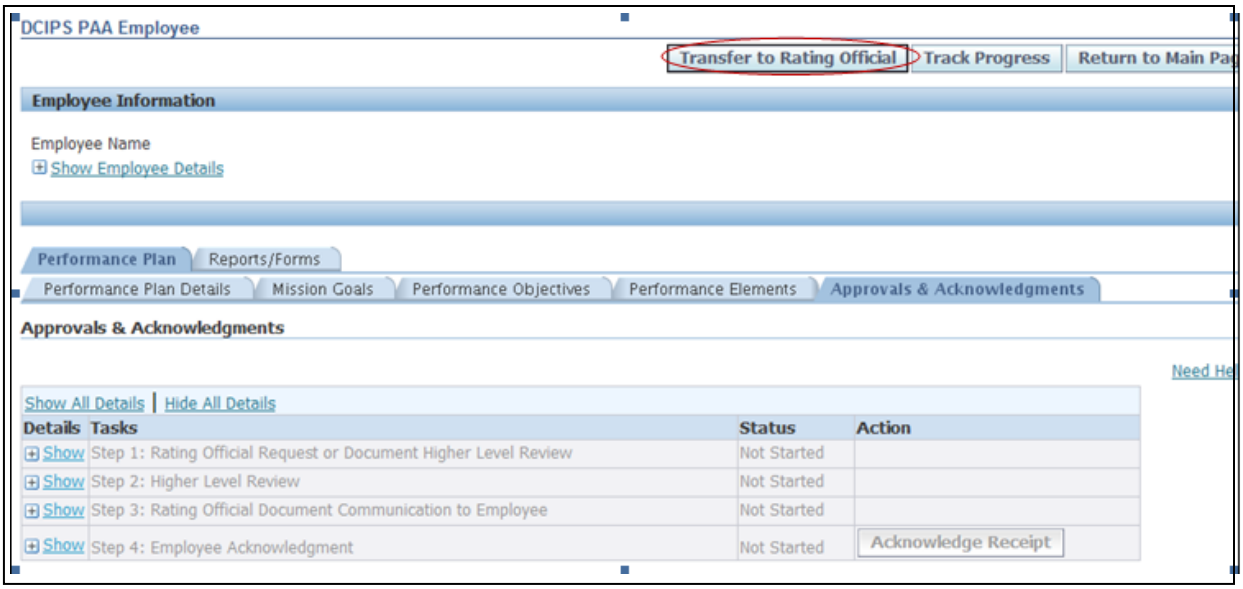
Need He

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 tir 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 th 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.
Leadership and Integrity	Defense Intelligence supervisors and managers are expected to exhibit the same individual personal leadership behaviors as all Defense Intelligen employees. In their supervisory or managerial role, they also are expected to achieve organizational goals and objectives by creating shared visio 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 also are expected to leverage that proficiency to plan for, acquire, organize, integrate, develop, and prioritize the human, financial, material, information, and other resources to accomplish their organization's mission and objectives. In so doing, all supervisors and managers also are 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.

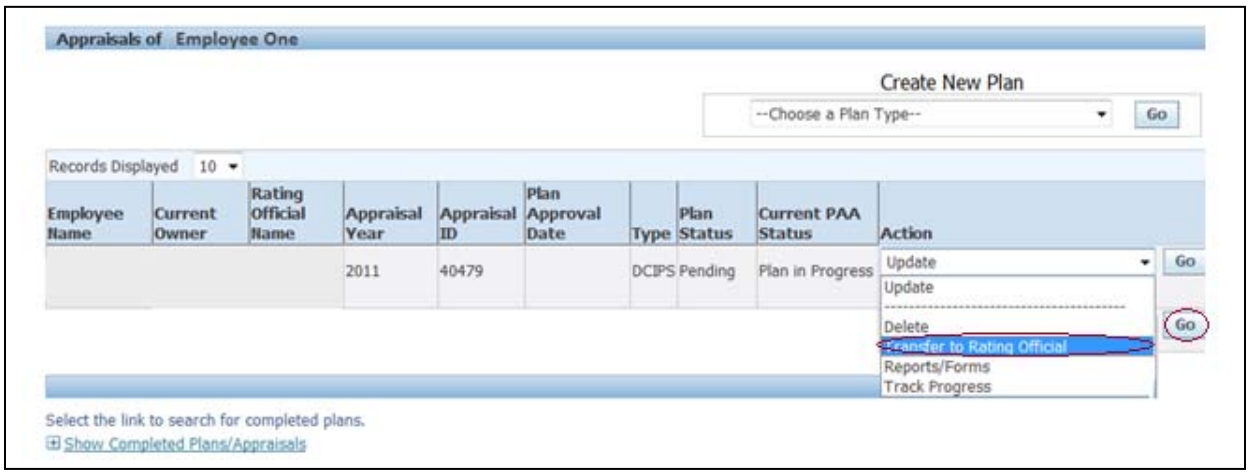
<PREVIOUS NEXT>

Performance Plan > Approvals & Acknowledgments

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

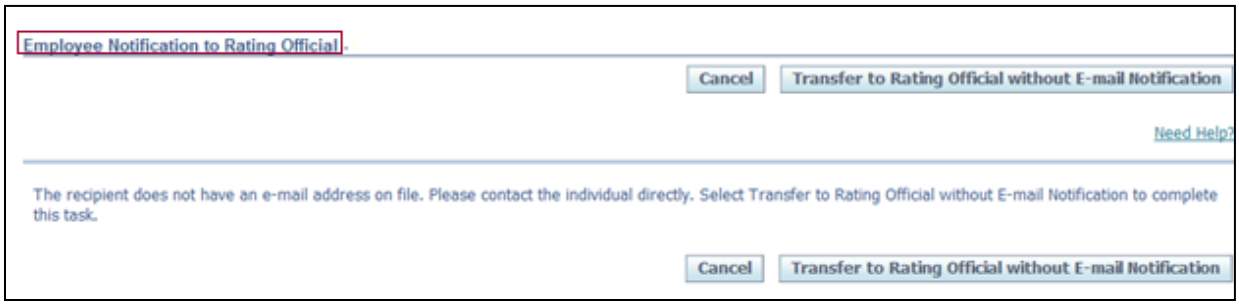


Main PAA Page – Select 'Transfer to Rating Official' from action list and then select 'Go' button



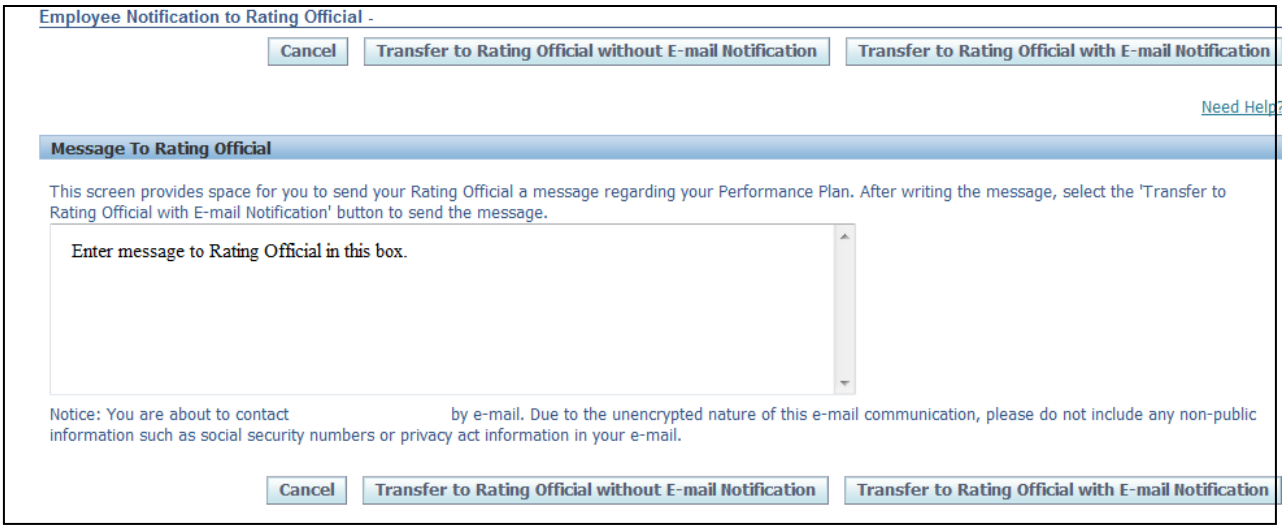
Employee Notification to Rating Official

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



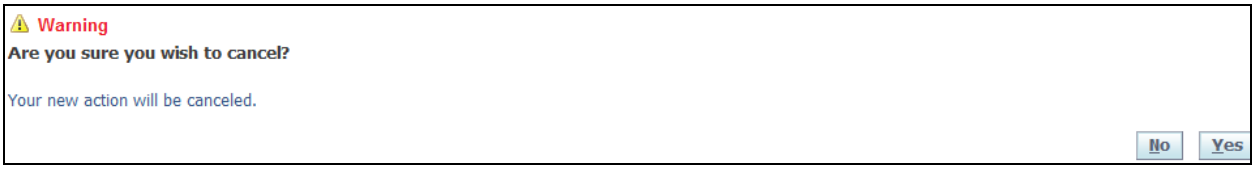
To continue, select the 'Transfer to Rating Official' without E-mail Notification button. To cancel transfer, select the 'Cancel' button.

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



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

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

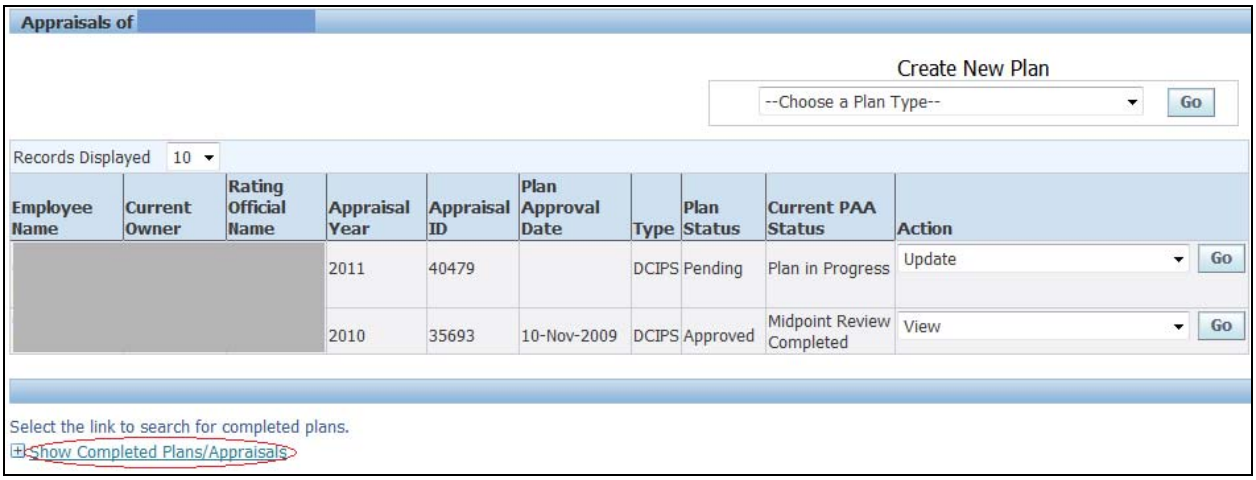


'No' button completes the transfer of performance plan to Rating Official.

'Yes' button returns user to previous page.

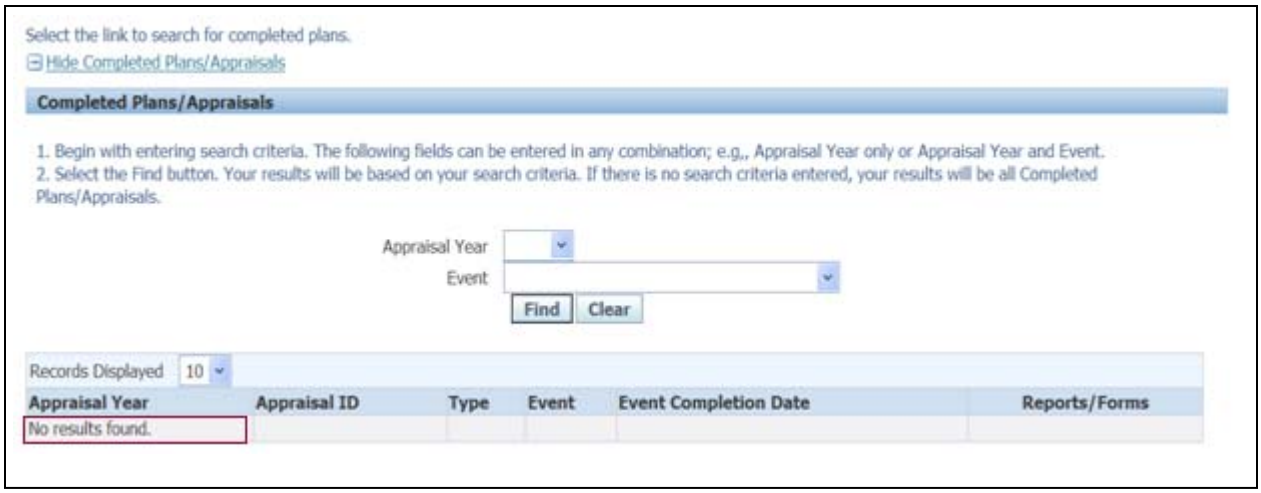
Main PAA Page > Completed Plans/Appraisals (Employee)

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



Searching for a 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 'Find' button.

This employee has only created the performance plan which still needs to be approved by the Rating Official, therefore; there is not an approved performance plan for the employee.

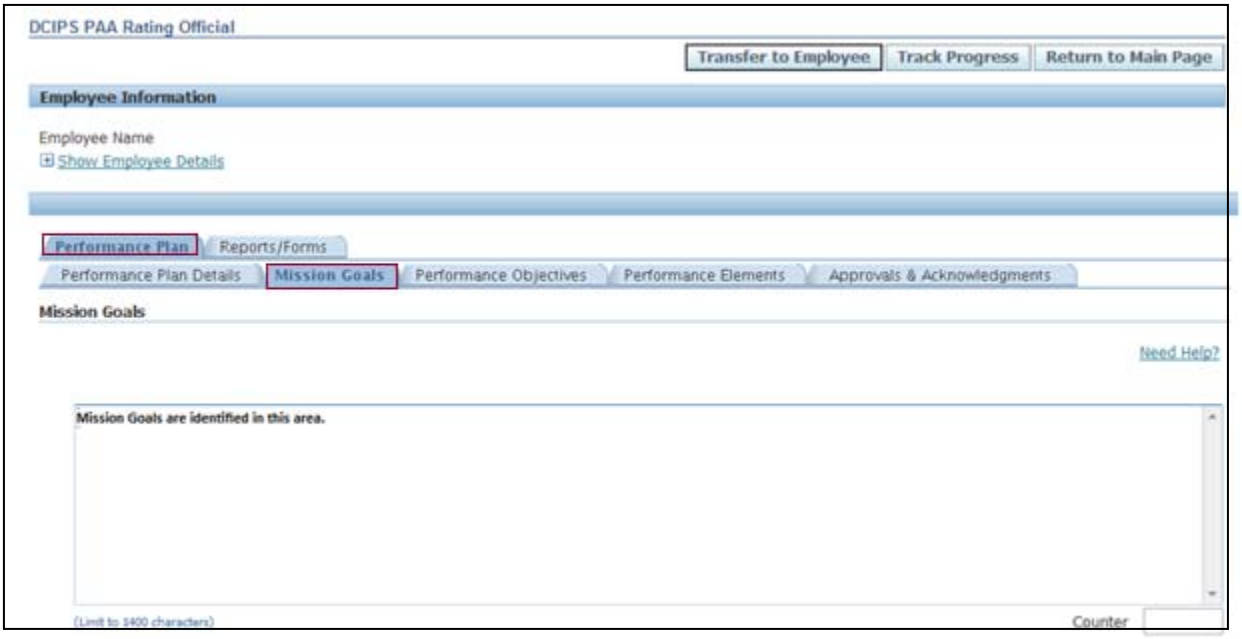


Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA)

Rating Official reviews the performance plan employee created.

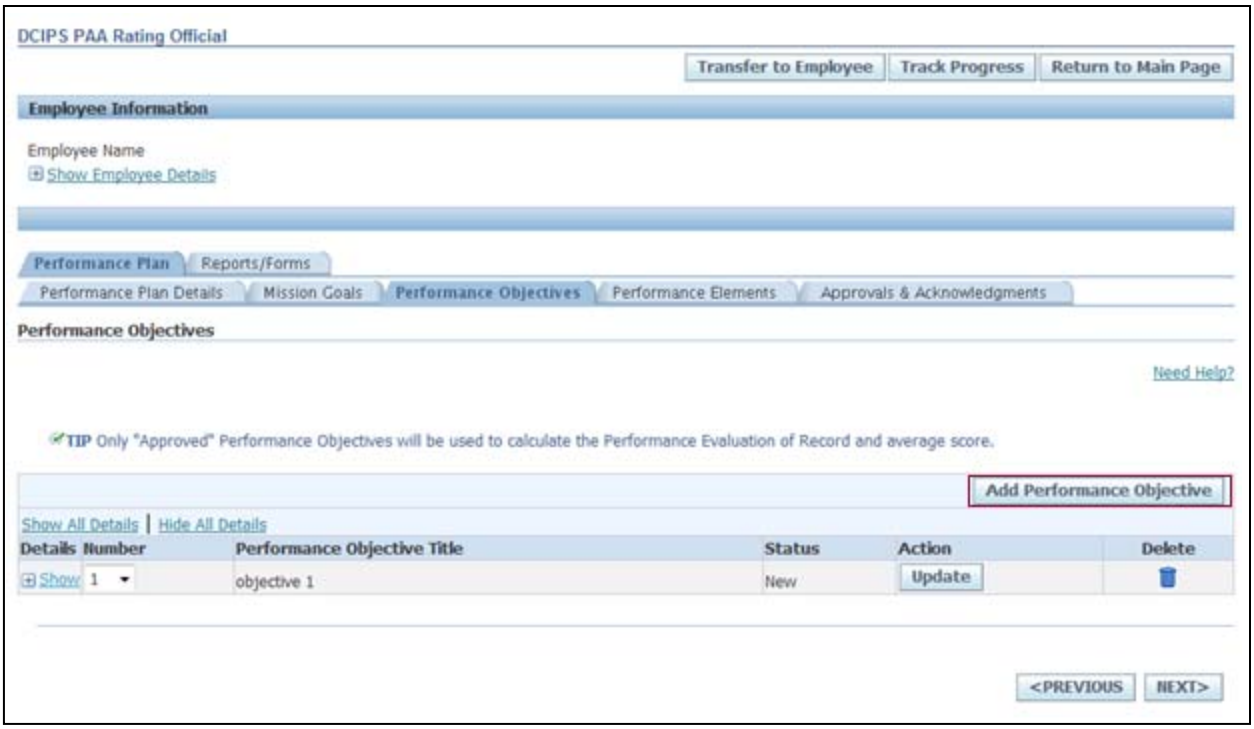
Performance Plan > Mission Goals

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



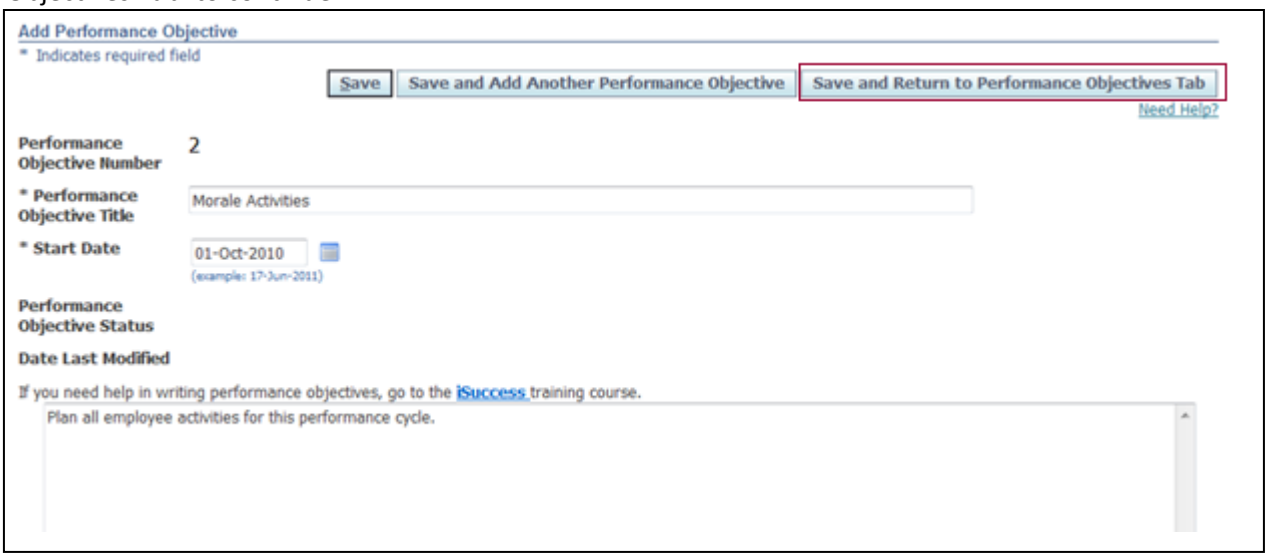
Performance Plan > Performance Objectives:

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



Add Performance Objective:

Fill in the required fields – they are: Performance Objective Title and Start Date. The Start Date displays current system date or date identified in the Appraisal Period Start Date. Enter Performance Objective. The system allows a maximum of ten Performance Objectives. Select 'Save and Return to Performance Objectives Tab' to continue.



Performance Elements:

RO selects Performance Elements tab to review. Performance elements are auto-populated and cannot be changed.

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
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Managerial	Defense Intelligence supervisors and managers are expected to possess the technical proficiency in their mission area appropriate to their role as

Performance Plan > Approvals & Acknowledgments

Rating Official transfer of Performance Plan to Reviewing Official (HLR) via Option A or Option B. Select tabs for review and approval of the performance plan. Step 1: Rating Official – Request or Document Higher Level Review – select 'Start' button.

Performance Plan | Reports/Forms
Performance Plan Details | Mission Goals | Performance Objectives | Performance Elements | Approvals & Acknowledgments

Approvals & Acknowledgments

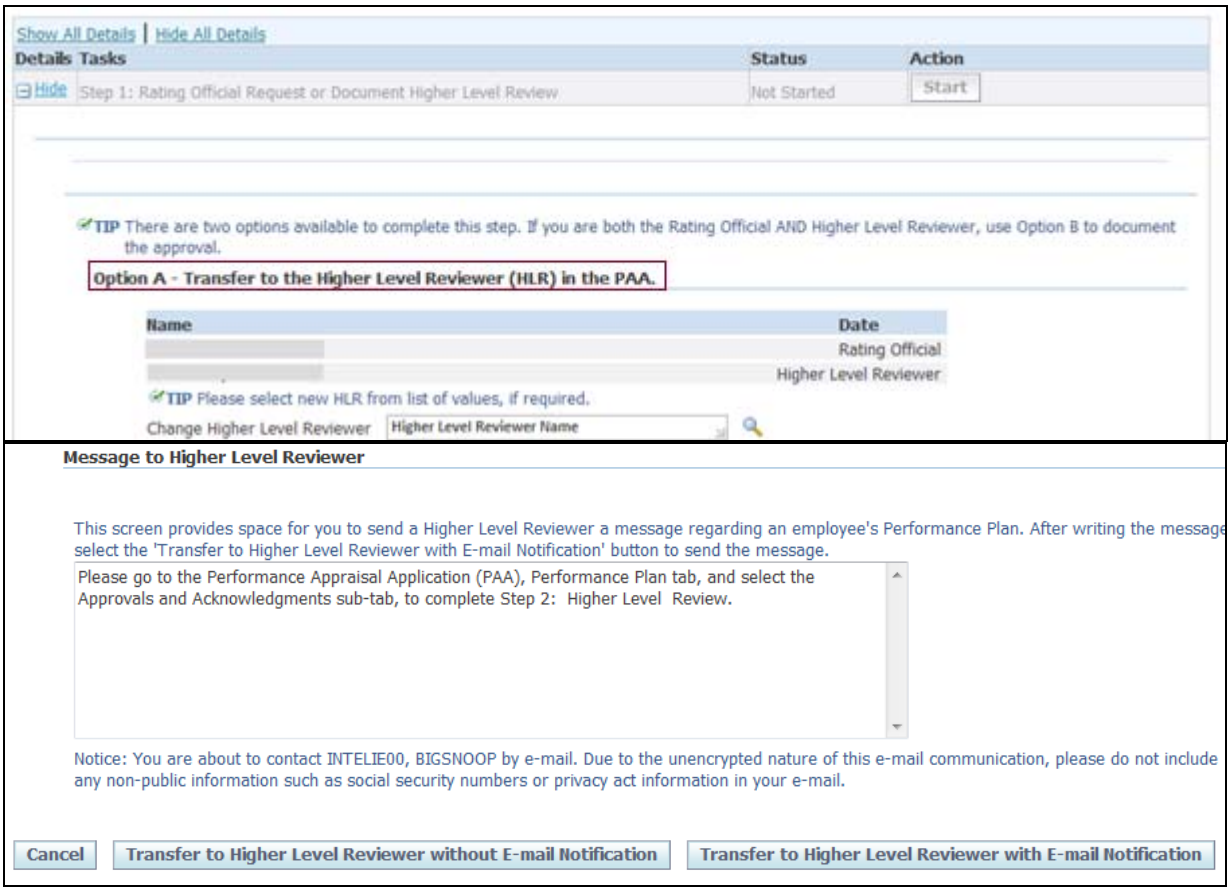
Need Hel

Show All Details | Hide All Details

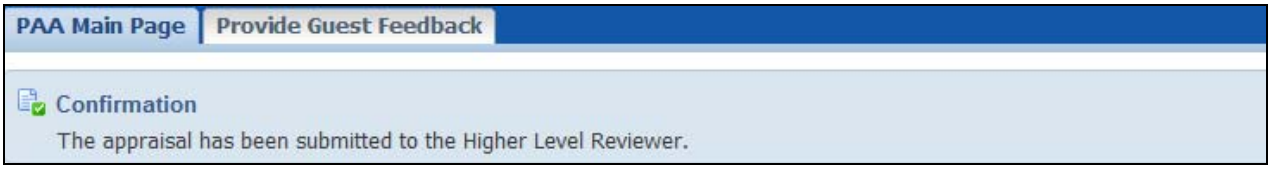
Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	Not Started	Start
Show	Step 2: Higher Level Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating 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 – Transfer to the Higher Level Reviewer (HLR) in the PAA is used, performance plan transfers to HLR and confirmation is received. Current PAA status is 'Plan Pending HLR Review'.



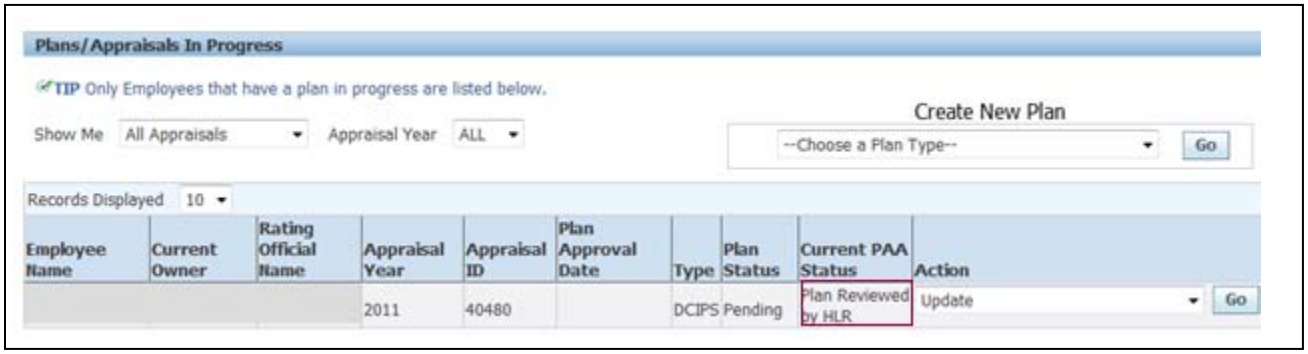
Confirmation message received that performance plan has been submitted to HLR.



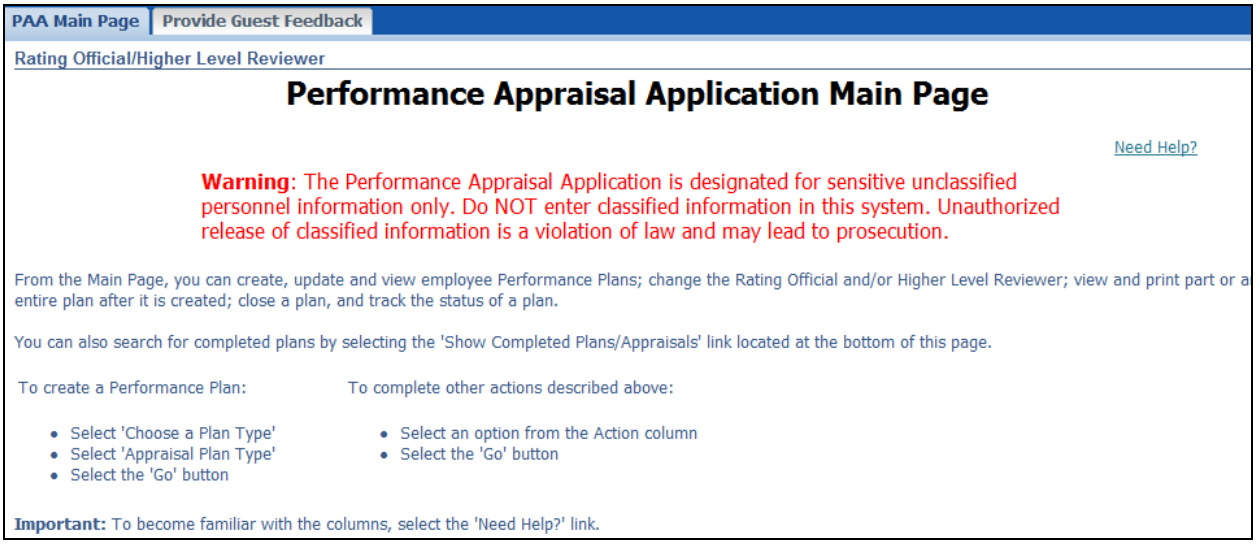
Option B – Document the higher level review has taken place by entering the following information:

The performance plan *does not* get routed to HLR if Option B is used. The Review Date, Method of Review and Approver Name has to be documented.

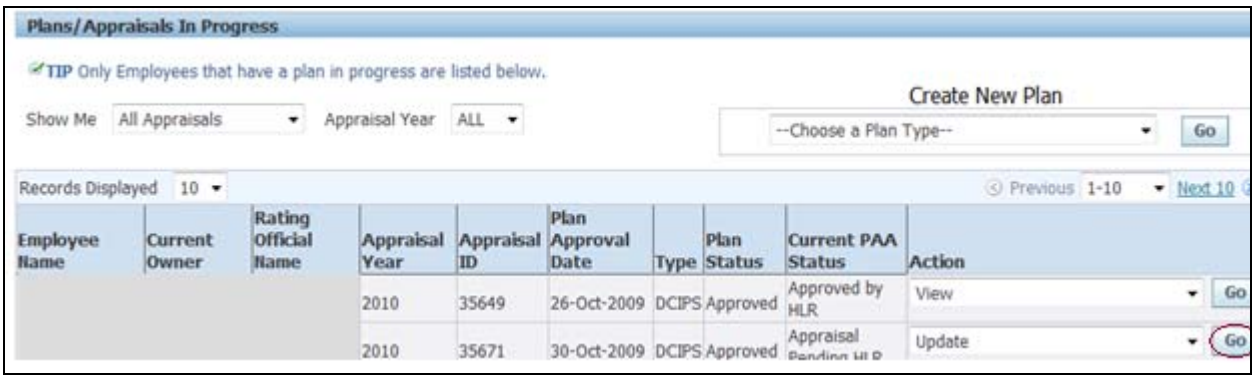
Current PAA status will also change to'Plan Reviewed by HLR' if Option B is used.



Change in Rating Official/Higher Level Review



Select 'Update' from Action column to take action on PAA and select 'Go' button.

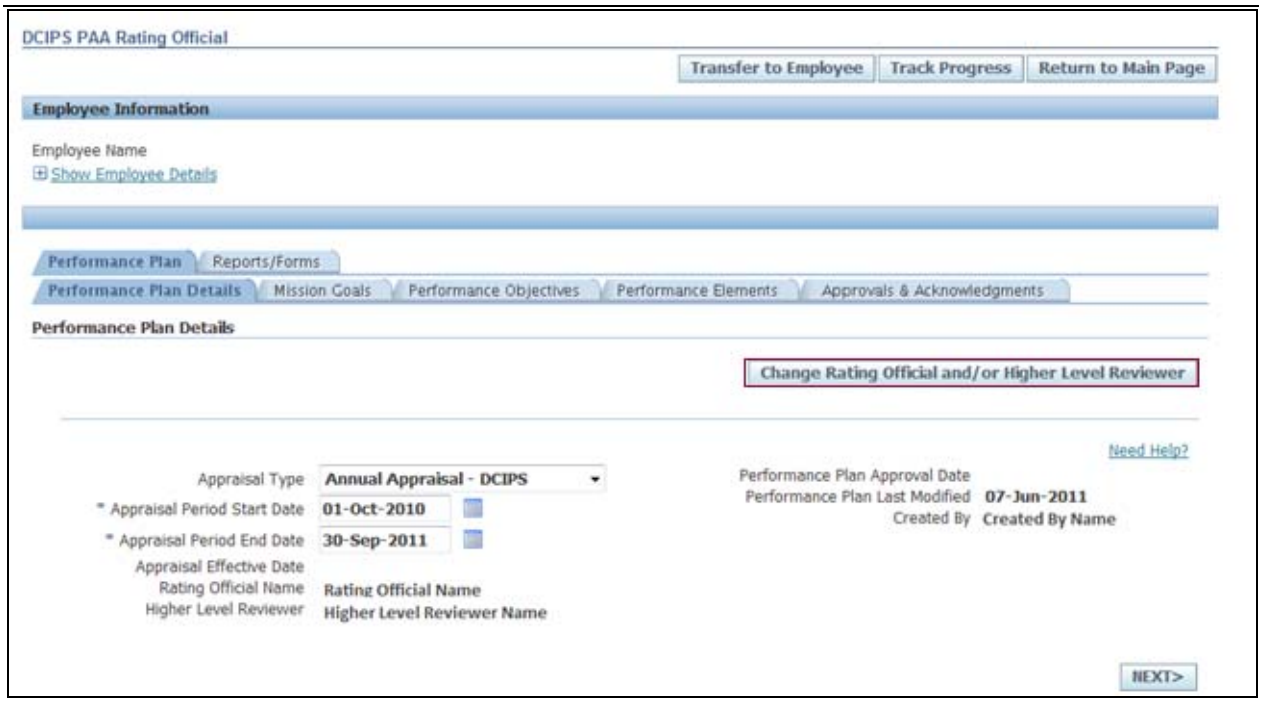


Performance Plan > Performance Plan Details

Review Appraisal Type, Appraisal Period Start Date and Appraisal Period End Date. These may be updated at this time. Next step will be to change Rating Official Name.

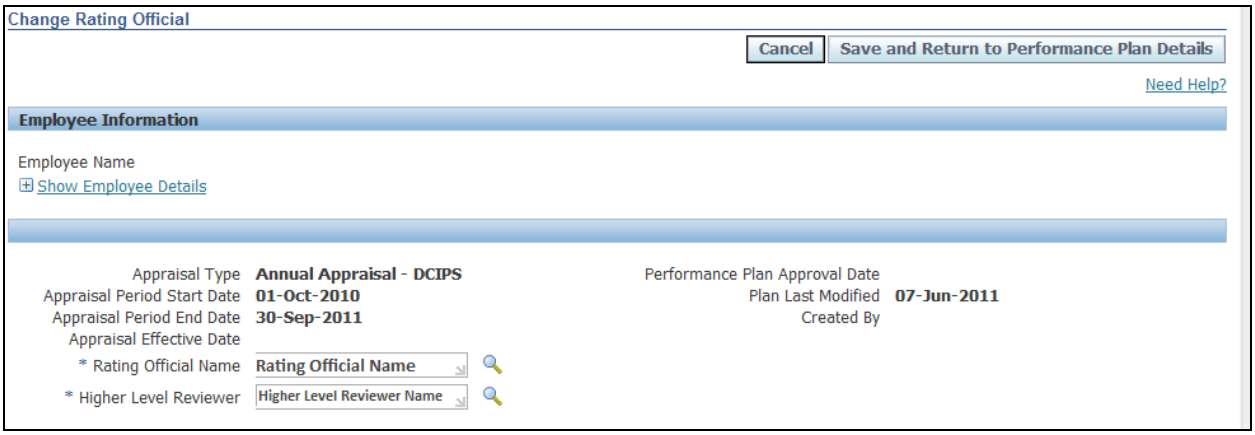
Select 'Change Rating Official and/or Higher Level Reviewer' button. The 'default' Rating Official and/or Higher Level Reviewer may be changed from this screen by selecting the 'Change Rating Official

and/or Higher Level Reviewer' button. Select 'Change Rating and/or Higher Level Reviewer' button to continue.

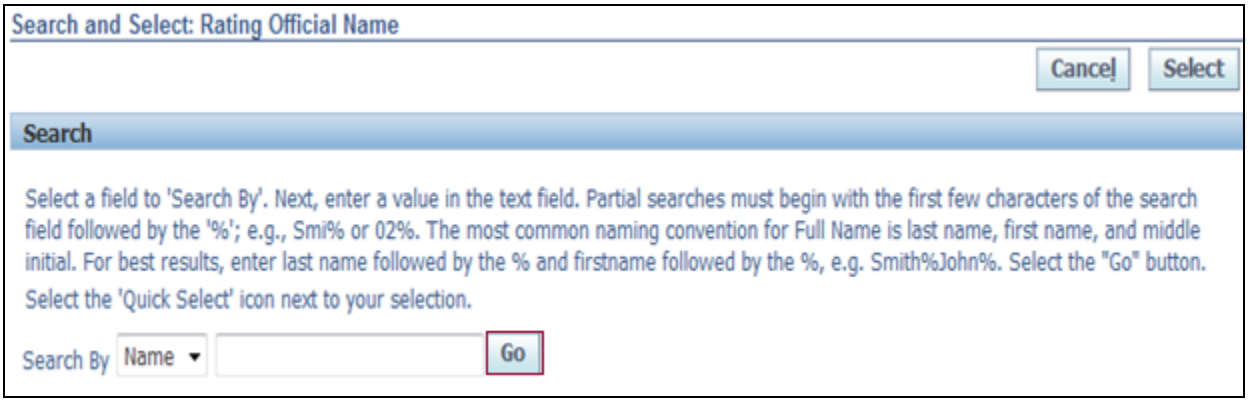


<u>Change Rating Official Page</u>:

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

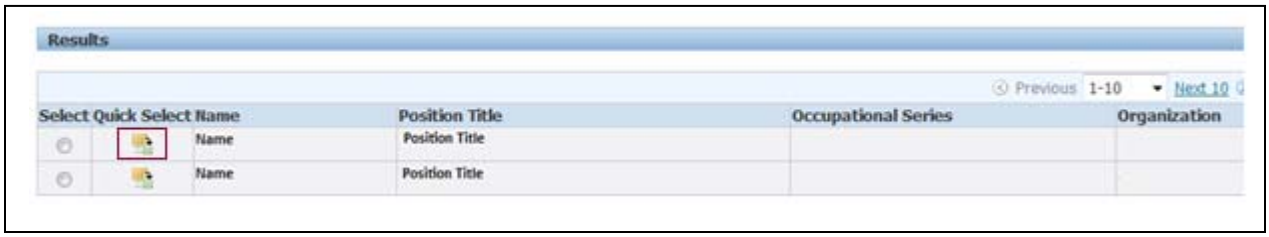


Search and Select: Rating Official Name:

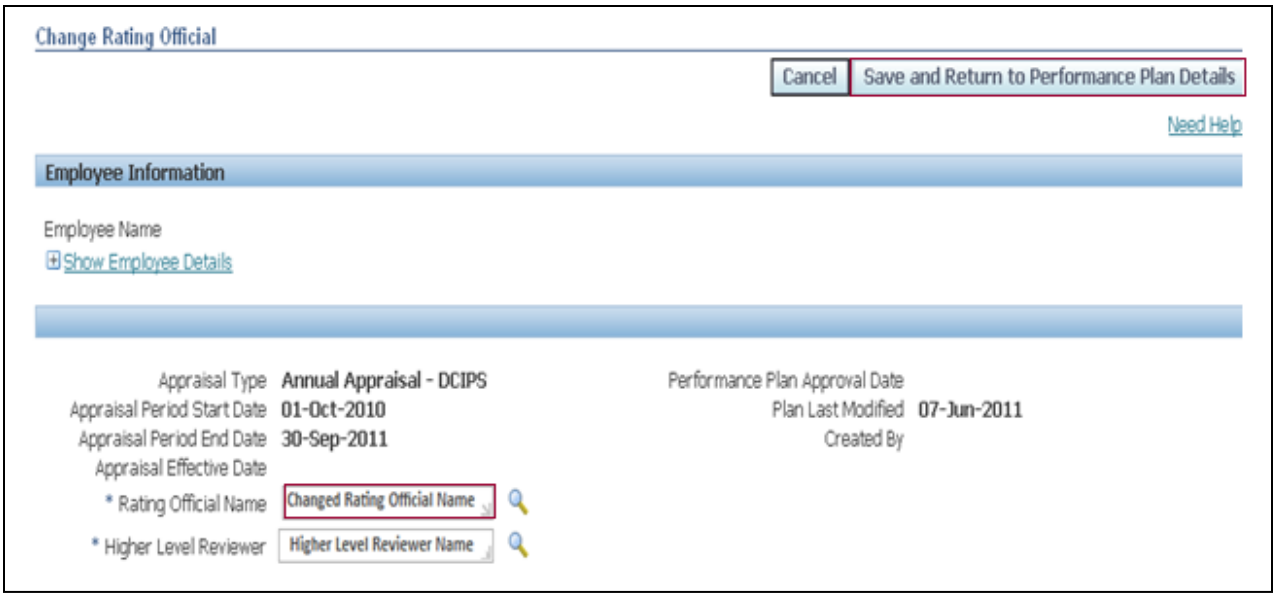


Select 'Go' button or enter a partial search in Name field and select 'Go'.

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

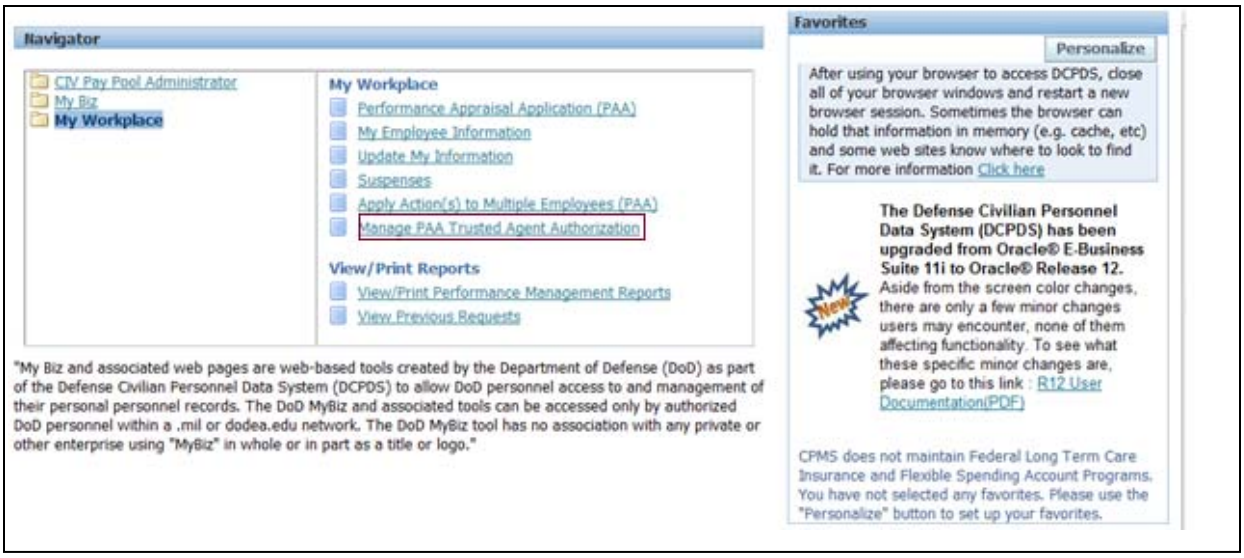


The name selected auto-populates in the 'Rating Official Name' field. Select 'Save and Return to Performance Plan Details' button to save changes to the 'Changed Rating Official Name'.

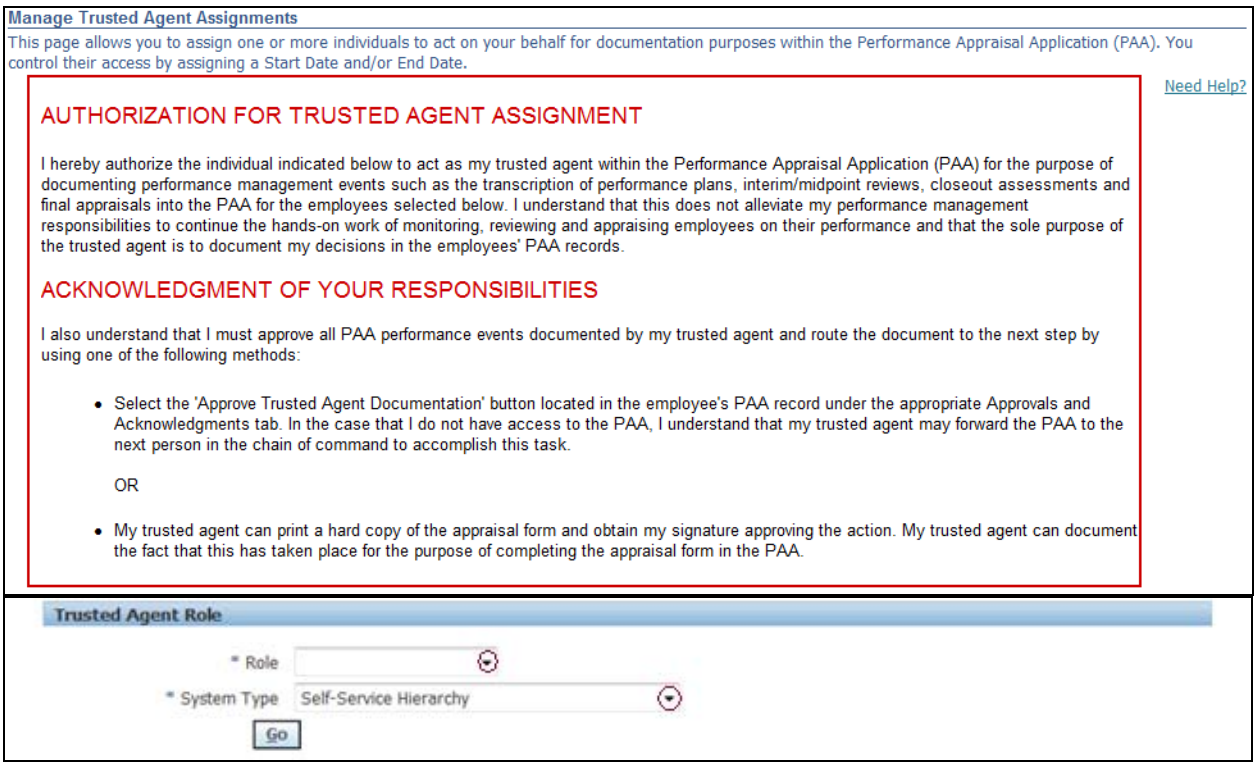


Rating Official/Higher Level Reviewer – My Workplace > Manage PAA Trusted Agent Authorization

To appoint 'Trusted Agent', RO or HLR selects 'Manage PAA Trusted Agent Authorization' from 'My Workplace'.



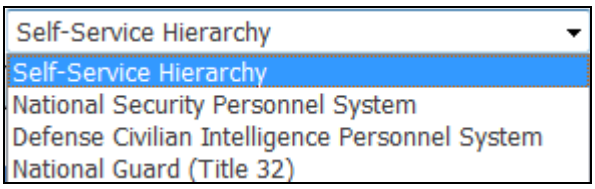
Manage Trusted Agent Assignments



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

System Type: Defaults to 'Self Service Hierarchy'. If you select 'Self Service Hierarchy' as system type, the next screen will display names of all employees in your hierarchy. If you select 'Defense Civilian Intelligence Personnel System' as system type, the next screen will display only names of employees in your hierarchy who have a PAA in progress.

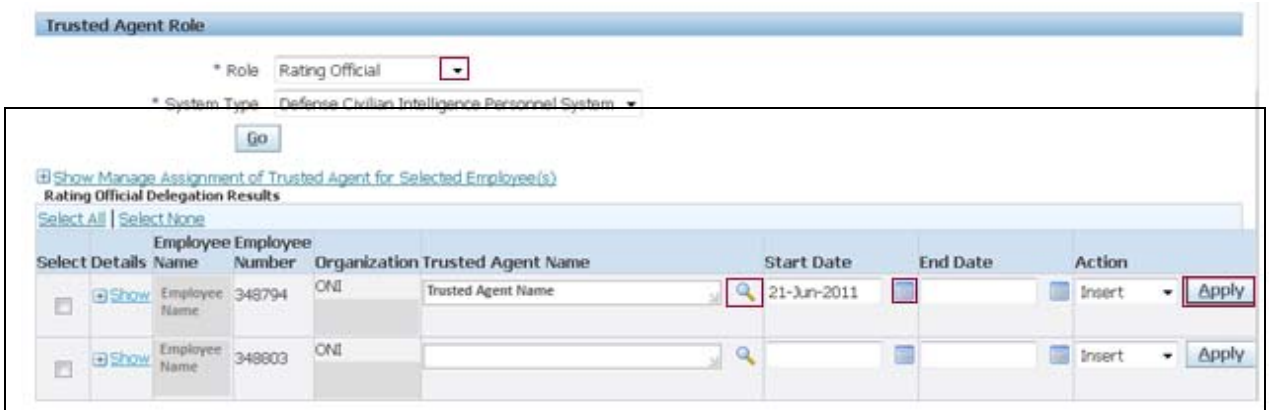
Use the arrow down and select Defense Civilian Intelligence Personnel System.



Assigning Trusted Agent Role

This page identifies current 'Trusted Agents' and 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'.

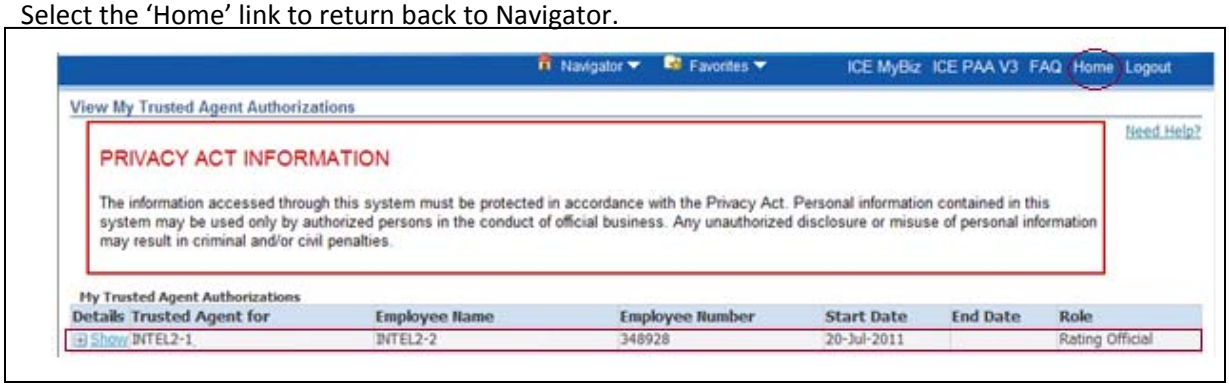
A Start Date can't be a 'past' date – has to be current or future date. You may select 'Show Manage Assignment of Trusted Agent for Selected Employee(s)' link to open another page where you can also assign or terminate the assignment of a trusted agent.



Logging in as CIV Trusted Agent

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

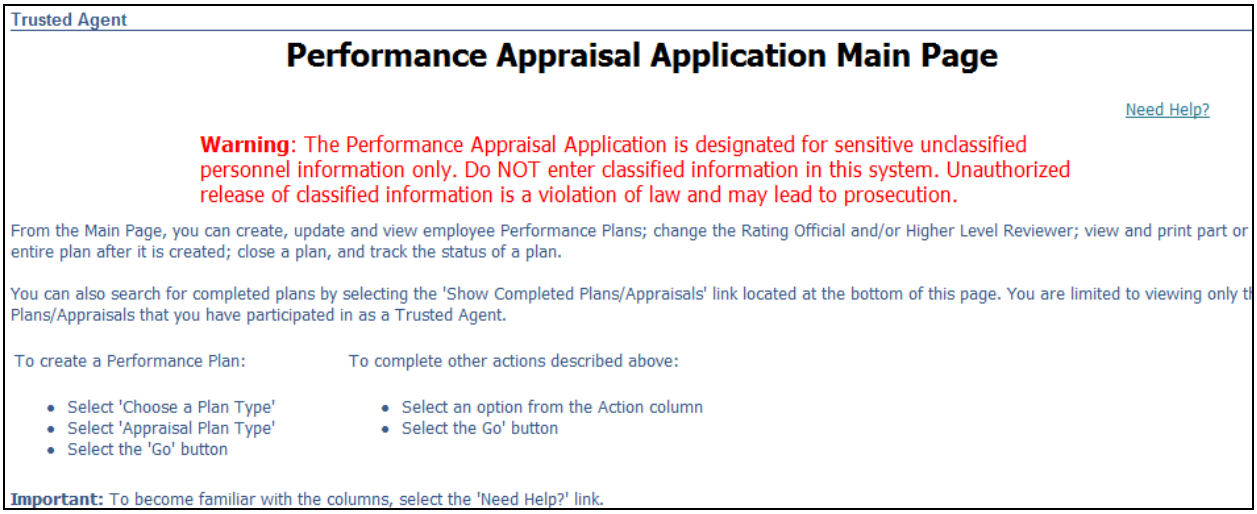
Select the 'Home' link to return back to Navigator.



CIV Trusted Agent

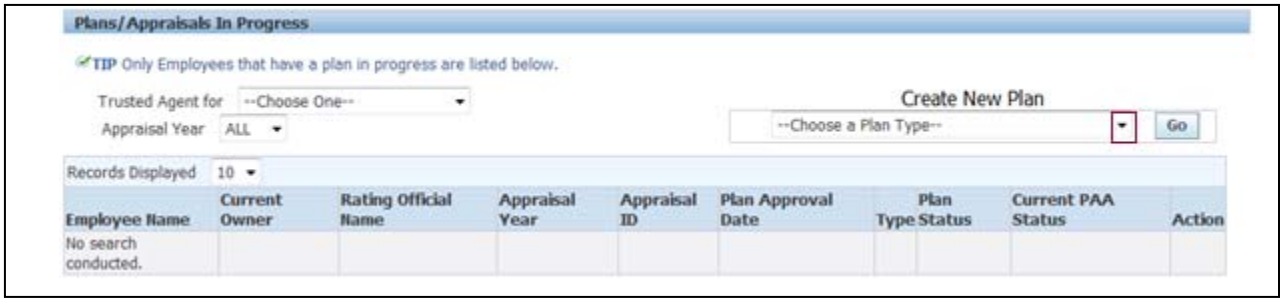
Select 'PAA Acting as Trusted Agent' link to continue.

Trusted Agent Performance Appraisal Application Main Page

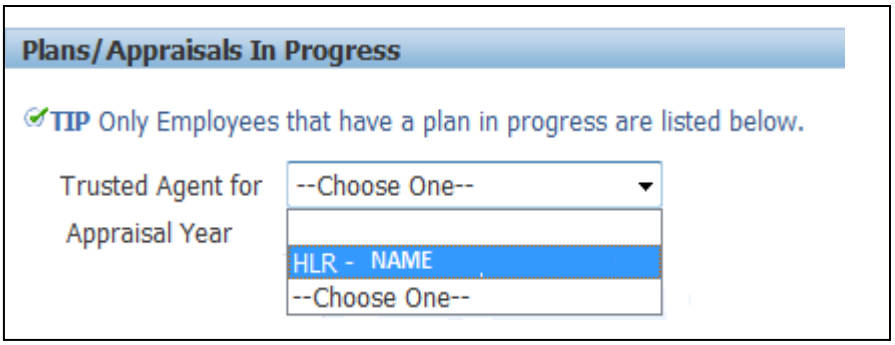


Note: A Trusted Agent does not have to be a current supervisor. Once appointed, a Trusted Agent can create a performance plan. List of employees will only include employees for whom the 'Trusted Agent' appointment has been made.

Select the '▾' to see who you are a 'Trusted Agent for'.

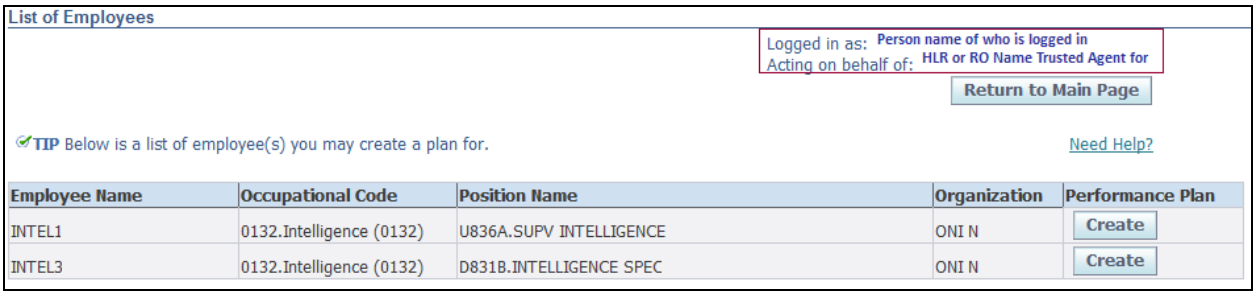


A list of names will display for who you are a trusted agent for. Individuals can be a Trusted Agent for more than one person. Select the appropriate name for Trusted Agent actions.



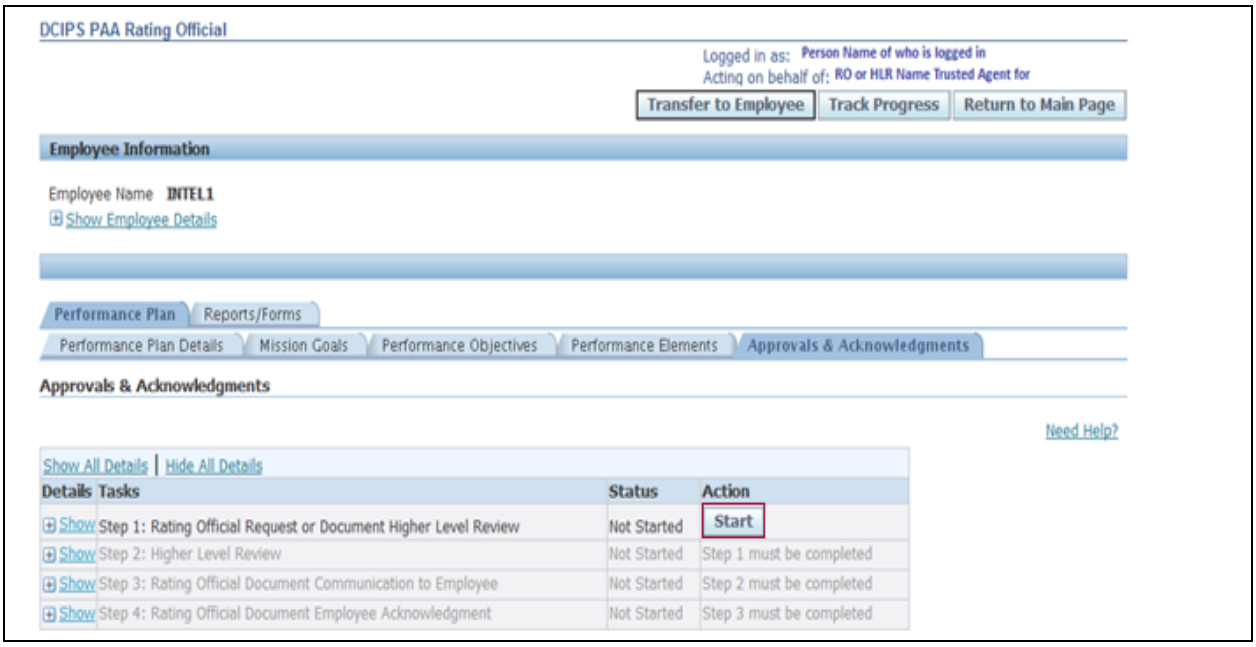
Trusted Agent – List of Employees

Once logged in, your name will display near the 'Logged in as:' and whoever you are acting as Trusted Agent for, their name will display near the 'Acting on Behalf of:' as the Rating Official or Higher Level Reviewer name.



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

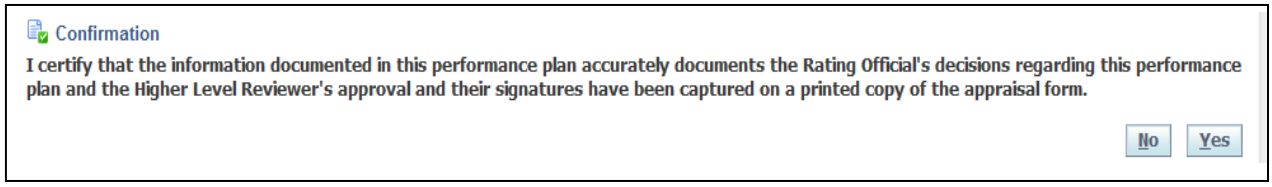
Follow steps identified above to update Mission Goals and Performance Objectives. To continue, select 'Start' button on 'Step 1: Rating Official – Request or Document Higher Level Review'.



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.

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 'Confirmation'.



Performance Plan > Approvals & Acknowledgments

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

DCIPS PAA Rating Official

Logged in as: Person Name of who is logged in
Acting on behalf of: RO or HLR Name Trusted Agent for

Transfer to Employee | Track Progress | Return to Main Page

Employee Information

Employee Name **INTEL1**
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

<PREVIOUS

Enter Communication Date and Communication Method

DCIPS PAA Rating Official

Logged in as: Person Name of who is logged in
Acting on behalf of: RO or HLR Name Trusted Agent for

Transfer to Employee | Track Progress | Return to Main Page

Employee Information

Employee Name **INTEL1, SUPV SNOOP**
Show Employee Details

Performance Plan | Reports/Forms

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

Approvals & Acknowledgments

Need Help?

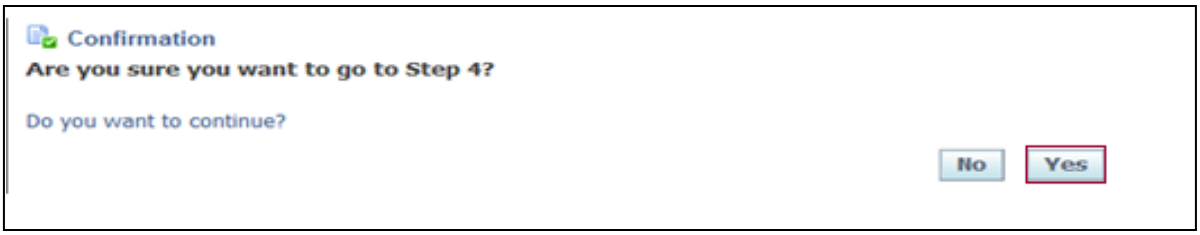
Show All Details | Hide All Details

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

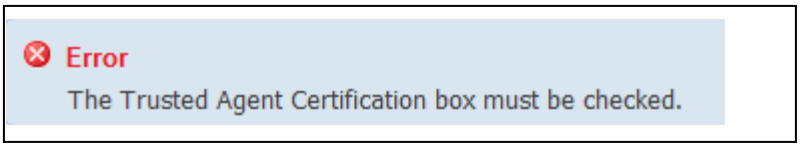
Communication Date 21-Jun-2011
Communication Method Face-to-Face
Other

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.

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

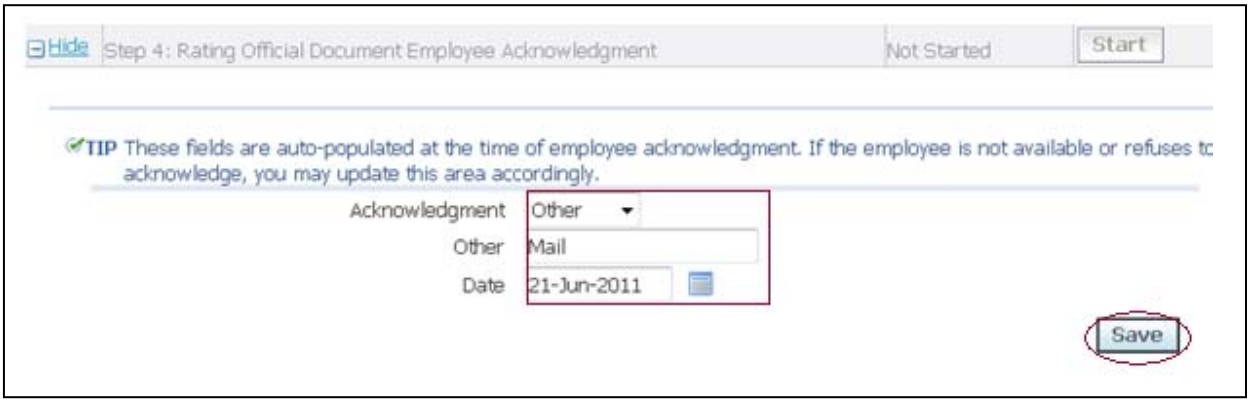


Note: If the certification box is not checked, user will receive the following error message:



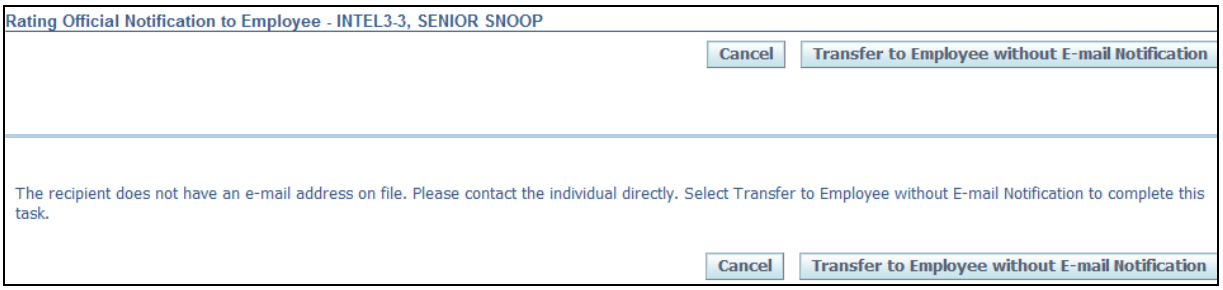
Step 4 – Rating Official Document Employee Acknowledgment

Trusted Agent for Rating Official documents Communication Date and Communication Method for the Performance Plan. Select 'Save' button and the current PAA Status' changes from 'Pending' to 'Plan Approved'.



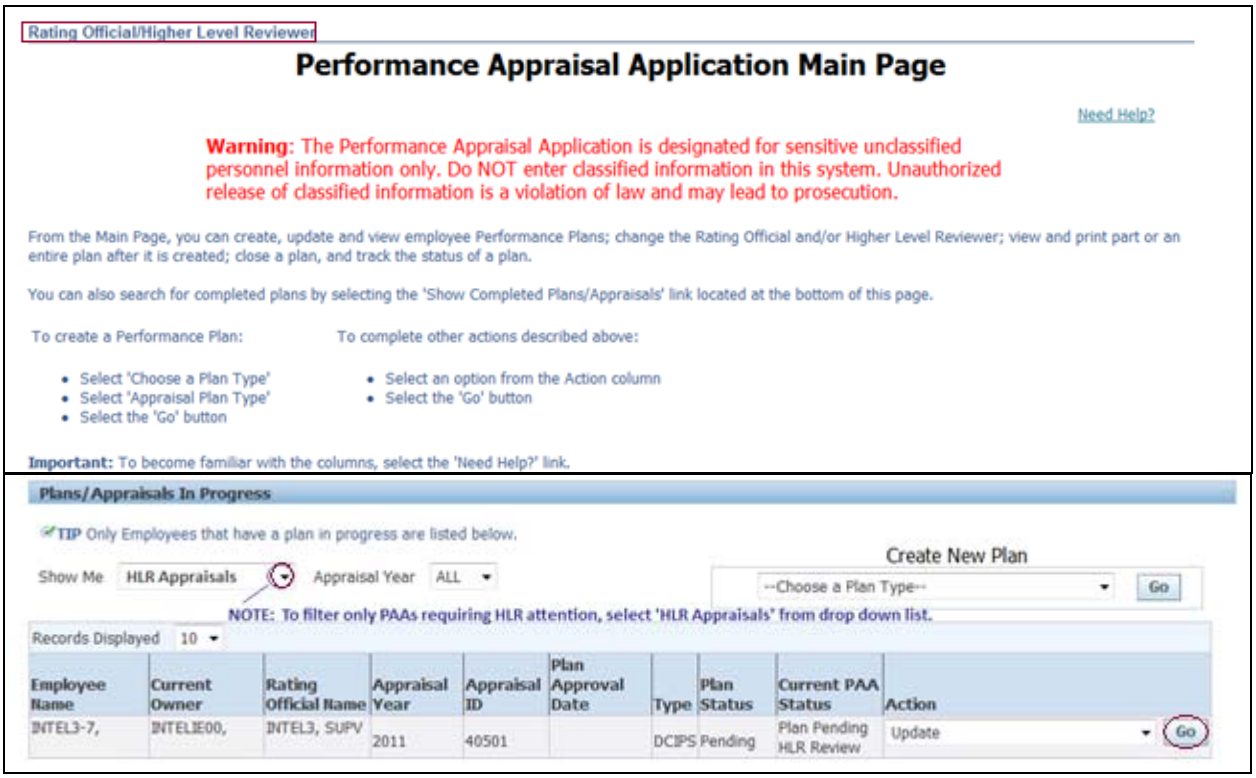
Rating Official Notification to Employee

When Rating Official transfers performance plan to employee for acknowledgment, they would complete the Communication Date and Method in Step 3 and select the 'Save and Transfer to Employee for Acknowledgment' button. At that point, the 'Current PAA Status' will change to 'Plan Approved' and employee will have ownership of the performance plan. If the Employee has an email address in My Biz, there would be another button labeled 'Transfer to Employee with E-mail Notification'.



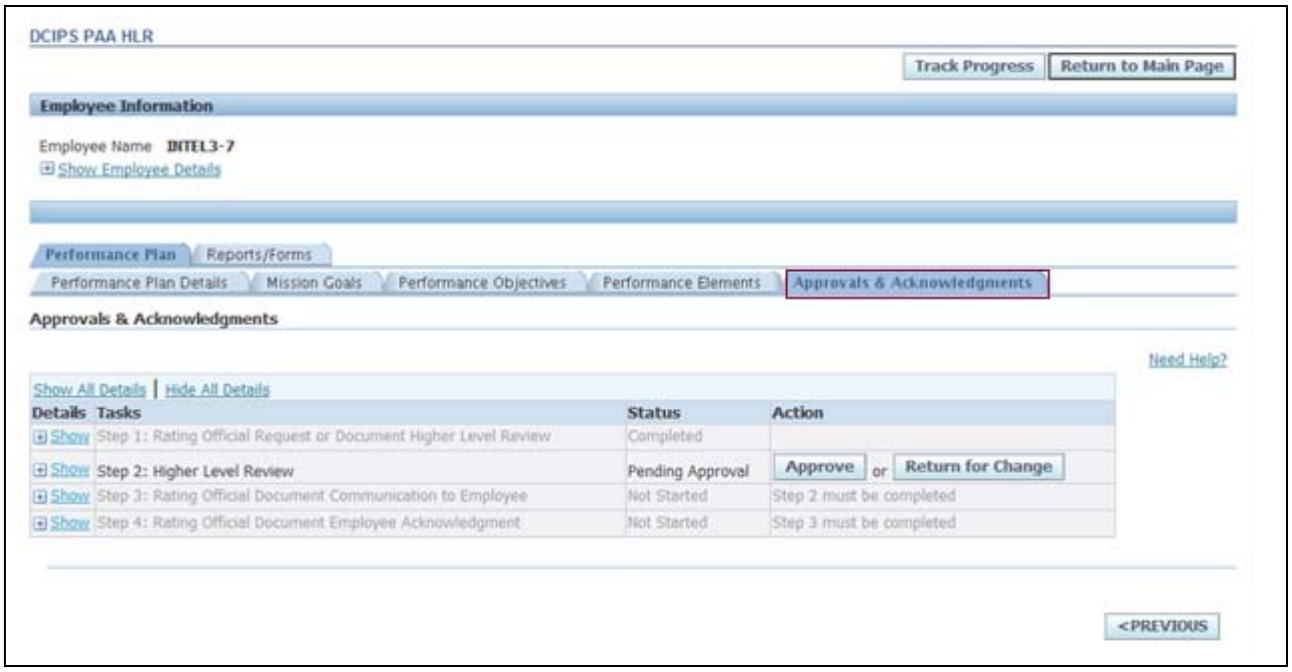
Reviewing Official > My Workplace > Performance Appraisal Application

Higher Level Reviewer (Reviewing Official) – Approving or Returning Performance Plan to Rating Official (Select HLR Appraisals under the 'Show Me')



Select 'Go' button on employee PAA.

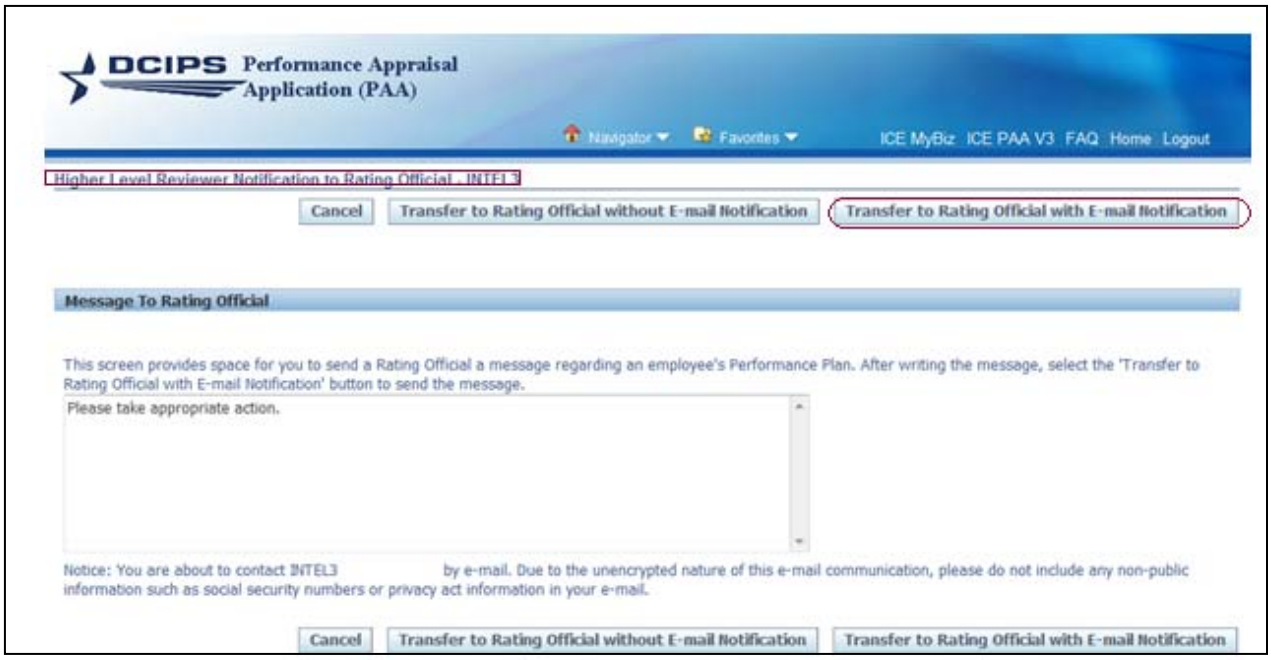
Performance Plan > Approvals and Acknowledgments



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

Return for Change:

HLR receives the following message:

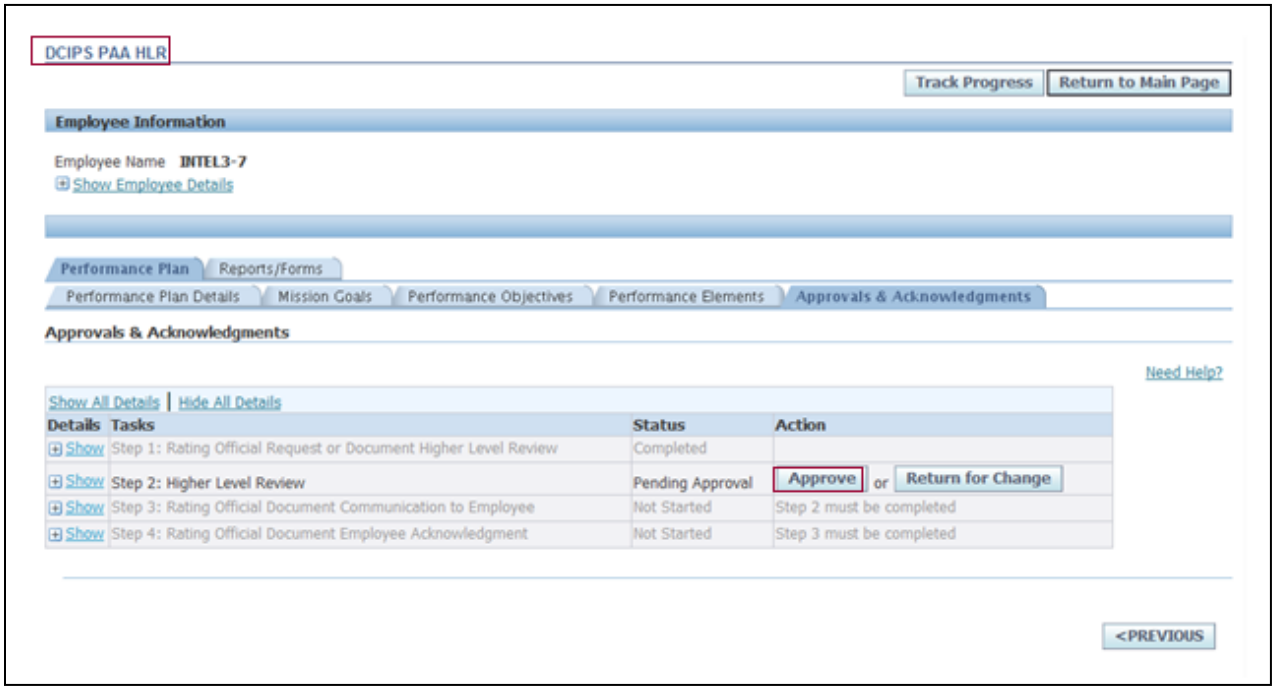


HLR has the following options on this page:

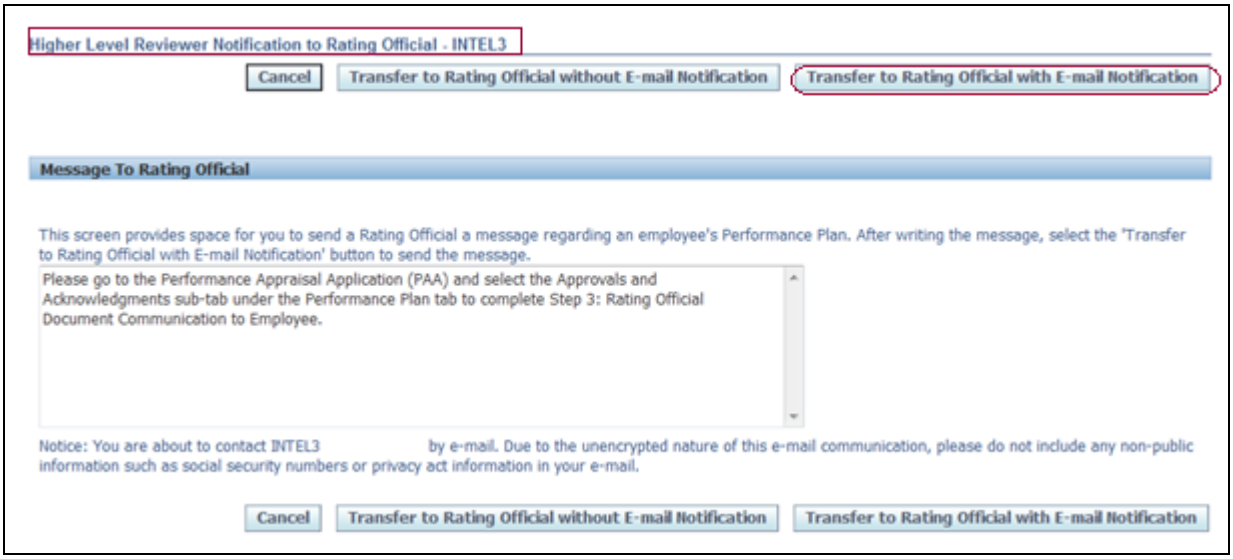
'Cancel', 'Transfer to Rating Official without E-mail Notification' or 'Transfer to Rating Official with E-mail Notification'.

HLR selects 'Transfer to Rating Official with E-mail Notification' button and receives the following 'Information' note. To complete the transfer action, HLR selects 'Yes' button.

Approve:



Higher Level Reviewer Notification to Rating Official



HLR has the following options on this page:

'Cancel', 'Transfer to Rating Official without E-mail Notification' or 'Transfer to Rating Official with E-mail Notification'.

HLR selects 'Transfer to Rating Official with E-mail Notification' button and receives the following 'Information' note.

HLR selects 'Yes' – if 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.

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
INTEL3-7	INTEL3	INTEL3	2011	40501		DCIPS	Pending	Plan Reviewed by HLR	View Go

Note: The PAA is owned by the Rating Official and the 'Current PAA Status' changed to 'Plan Reviewed by HLR' and the HLR only has 'View'capability to 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 as an action, the HLR will see the following screen:

Track Progress

Return to Previous

Need Help?

Employee Information

Employee Name **INTEL3-7**

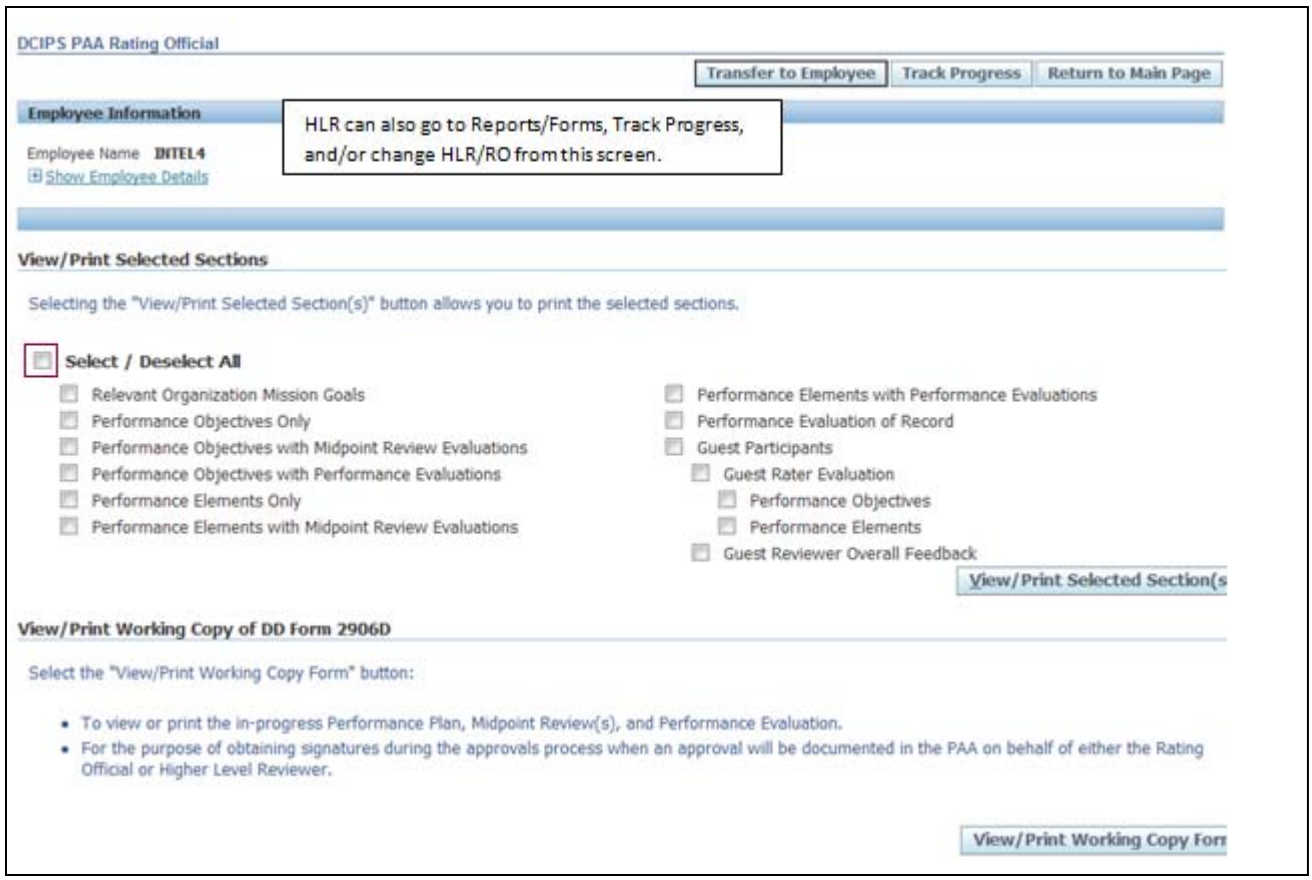
Show Employee Details

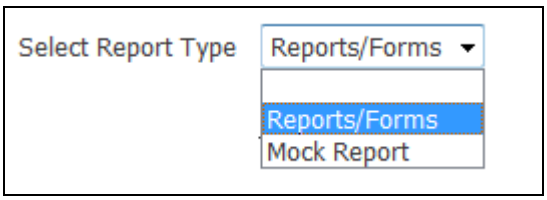
This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Performance Plan	
Drafted	☑
Reviewed by Higher Level Reviewer - If Required	☑
Approved	☐
Acknowledged by Employee	☐
Midpoint Review	
Employee Self-Assessment	☐
Rating Official Assessment	☐
Reviewed by Higher Level Reviewer - If Required	☐
Communicated to Employee by Rating Official	☐
Acknowledged by Employee	☐

Reports/Forms Tab

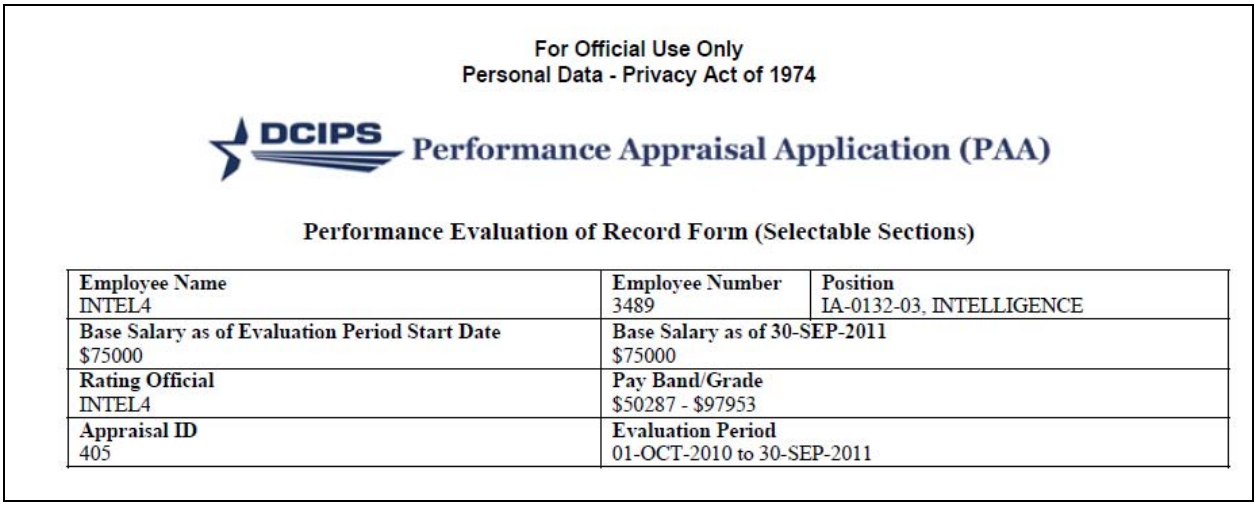
If the Rating Official/HLR select the 'Reports/Forms' from action list, they may view/print selected sections (if completed) of the working copy of DD Form 2906D.





Mock data can also be selected in Reports/Forms (use drop down arrow to find on list) – select 'Mock Report' as report type to continue.

Select the 'View/Print Selected Section(s)' to view.



For Official Use Only
Personal Data - Privacy Act of 1974

DCIPS Performance Appraisal Application (PAA)

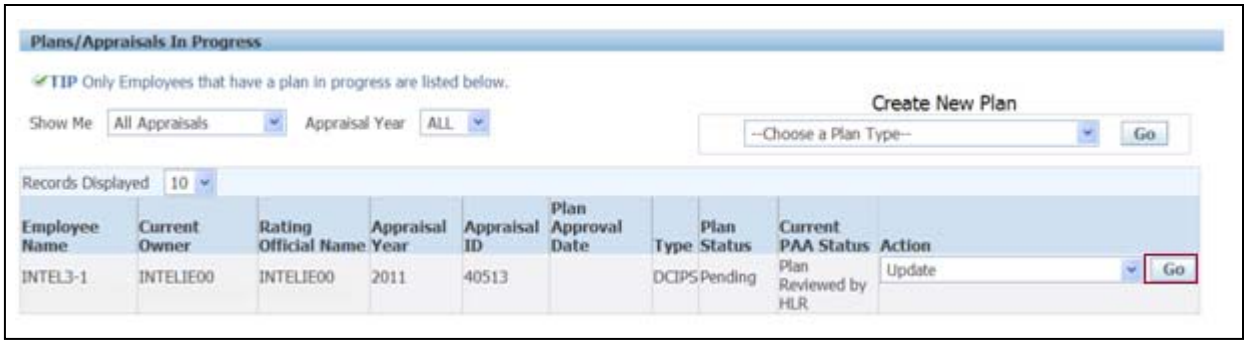
Performance Evaluation of Record Form (Selectable Sections)

Employee Name INTEL4	**Employee Number** 3489	**Position** IA-0132-03, INTELLIGENCE
Base Salary as of Evaluation Period Start Date $75000	**Base Salary as of 30-SEP-2011** $75000	
Rating Official INTEL4	**Pay Band/Grade** $50287 - $97953	
Appraisal ID 405	**Evaluation Period** 01-OCT-2010 to 30-SEP-2011	

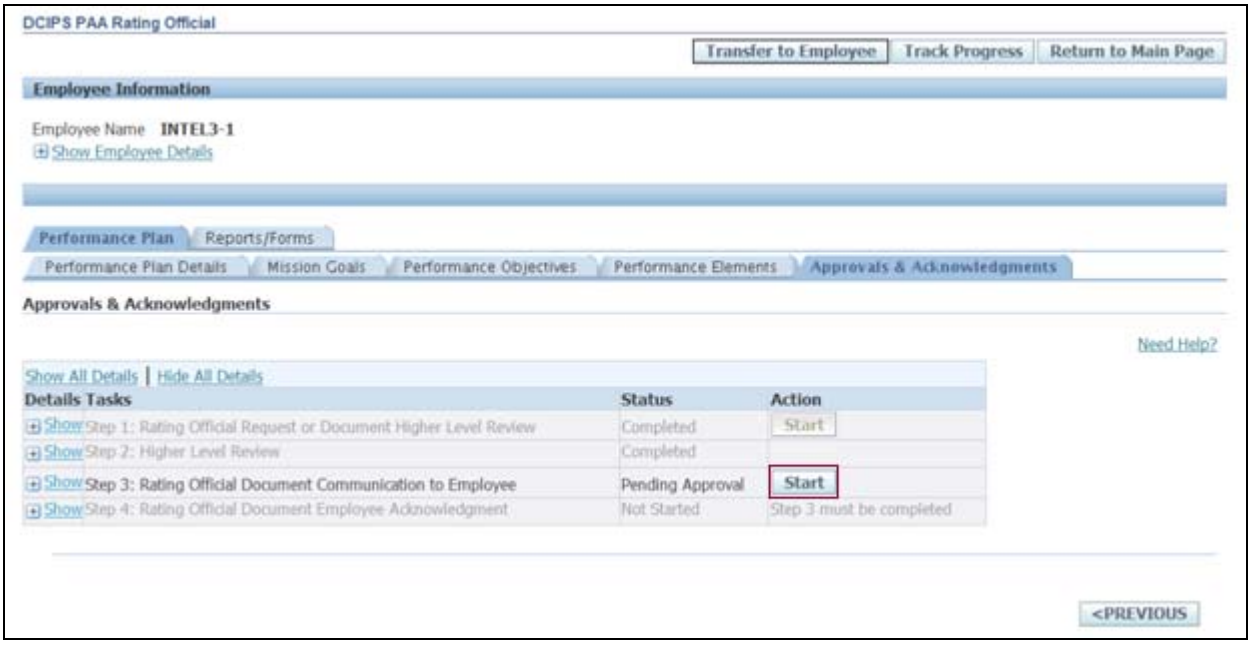
Save or print form.

Performance Plan Approved by HLR and Rating Official Communicates Plan to Employee

Rating Official logs in and selects 'Update' and then 'Approvals & Acknowledgments' tab for the Performance Plan.



Select 'Start' button to continue with Step 3.



Enter ‘Communication Date and Communication Method’.

Employee Name INTEL3-1
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	
Hide Step 3: Rating Official Document Communication to Employee	Pending Approval	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

<PREVIOUS

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

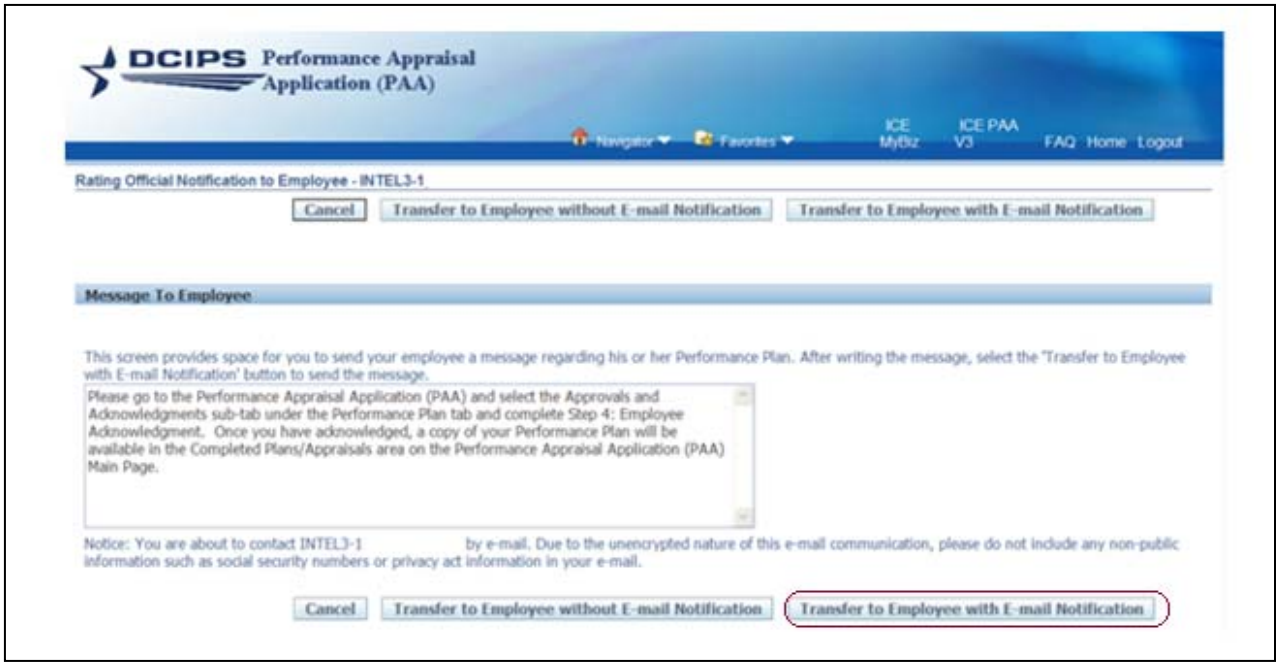
Error
Communication Date 03-Jul-2011 cannot be earlier than the HLR Approval Date of 05-Jul-2011.

Make adjustments to the ‘Communication Date’ and select ‘Save and Transfer to Employee for Acknowledgment’ button.

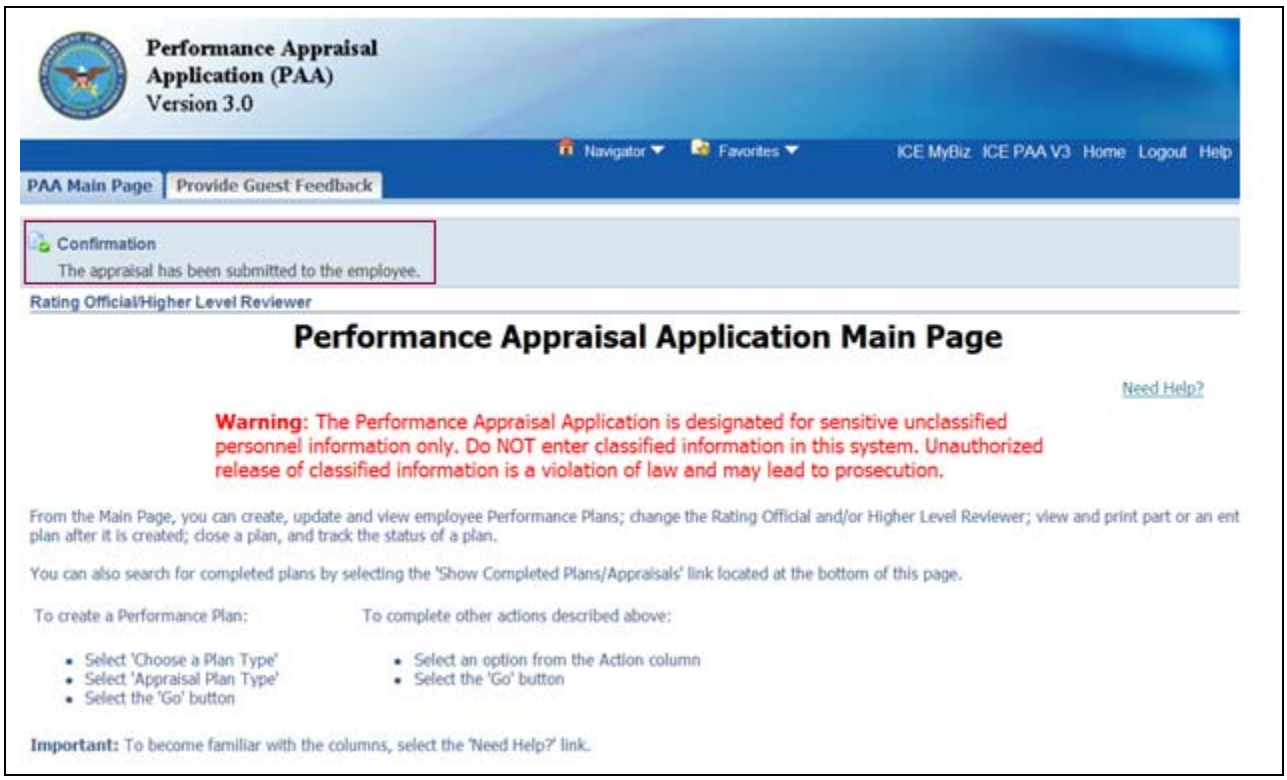
<u>Note</u>: The performance plan can be transferred to employee for their acknowledgment or employee can acknowledge performance plan without having ownership.

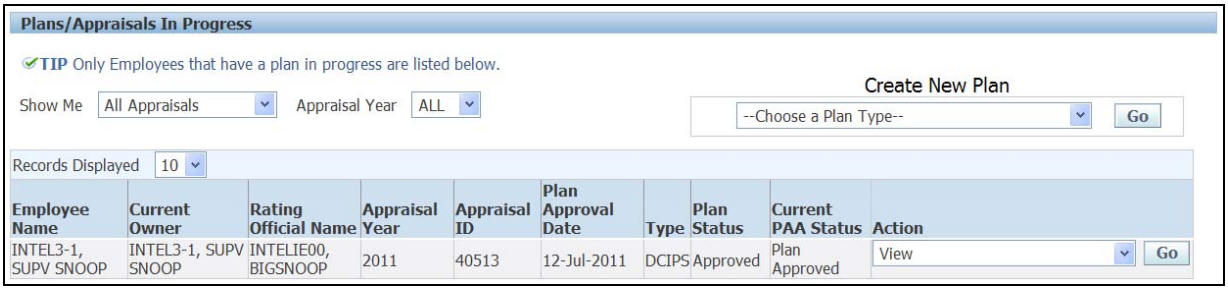
Rating Official Notification to Employee

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



Confirmation message is received that the appraisal has been submitted to the employee. RO now has 'View' only and can also retrieve performance plan from employee, go to Reports/Forms, Change RO and or HLR and go to Track Progress. **Note**: Since communication of performance plan has been documented, performance plan is now approved.



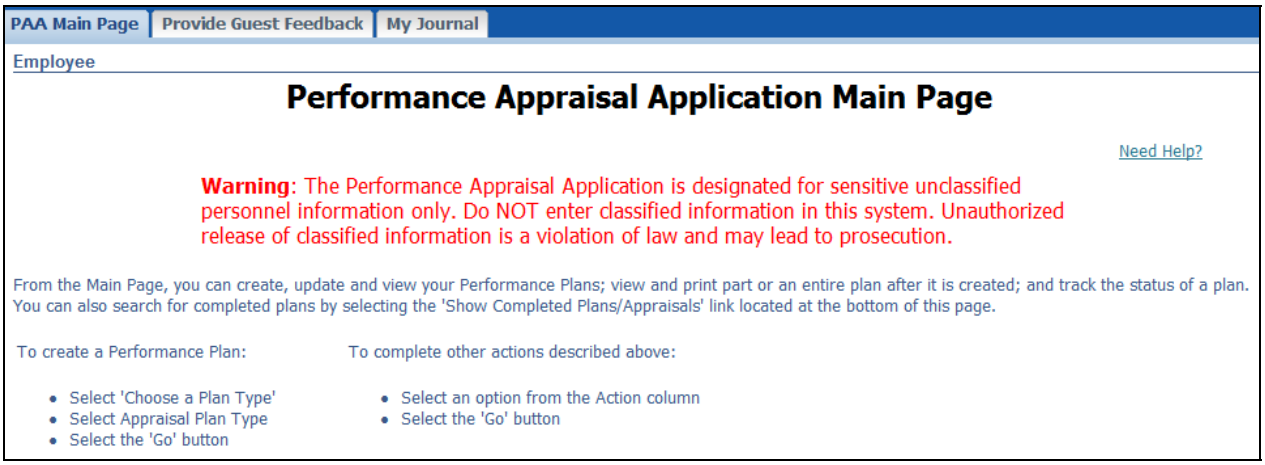


Employee > My Biz > Performance Appraisal Application (PAA)

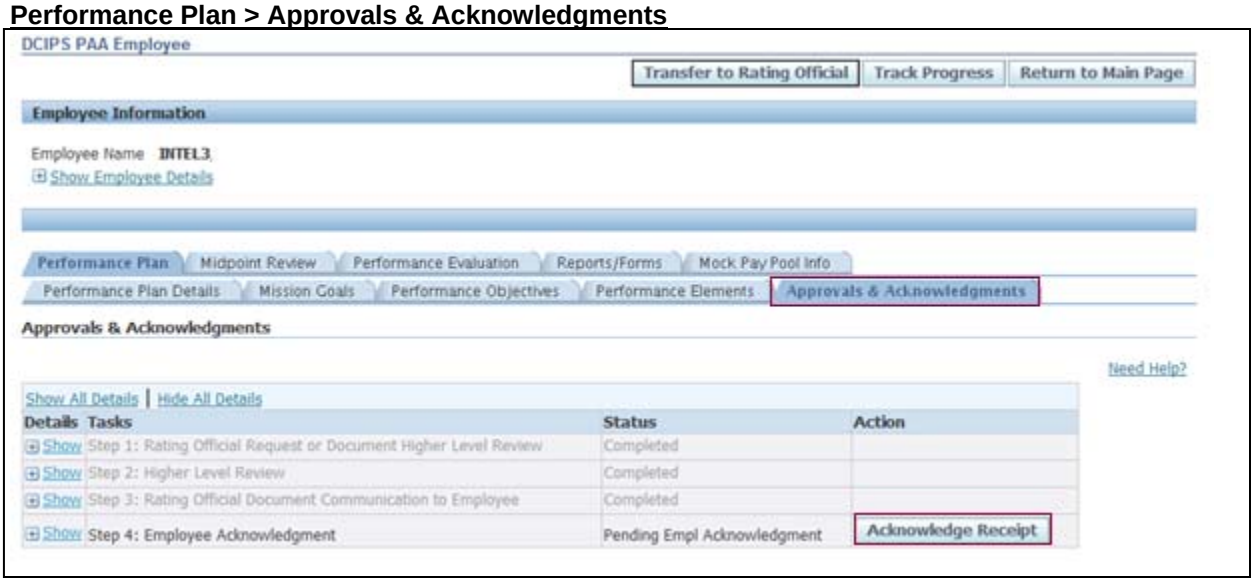
Acknowledging Performance Plan

The performance plan has been transferred to employee for acknowledgment. **Note**: The employee does not need to have ownership of performance plan to acknowledge.

Performance Appraisal Application Main Page

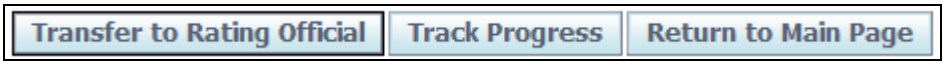


Performance Plan > Approvals & Acknowledgments



Select 'Acknowledge Receipt' button to complete this step.

Step 4 Completed – employee can transfer performance plan back to rating official, view track progress or return to the main page by selecting applicable button.



Rating Official > Main PAA Page > Completed Plans/Appraisals

The RO, HLR, Trusted Agent and Employee can view an approved performance plan under the ⊞ Show Completed Plans/Appraisals link located on the Main PAA Page. Select link and enter Employee Name, Appraisal Year or Event and then select 'Find' button to continue.

⊟ 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 2011
Event
Find Clear

Results:

Records Displayed 10

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
INTEL3-5,	2011	40480	DCIPS	DCIPS Performance Evaluation	16-Jun-2011	
INTEL3-4,	2011	40485	DCIPS	DCIPS Midpoint Review	16-Jun-2011	
INTEL3-3,	2011	40486	DCIPS	DCIPS Performance Plan	15-Jun-2011	

Track Progress:

Select 'Track Progress' from action list then select 'Go'

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
INTEL3-4,	INTEL3, SUPV	INTEL3,	2011	40485	09-Jun-2011	DCIPS	Approved	Plan Approved	Track Progress Go
INTEL3-3,	INTEL3-3,	INTEL3,	2011	40486	15-Jun-2011	DCIPS	Approved	Plan Approved	View Go
INTEL3-3,	INTEL3, SUPV	INTEL3,	2011	40502		DCIPS	Pending	Plan in Progress	Update Go

Employee Information

Employee Name **INTEL3-4**

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.

Performance Plan	
Drafted	☑
Reviewed by Higher Level Reviewer - If Required	☑
Approved	☑
Acknowledged by Employee	☐
Midpoint Review	
Employee Self-Assessment	☐
Rating Official Assessment	☑
Reviewed by Higher Level Reviewer - If Required	☑
Communicated to Employee by Rating Official	☑
Acknowledged by Employee	☑
Performance Evaluation	
Employee Self-Assessment	☐
Rating Official Assessment	☐
Reviewed by Higher Level Reviewer - If Required	☐
Communicated to Employee by Rating Official	☐
Mock Assessments	
Employee Self-Assessment	☐
Rating Official Assessment	☐
Reviewed by Higher Level Reviewer - If Required	☐

Return to Previous

PAA Main Page > HLR View of Completed Plans and Appraisals

PAA Main Page | Provide Guest Feedback

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 enti 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 HLR 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
INTEL3-3	INTEL3-3	INTEL3	2011	40486	15-Jun-2011	DCIPS	Approved	Plan Approved	View Go
INTEL4-5	INTEL4, SUPV	INTEL4	2011	40512	05-Jul-2011	DCIPS	Approved	Plan Approved	View Go

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 INTEL3-3

Appraisal Year

Event

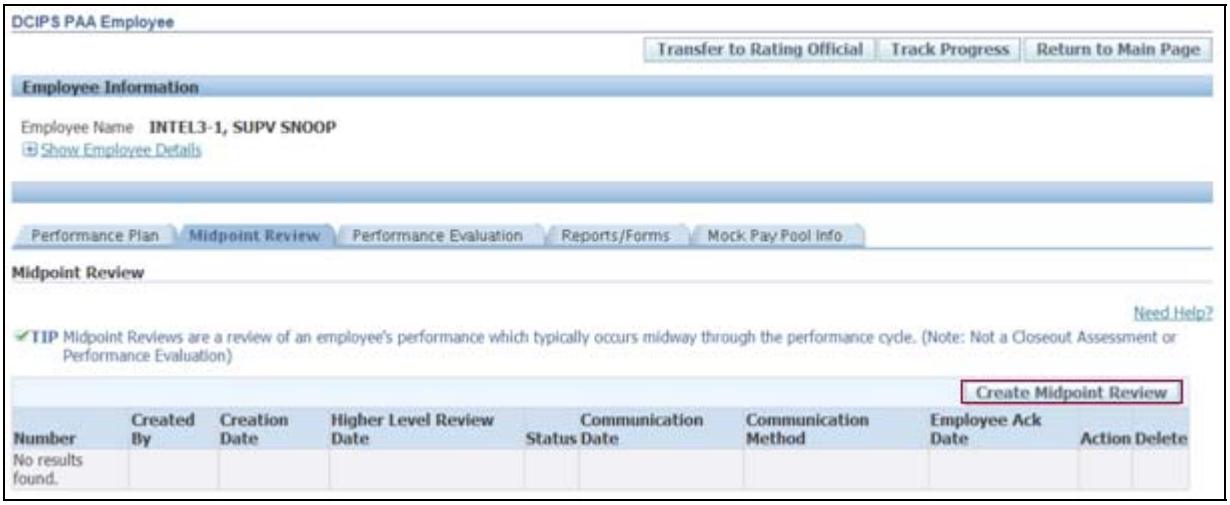
Find Clear

Records Displayed 10

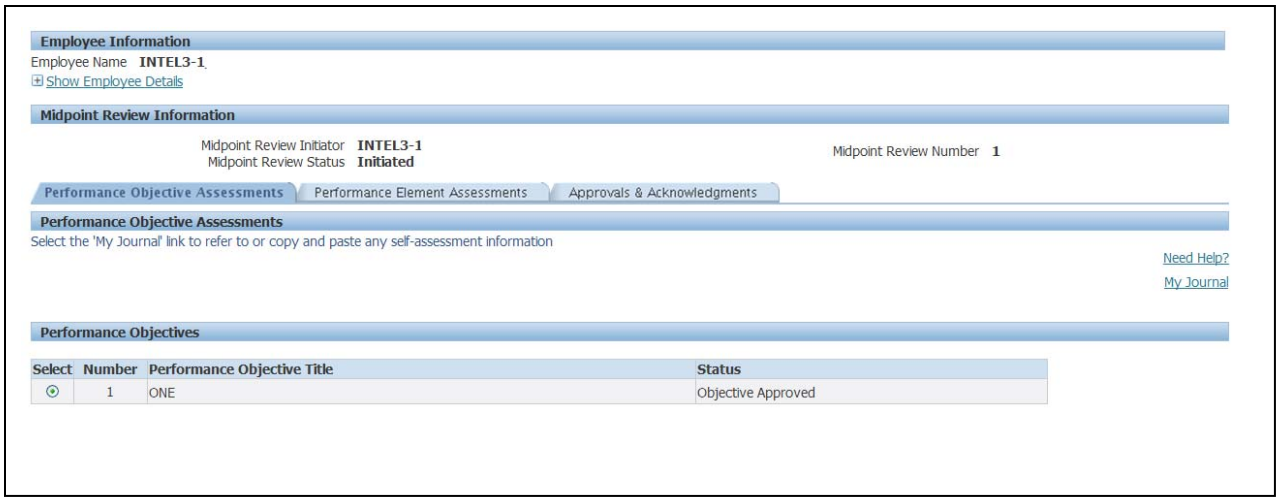
Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
INTEL3-3	2011	40486	DCIPS	DCIPS Performance Plan	15-Jun-2011	

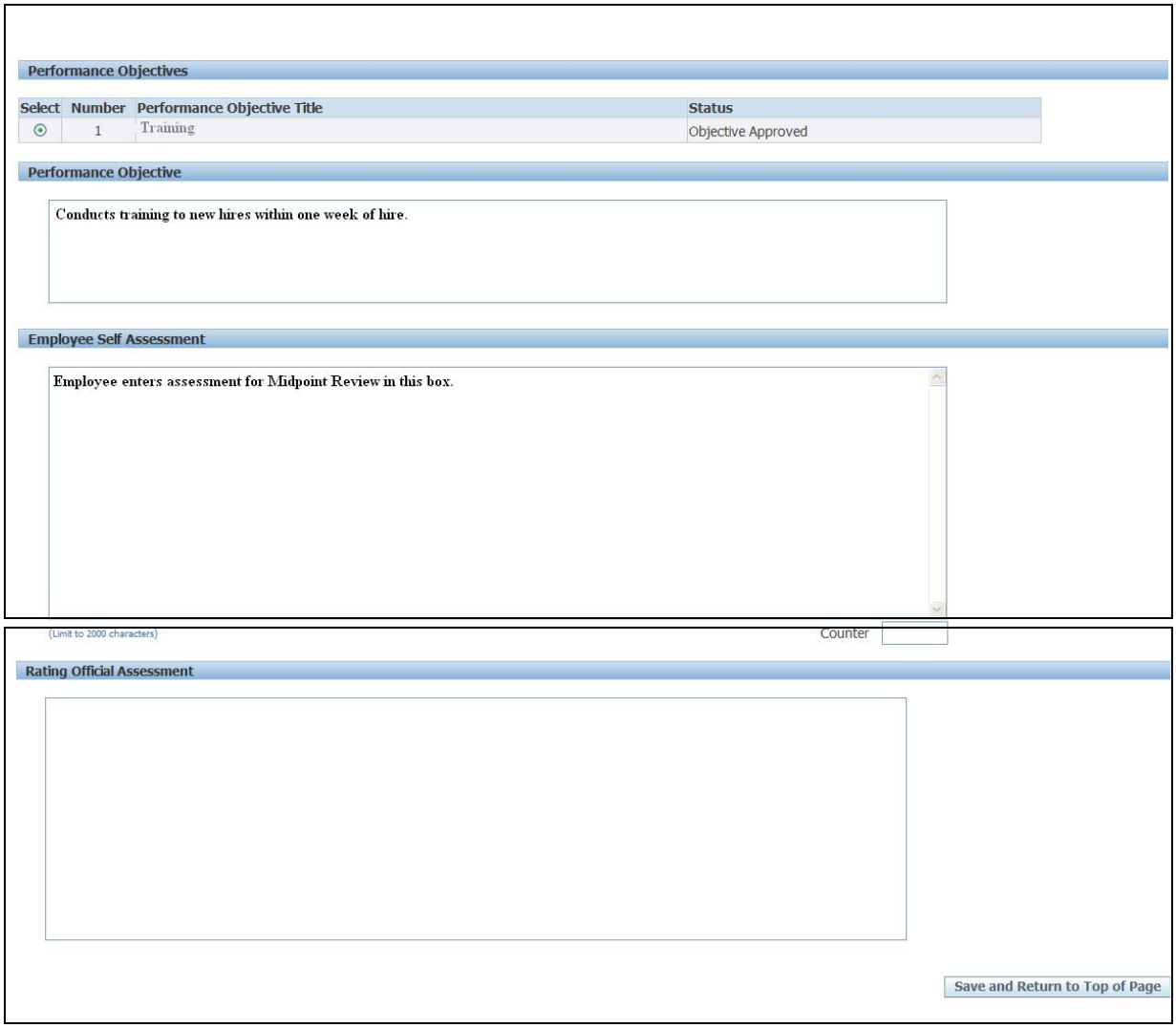
Employee Creates Midpoint Review:

The next step for the Performance Management Cycle is the Midpoint Review. Either the RO or Employee can create a Midpoint Review. The plan is currently assigned to employee, so in this example, the employee will create Midpoint Review.



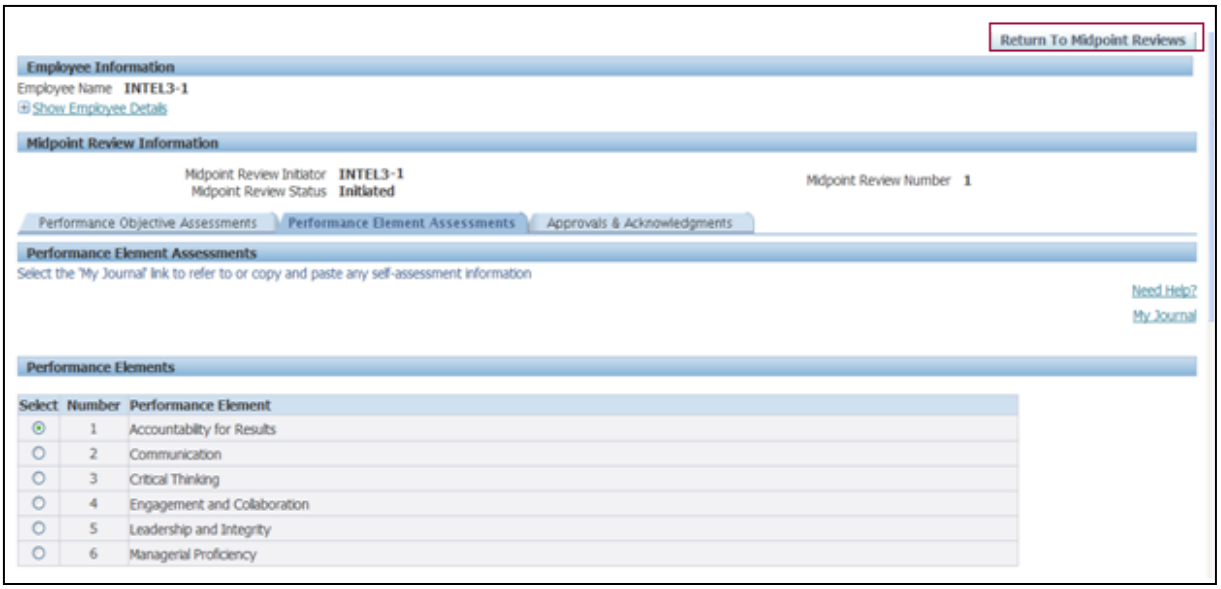
Select the radio button in front of each performance objective and complete the employee self assessment for all objectives.

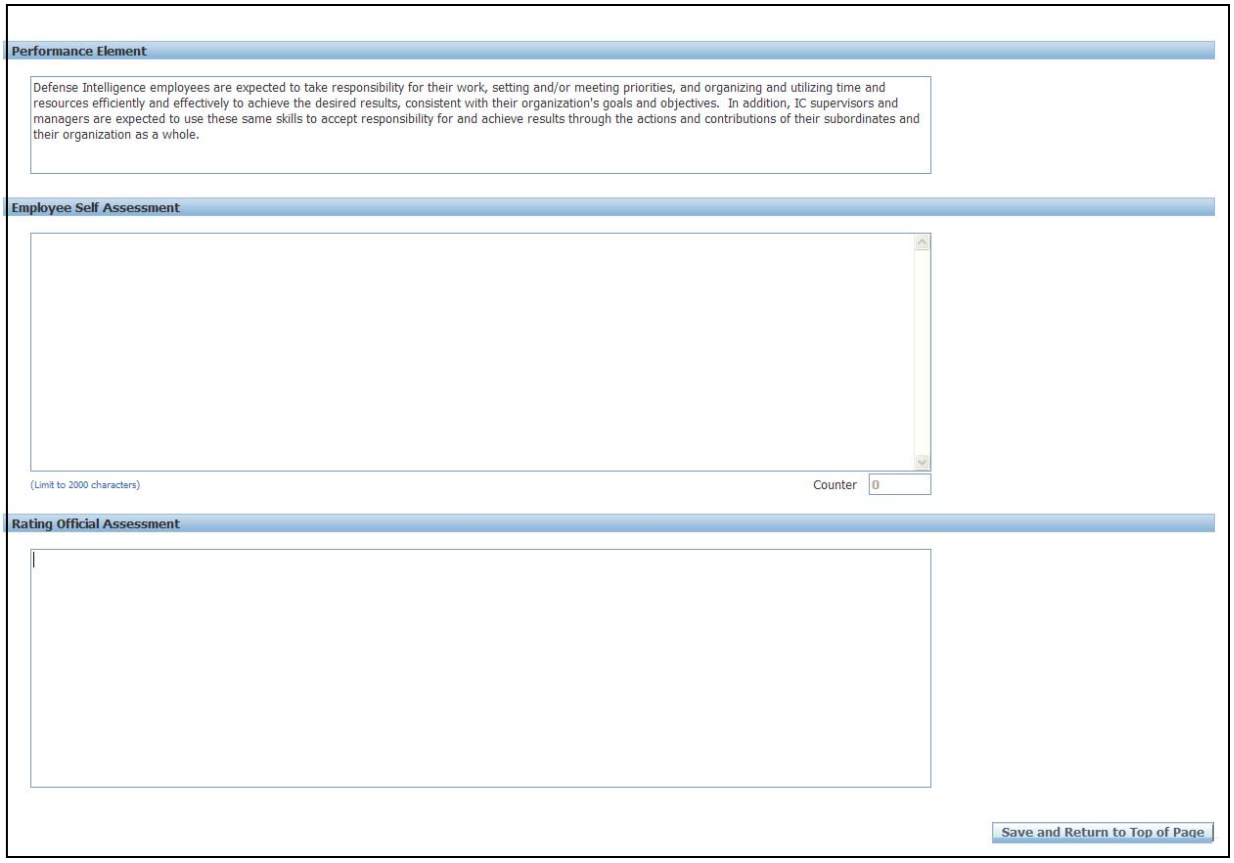




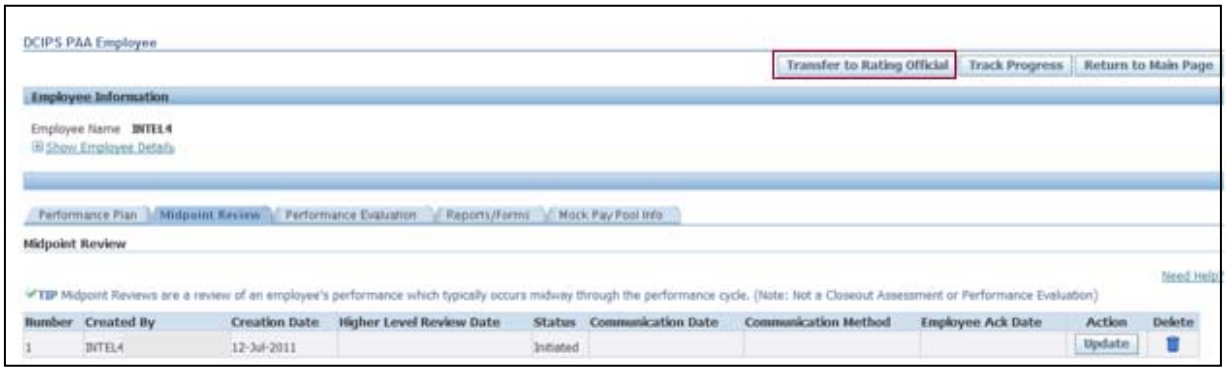
Complete all 'Self Assessments' for Performance Objectives. Select the Performance Element Assessments tab and follow same procedure to complete self assessment for each Performance Element. Select the radio button in front of each element and complete self assessment for each. You can also cut and paste from MS Word or 'My Journal' tab.

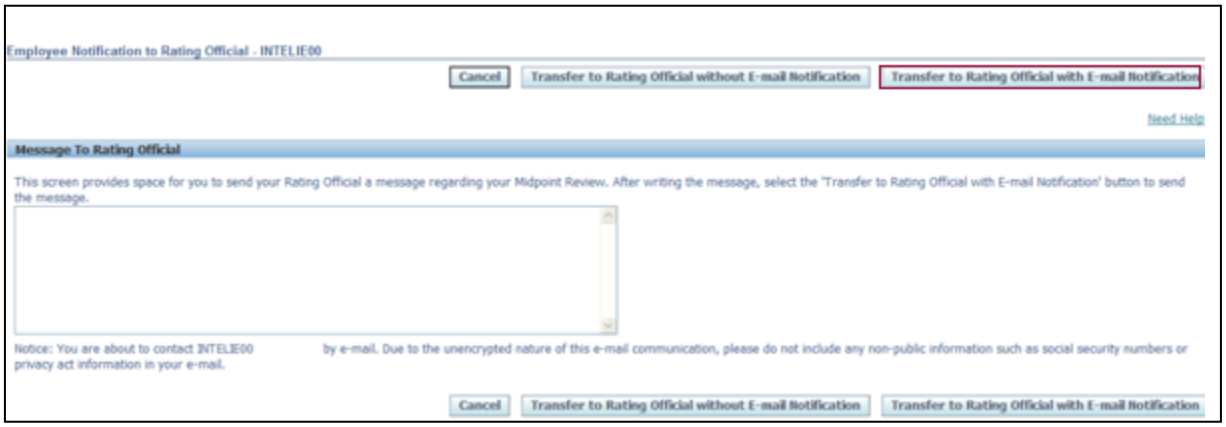
When all self assessments are completed, select 'Return to Midpoint Reviews" button located at the upper right hand corner of screen.



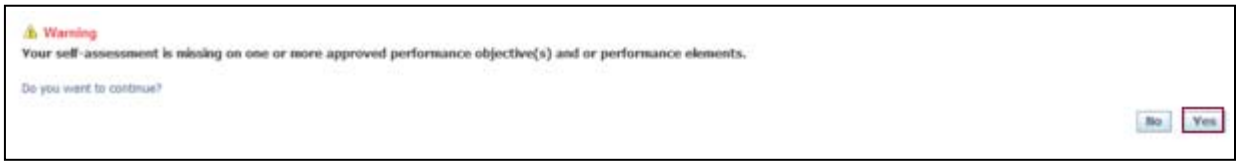


To transfer the appraisal to the RO, select the 'Transfer to Rating Official' button.





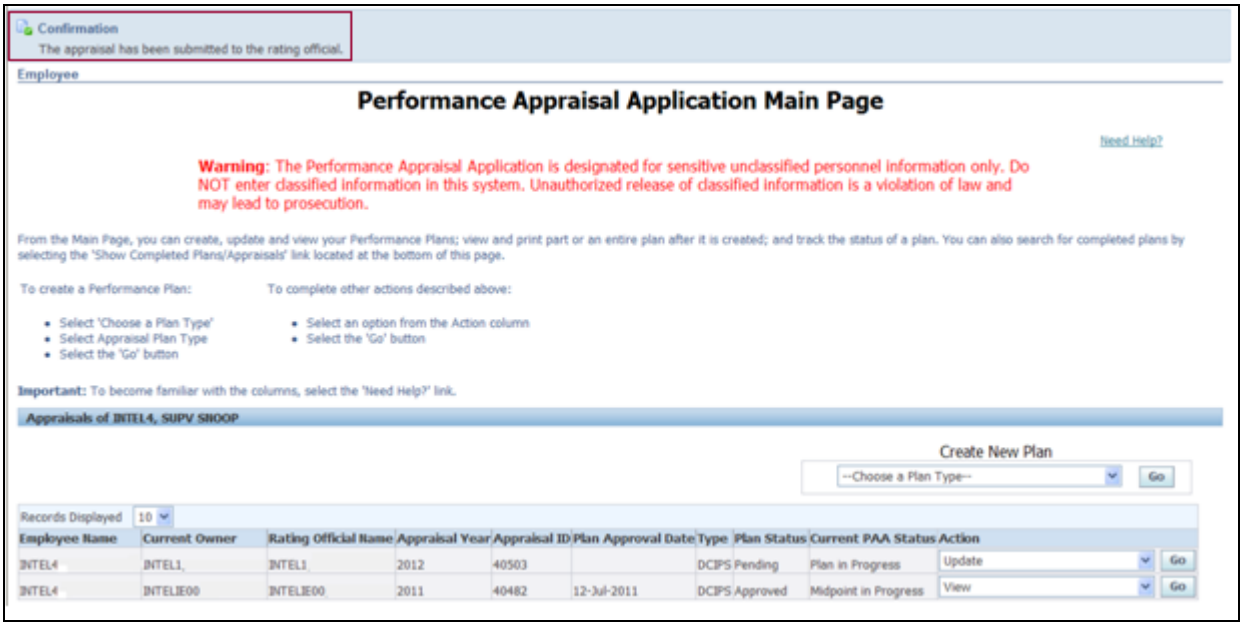
If any of your self assessments are missing in the Objective or Elements area, a Warning is received. It is only a warning.



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

Select 'Yes' button to continue.

Confirmation is received – 'The appraisal has been submitted to the rating official.' Employee lost ownership of appraisal and has 'View' only. Employee can also 'Retrieve' appraisal providing the rating official has not taken action on it.

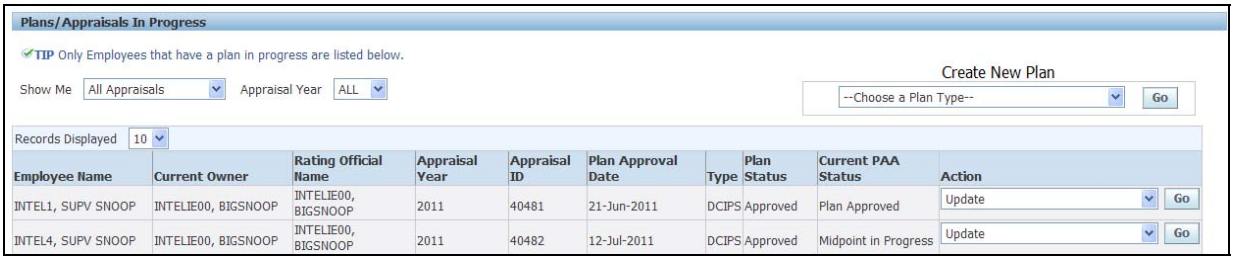


To view approved performance plan go to the 'Completed Plans/Appraisals' area on the Main PAA Page.

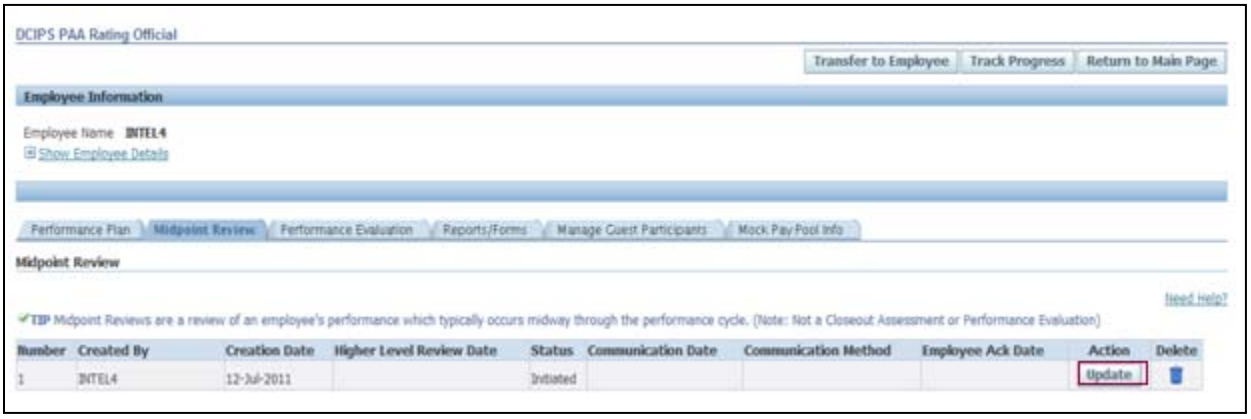
Note: In the screenshot above, employee has a 'Midpoint in Progress'; however, the approved performance plan for Appraisal ID 40482 is available in the 'Completed Plans and Appraisals' area.

Rating Official Completes Midpoint Review

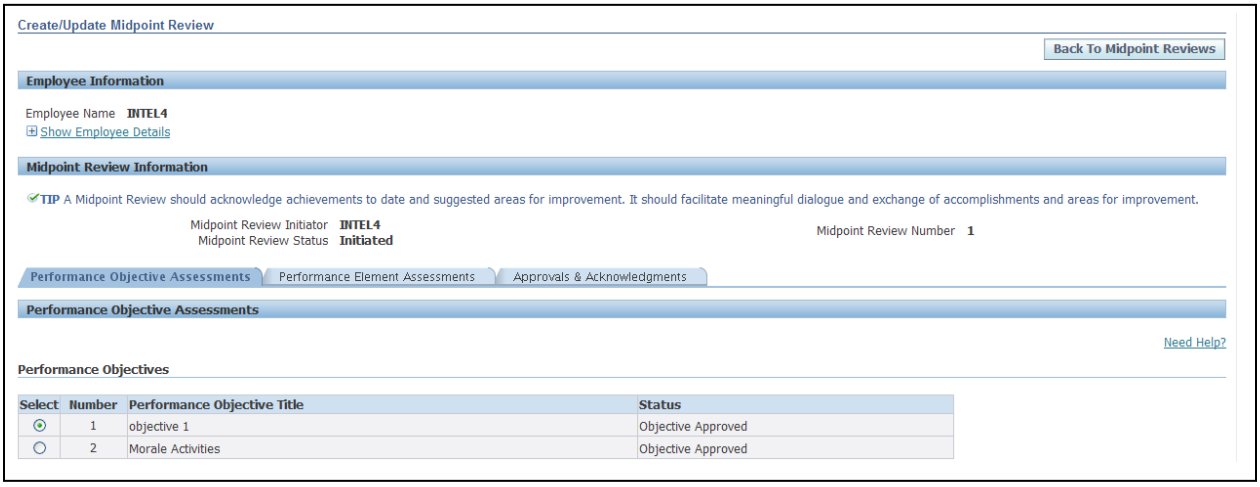
Select 'Go' button on the appraisal to complete Midpoint Review.

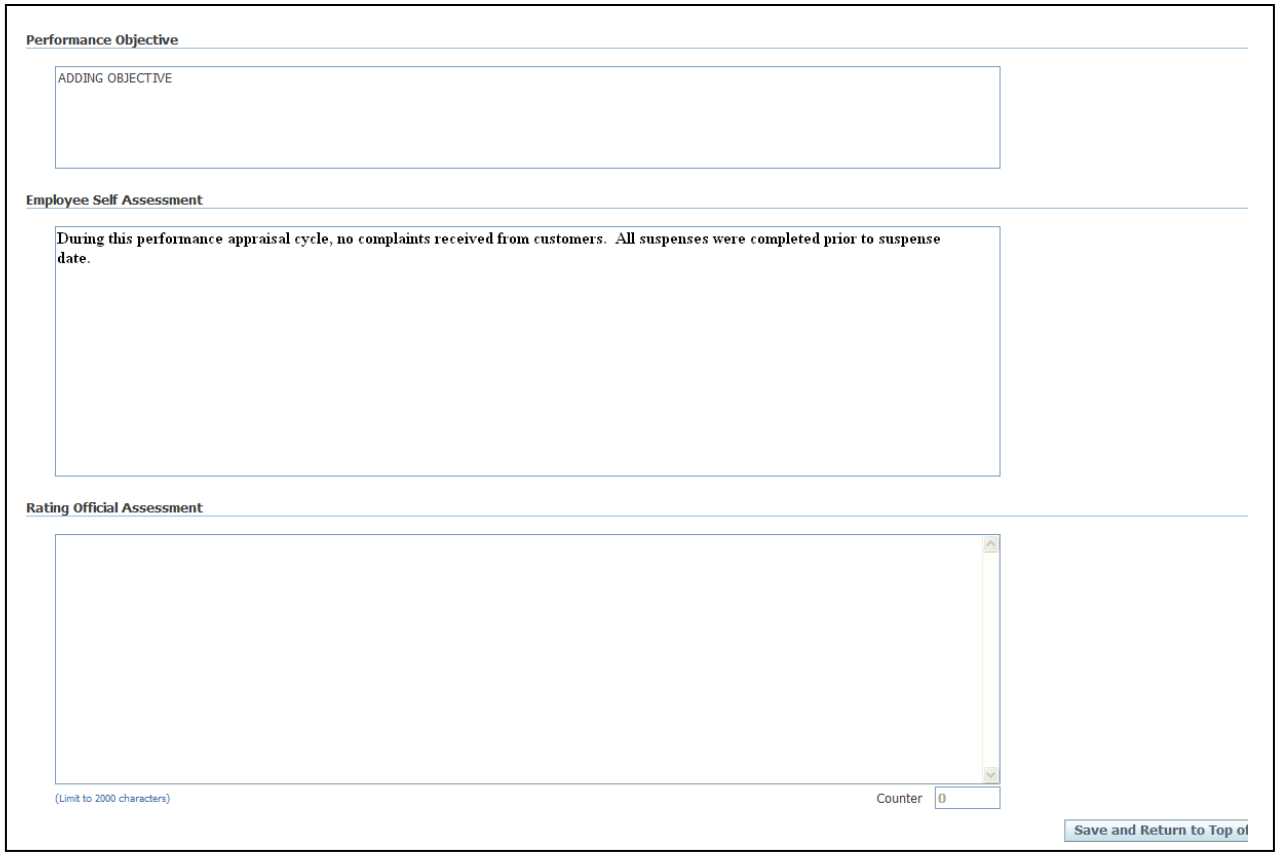


Select 'Update' button on Midpoint Review.



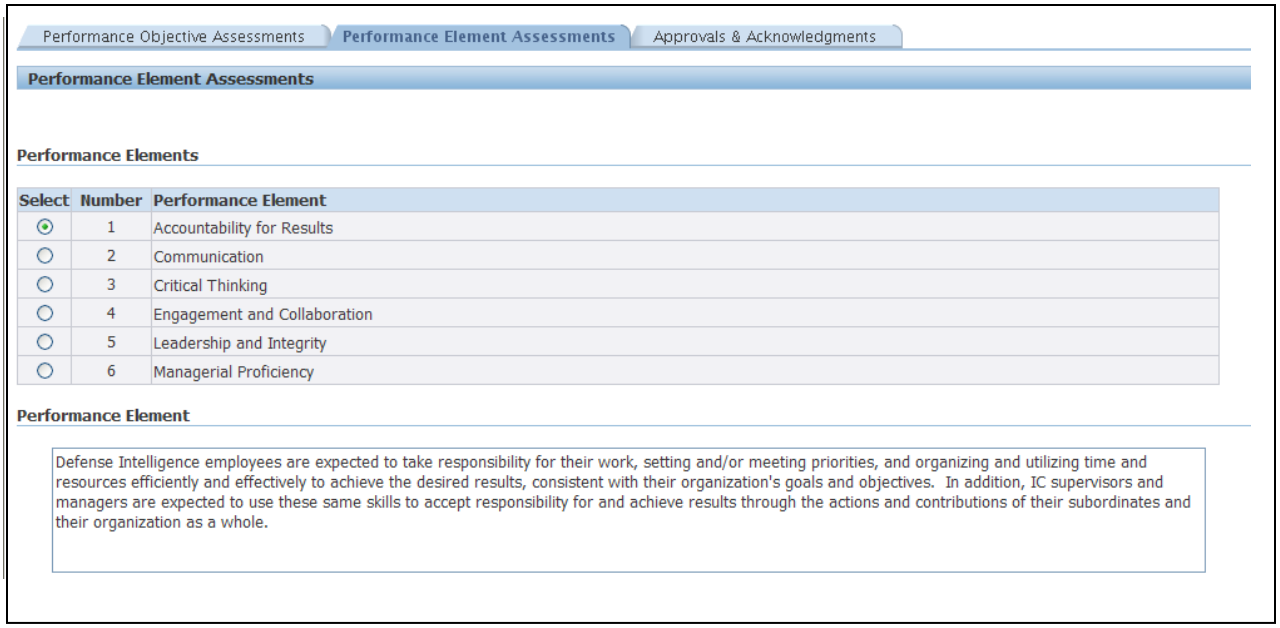
RO reviews employee's self assessment and completes Rating Official Assessment for each performance objective. Select the radio button in front of each performance objective to access.

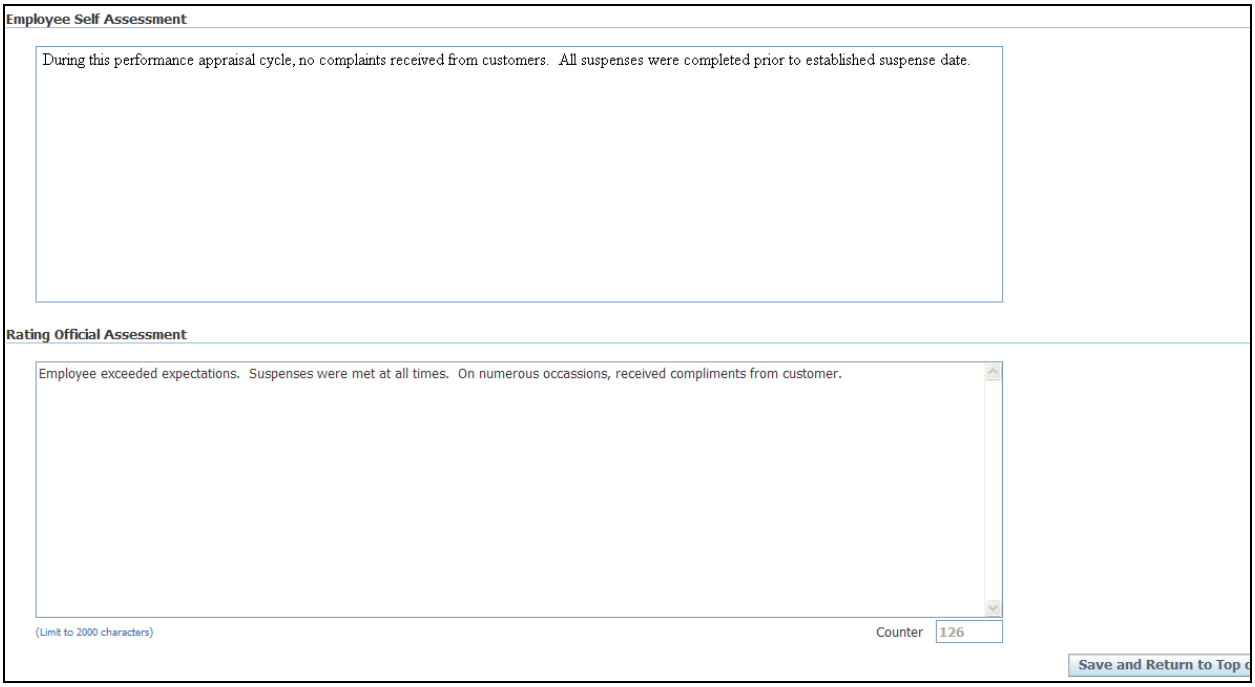




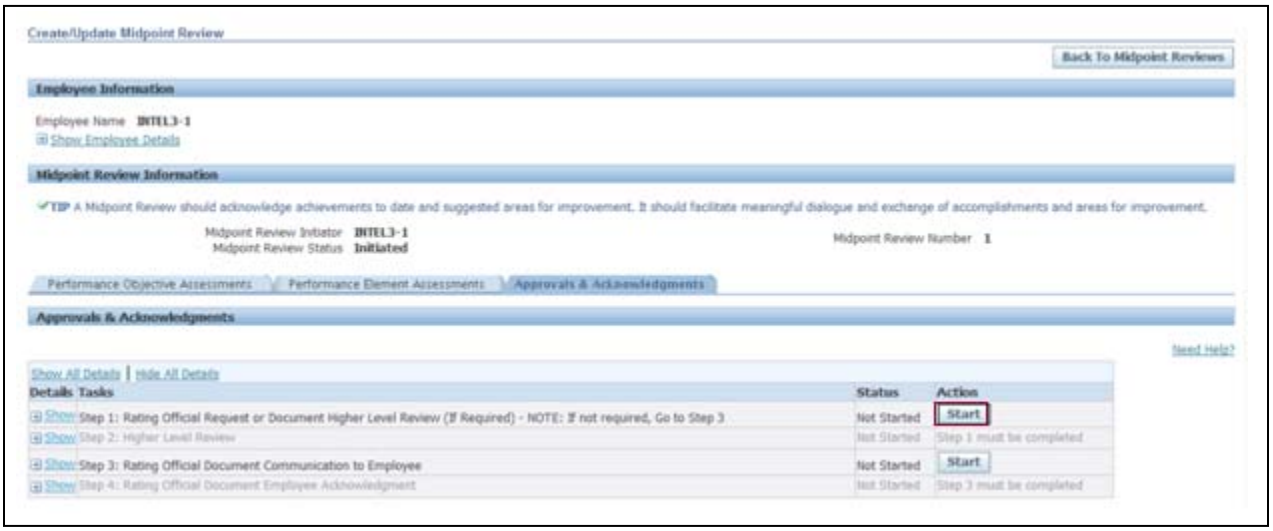
RO selects 'Performance Element Assessments' tab and reviews employee's self assessment and completes Rating Official Assessment for each performance element. Select the radio button in front of each performance element to access.

Select the 'Performance Element Assessments' tab to continue.



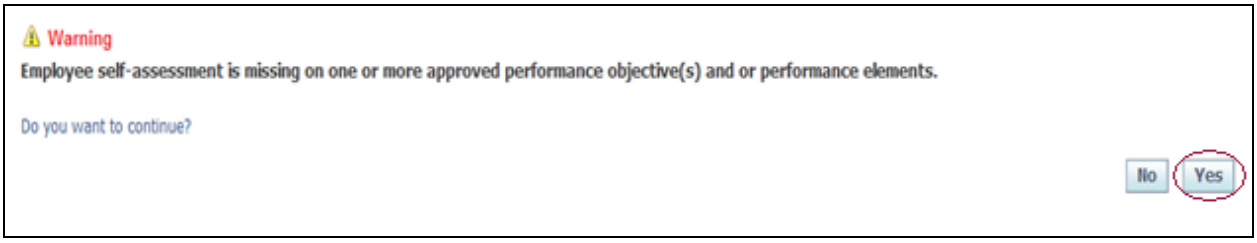


After each Rating Official Assessment is completed, RO selects Approvals & Acknowledgments. Select 'Start' button in 'Step 1: Rating Official – Request or Document HLR (If Required)' in Action Column to request or document Higher Level Reviewer.

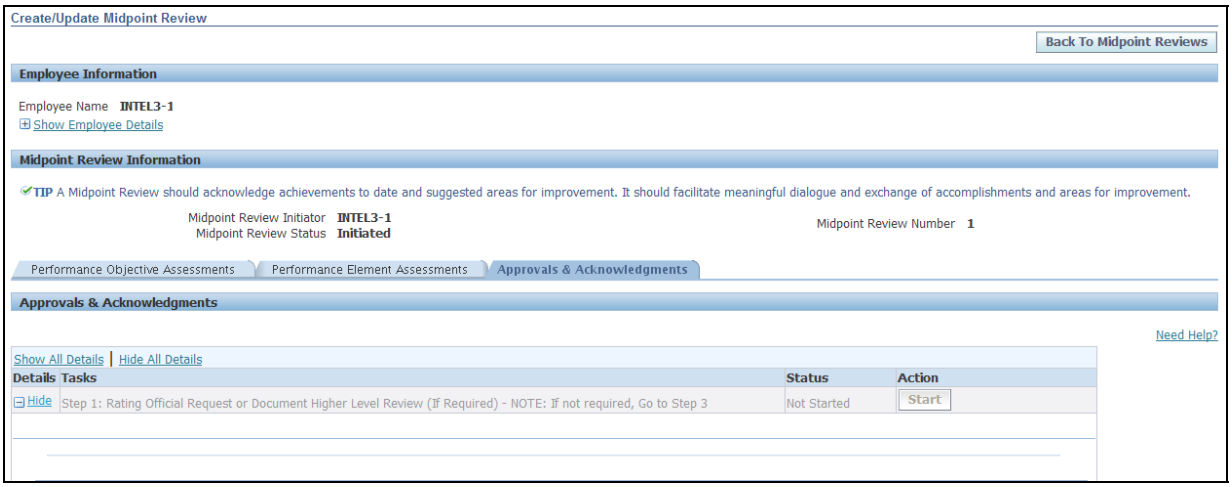


RO receives a warning if an employee's self assessment is missing. This is only a warning which provides the RO an opportunity to route the appraisal back to employee for assessment. If 'No' is selected for warning, RO will be returned to the Approvals and Acknowledgments area of the Midpoint Review.

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.



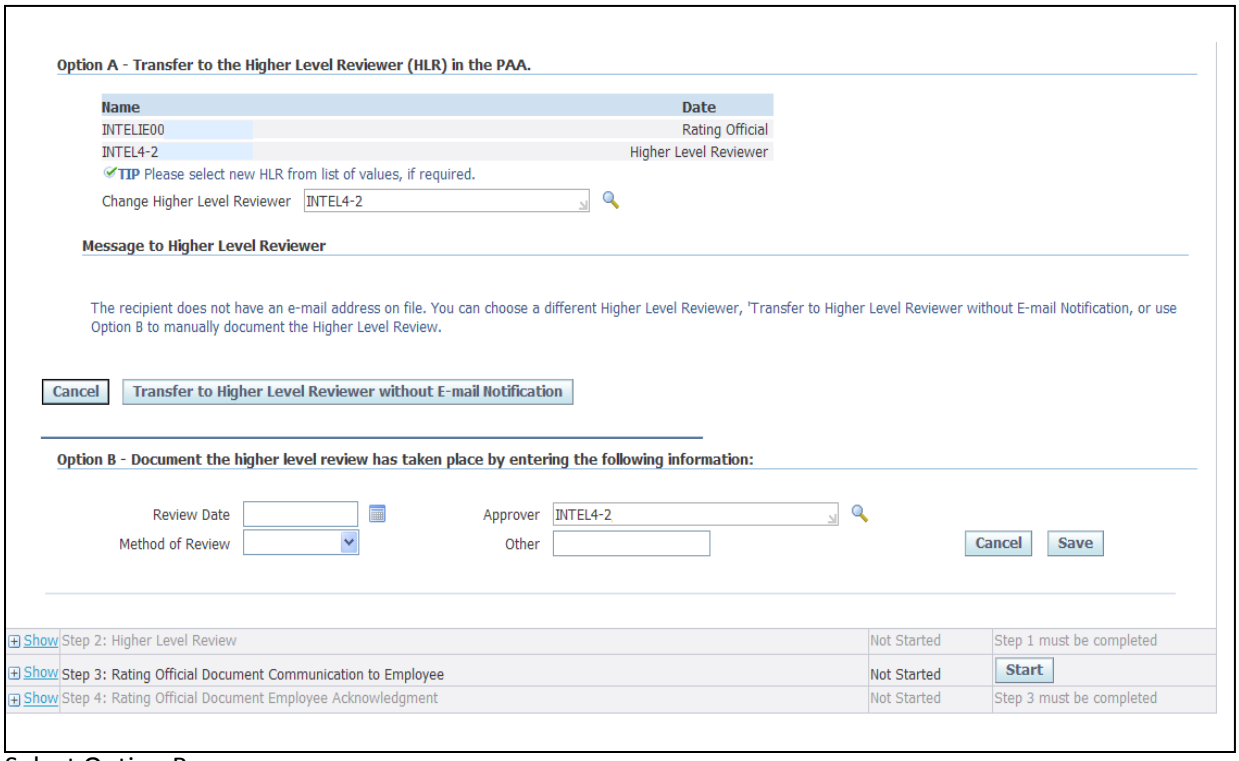
They are:

<u>Option A</u> – Transfer to the Higher Level Reviewer (HLR) in the PAA

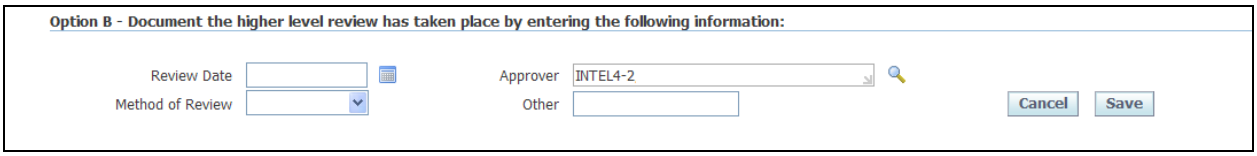
Note: If this option is used, RO loses ownership of PAA and has 'View' only

<u>Option B</u> – Document the Higher Level Review has taken place by entering the following information:

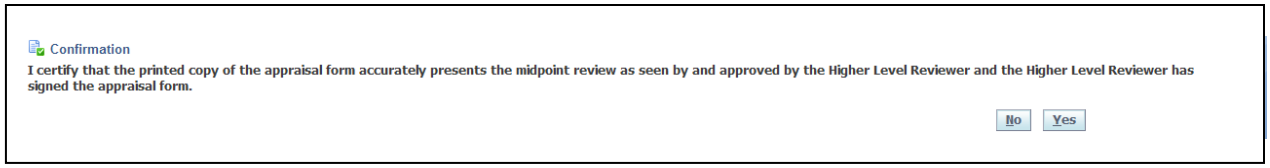
Note: If this option is used, the RO manually updates 'Review Date', 'Method of Review' and 'Approver' of the Midpoint Review that took place. The RO continues to have ownership of PAA.



Select Option B.



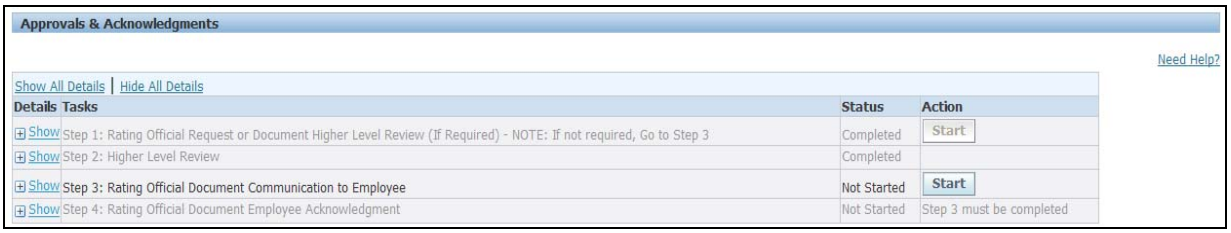
Confirmation message received because RO documented the HLR review manually using Option B.



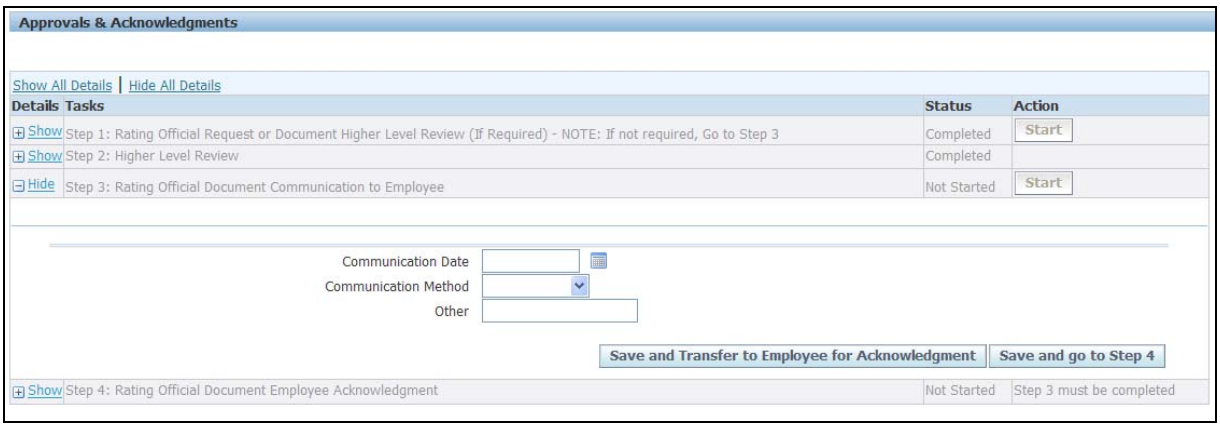
If 'No' button is selected, RO is returned to the Approvals and Acknowledgments page . If 'Yes' button is selected, an 'Information' message is received.

Select 'OK' button to continue.

RO Completing Step 3 – Rating Official Document Communication to Employee

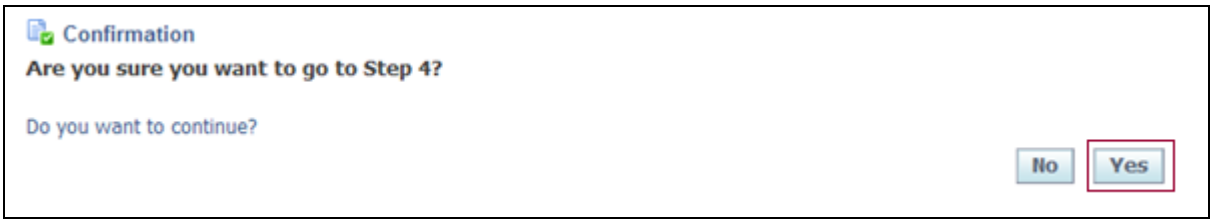


Select 'Start' button in Step 3



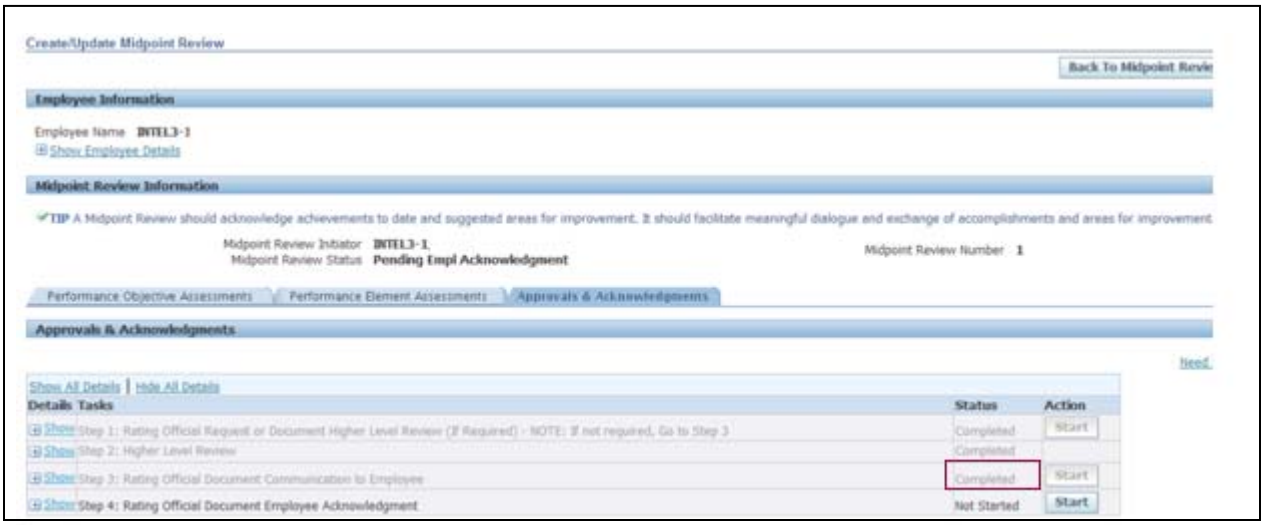
Document 'Communication Date' and 'Communication Method' and then select 'Save and Transfer to Employee for Acknowledgment' or 'Save and go to Step 4'. If RO selects 'Save and Transfer to Employee for Acknowledgment' button, the employee will have ownership of appraisal. Select the 'Save and go to Step 4' button to continue.

RO receives Confirmation message:



Select 'Yes' button to continue.

The Midpoint Review Approvals and Acknowledgments Step 3 is 'Completed'.



Step 4 – Rating Official Document Employee Acknowledgment

Select the start button.

Information: RO must select either 'Refused' or 'Other' in the 'Acknowledgment' block. If 'Other' is selected as an acknowledgment, an explanation has to be identified in 'Other' block; enter date and select 'Save' button.

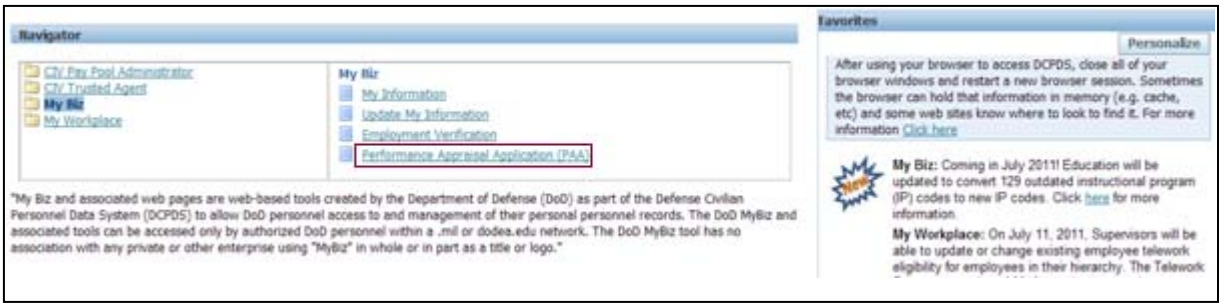
When Step 4 is completed, the Midpoint Review is available under the Completed Plans & Appraisals from Main PAA Page. Midpoint Status shows 'Completed' and no changes can be made.

Select 'Back to Midpoint Reviews' button.

Select 'Return to Main Page' to continue.

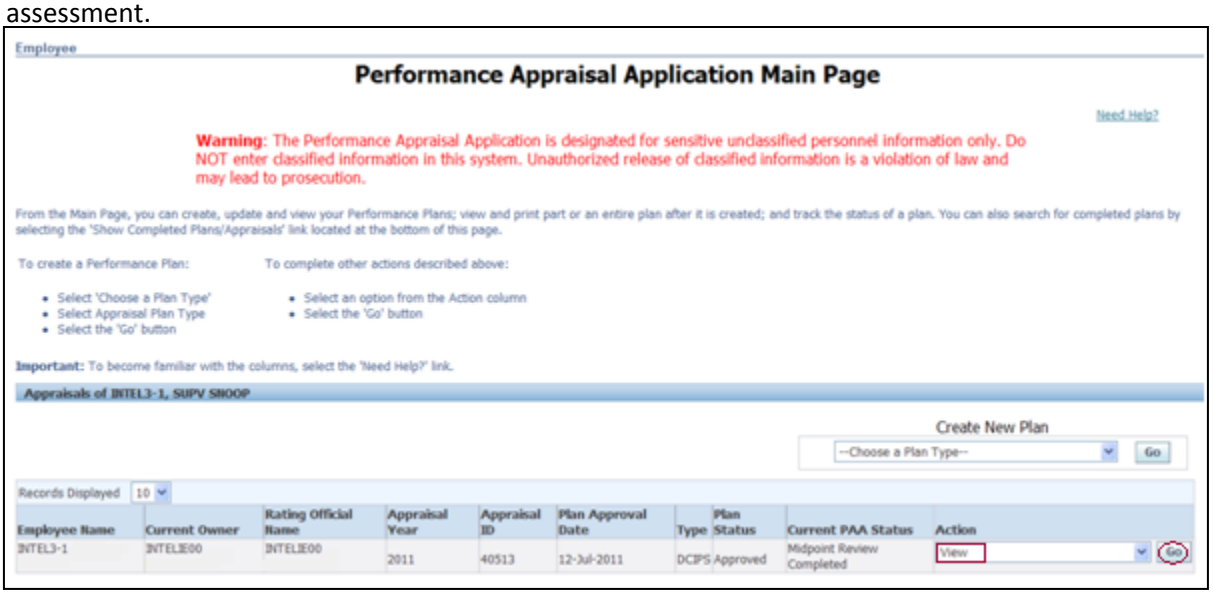
Employee Mock Pay Pool

Employee logs in to DCPDS. Select 'My Biz' and select 'Performance Appraisal Application (PAA)'.



Select 'Go' to continue.

Note: The employee does not have to have ownership of appraisal in order to do a mock pay pool assessment.



Mock Pay Pool Info > Mock Performance Objectives

Employee Mock Self Assessment: Begin mock assessments. You can type directly in text box, or copy information from 'My Journal' or 'MS Word'. You can also import your latest Midpoint Review Assessments and add additional data, if desired.

DCIPS PAA Employee

Retrieve Appraisal | Track Progress | Return to Main Page

Employee Information

Employee Name **BITEL3-1**

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 Assessments and Ratings

Import Midpoint Review Assessments

Need Help?

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
⊙	1	ONE	Objective Approved

Mock Performance Objective

ADDING JOB OBJECTIVE

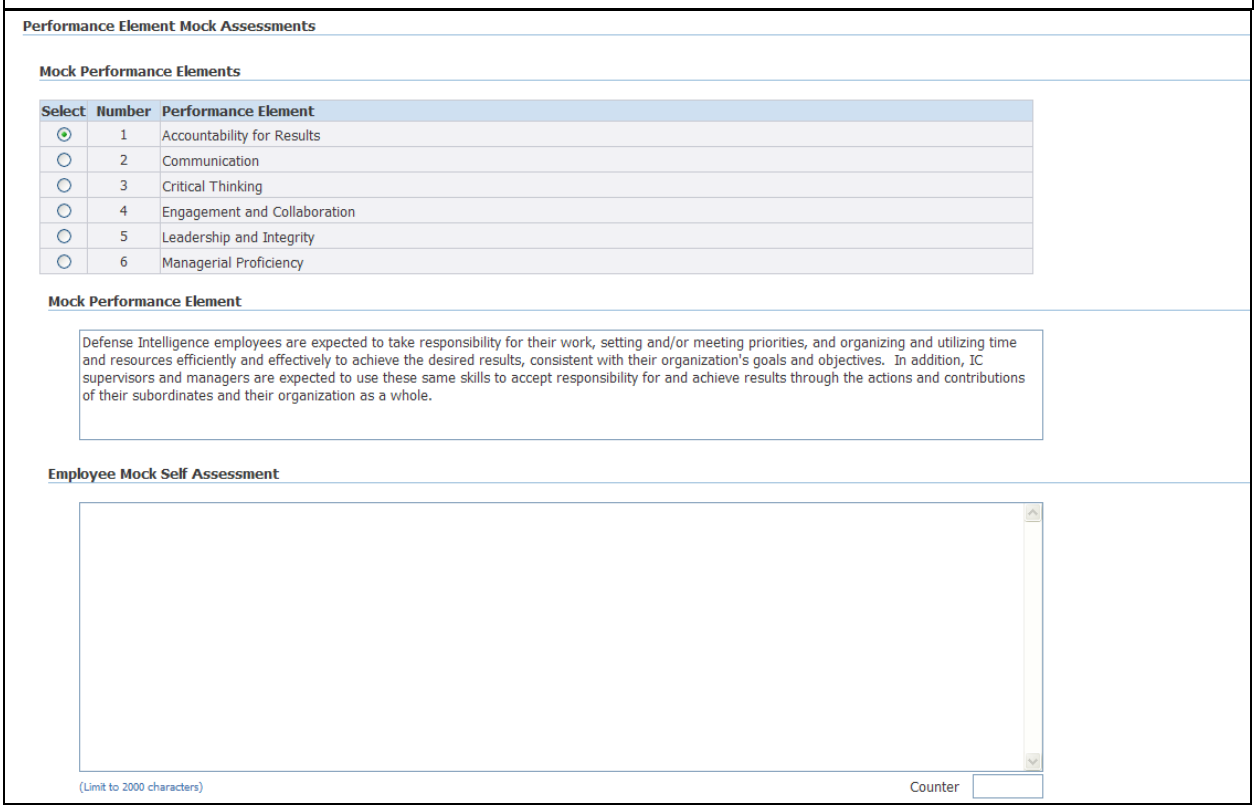
Employee Mock Self Assessment

(Limit to 2000 characters)

Counter

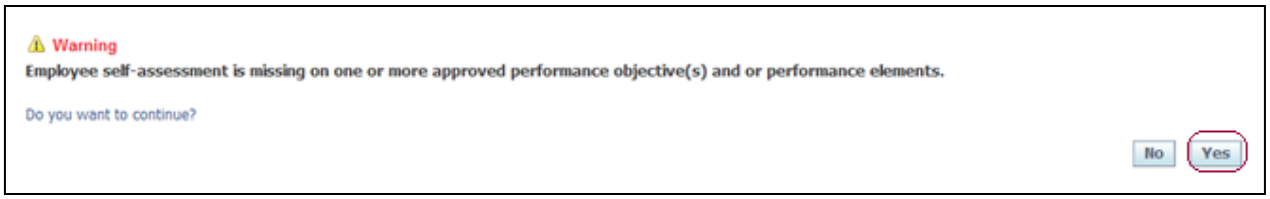
Mock Pay Pool Info > Mock Performance Elements

Complete Performance Elements Mock Assessments.



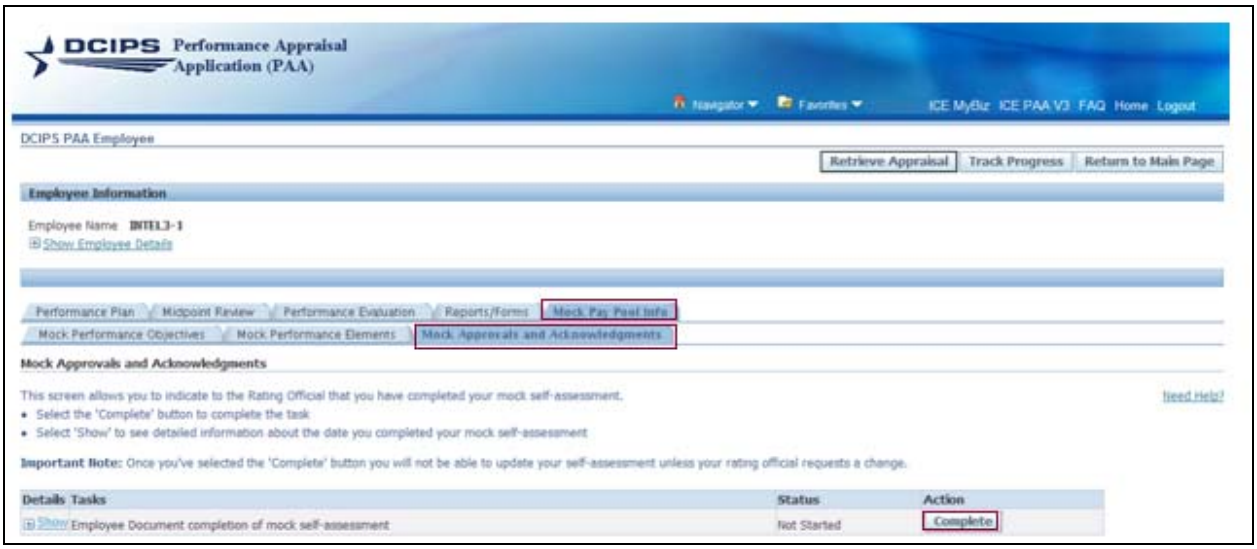
To save changes, select 'Save and Return to Top of Page'. The next step is to notify RO that you have completed your mock assessment.

Note: If you overlook entering any of your mock self assessments, a warning message will display. If 'No' is selected, you will be returned to the assessment area. If 'Yes' is selected, this will complete the mock self assessments.

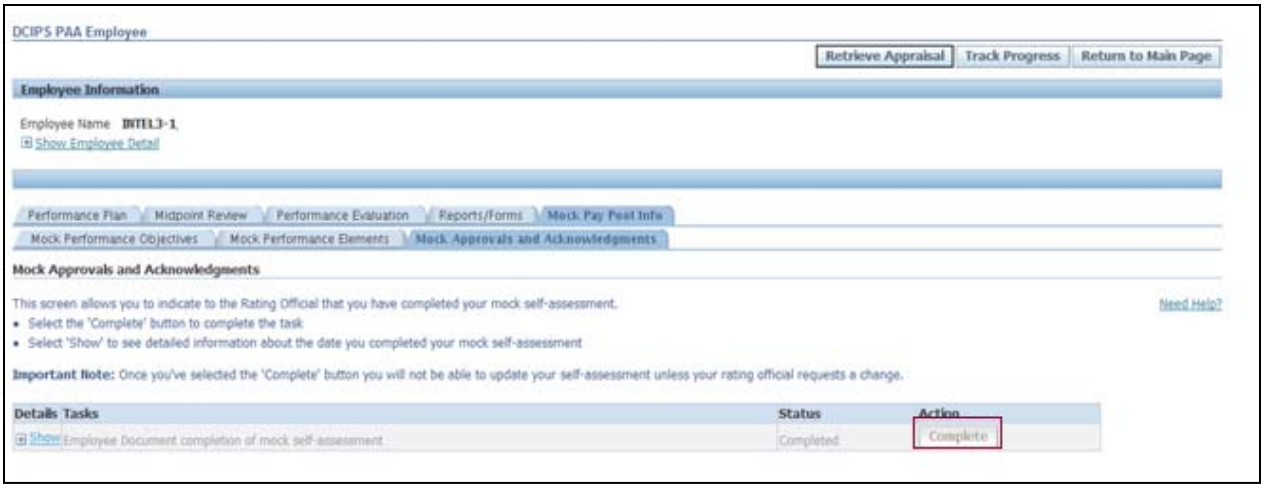


Mock Pay Pool Info > Mock Approvals and Acknowledgments

Select 'Complete' button under Action Column.

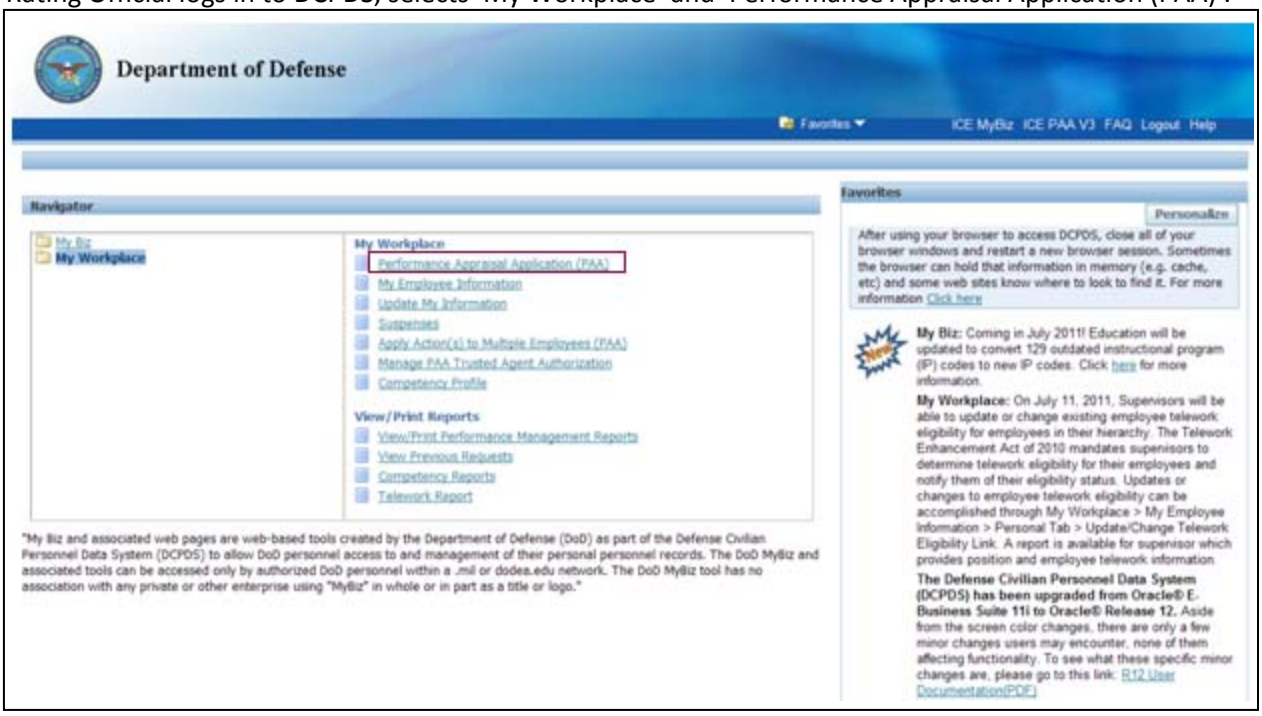


Once completed, no further changes can be made unless requested to do so by the Rating Official.

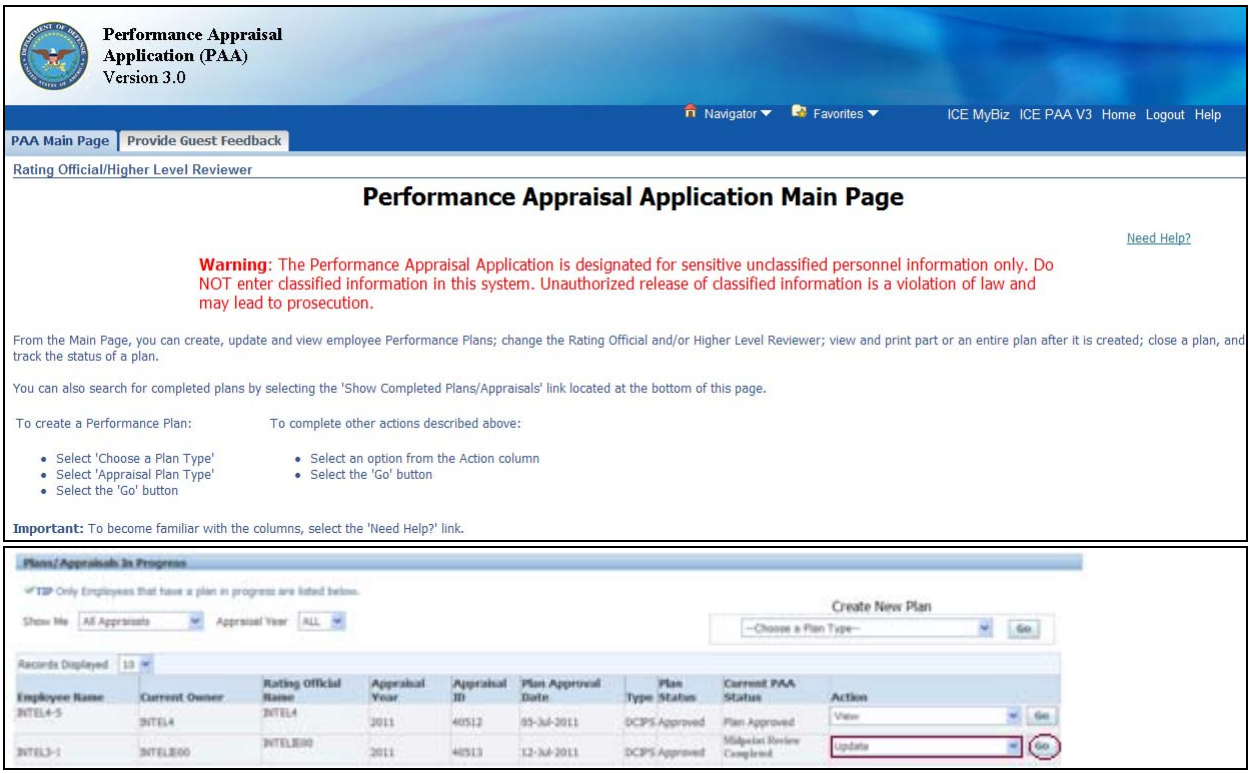


Rating Official Mock Pay Pool Info

Rating Official logs in to DCPDS, selects 'My Workplace' and 'Performance Appraisal Application (PAA)'.

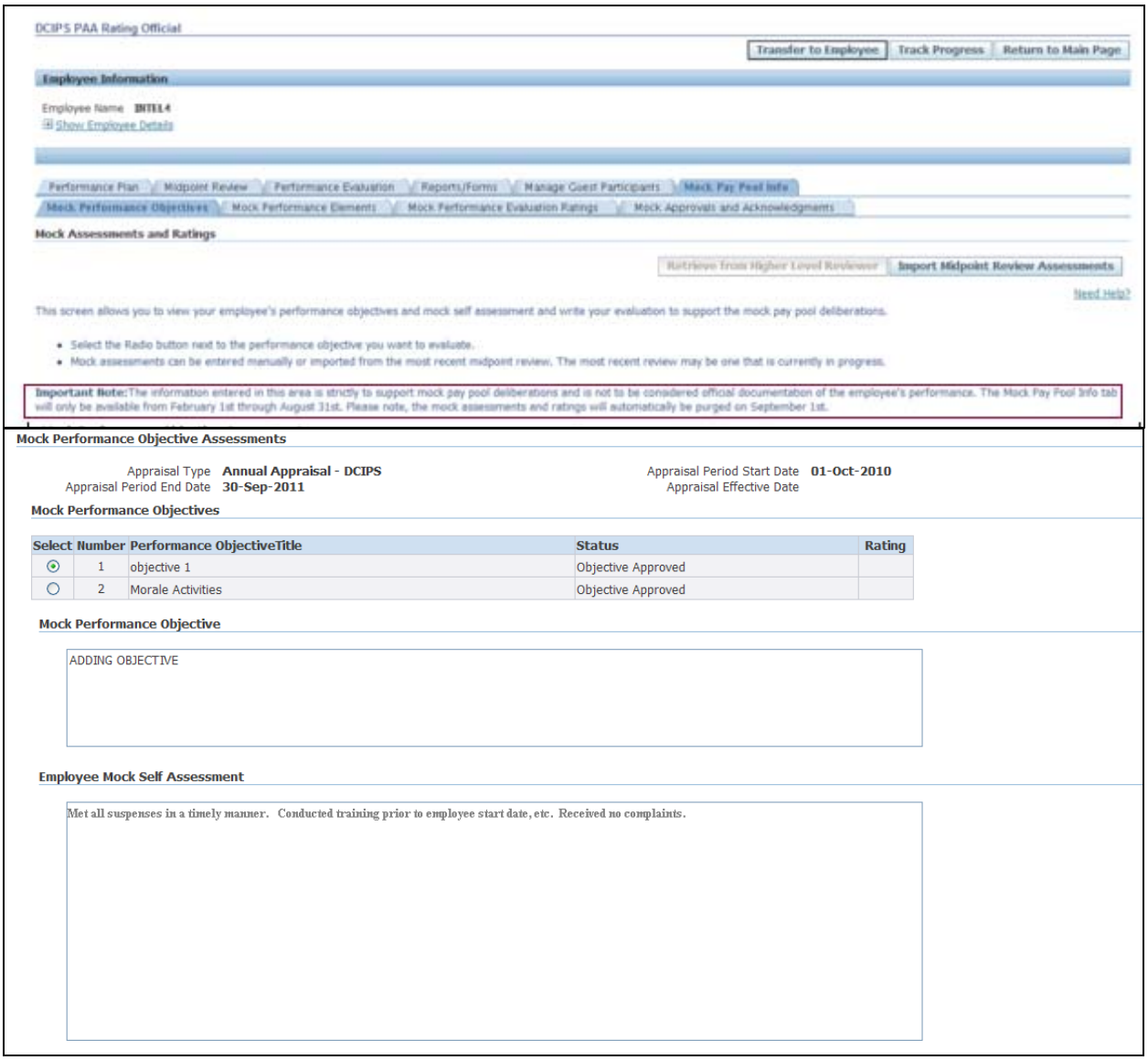


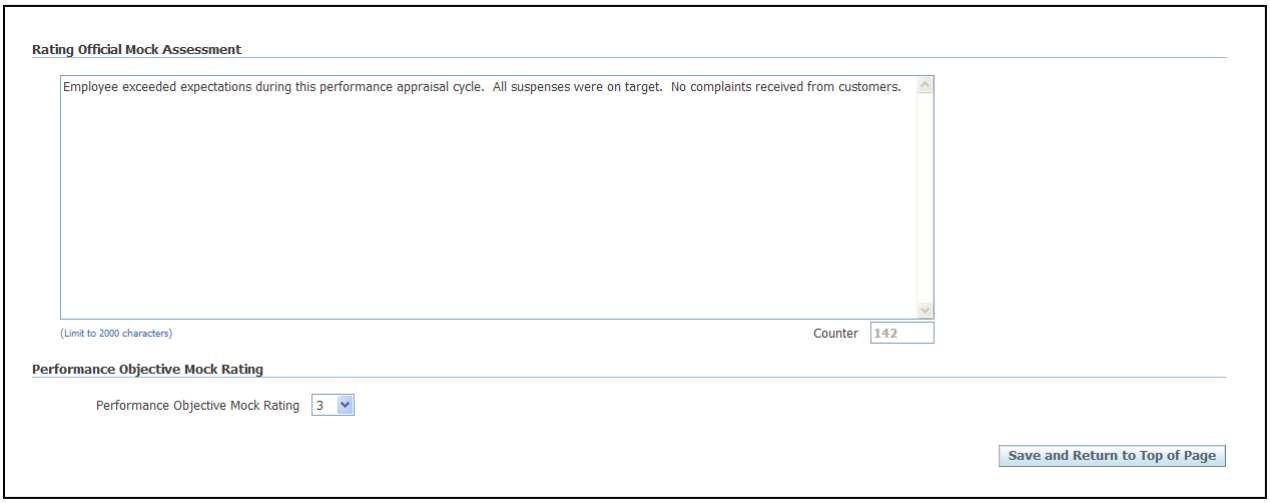
Select 'Update' button in Action column and then 'Go'. Note: Rating Official can complete mock pay pool actions with 'View' in Action column; ownership of the PAA is not requirement for mocks.



Mock Pay Pool Info > Mock Performance Objectives

Enter rating official mock assessments by typing info directly into Rating Official Mock Assessment blocks, copying from MS Word, or importing the most current Midpoint Review Assessment by selecting the button circled below. You may import Midpoint Review Assessments and then add additional data if desired. Each Performance Objective should receive a mock rating.

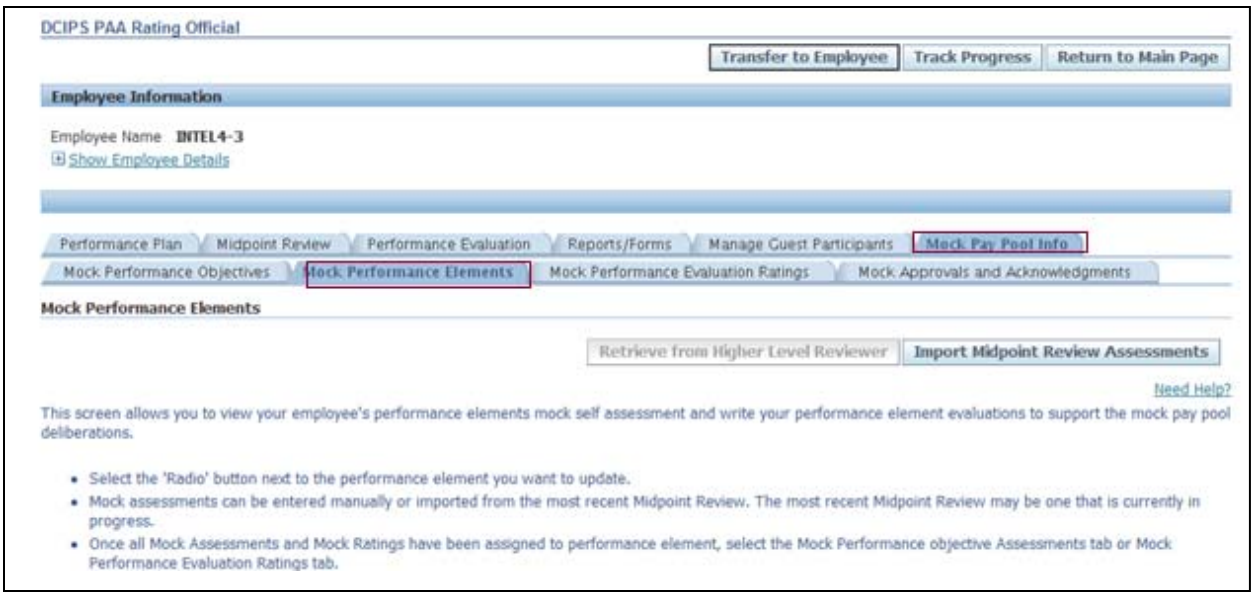




Complete all Mock Performance Objective assessments and select 'Save and Return to Top of Page'.

Mock Pay Pool Info > Mock Performance Elements

Complete all assessments for Mock Performance Elements and assign ratings.



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' 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 Start Date **01-Oct-2008**
Appraisal Period End Date **30-Sep-2009**
Appraisal Effective Date

Mock Performance Elements

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

Rating Official Mock Assessment

RO Assessment goes here

(Limit to 2000 characters) Counter 23

Performance Element Mock Rating

Performance Element Mock Rating 3

Save and Return to Top of Page

Mock Pay Pool Info > Mock Performance Evaluation Ratings

View performance evaluation ratings on this page.

Transfer to Employee | Track Progress | Return to Main Page

Employee Information

Employee Name **INTEL4-3**

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 Evaluation Ratings

Need Help?

This screen allows you to review the Mock Performance Objective Ratings, Mock Performance Elements Ratings and Mock Performance Evaluation Ratings.

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-2008**
Appraisal Period End Date **30-Sep-2009**
Appraisal Effective Date

Mock Performance Objective Ratings

Order	ObjectiveTitle	Status	Rating
1	Objective 1	APPROVED	4
2	Objective 2	APPROVED	3
3	Objective 3	APPROVED	3

Mock Performance Elements Ratings

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

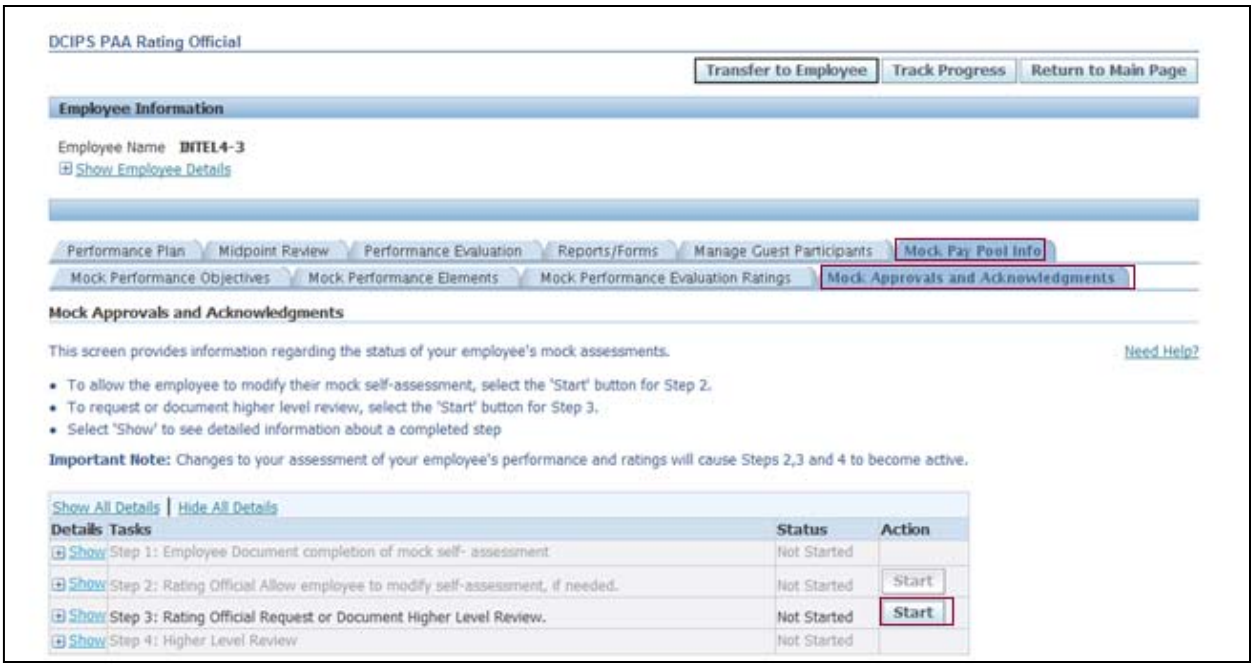
Mock Performance Evaluation Rating

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

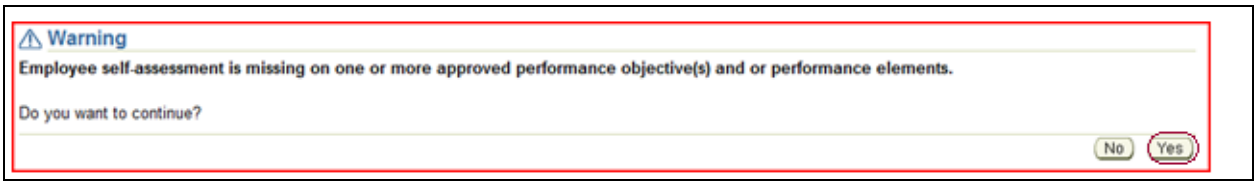
Mock Pay Pool Info > Mock Approvals and Acknowledgements

Once all 'mock' assessments and ratings are complete select the 'Mock Approvals and Acknowledgments' tab. **Note**: Employee is unable to view the mock assessments/ratings entered by Rating Official even if the plan is forwarded to the employee. Once mock assessments/ratings are approved by HLR, employee can view mock assessments.

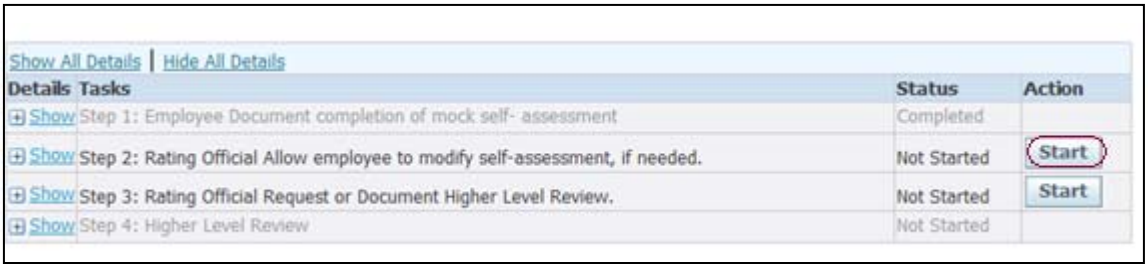
Select 'Start' button on Step 3 – Rating Official Request or Document Higher Level Review.



The following 'Warning' is received if employee mock self assessments are missing.



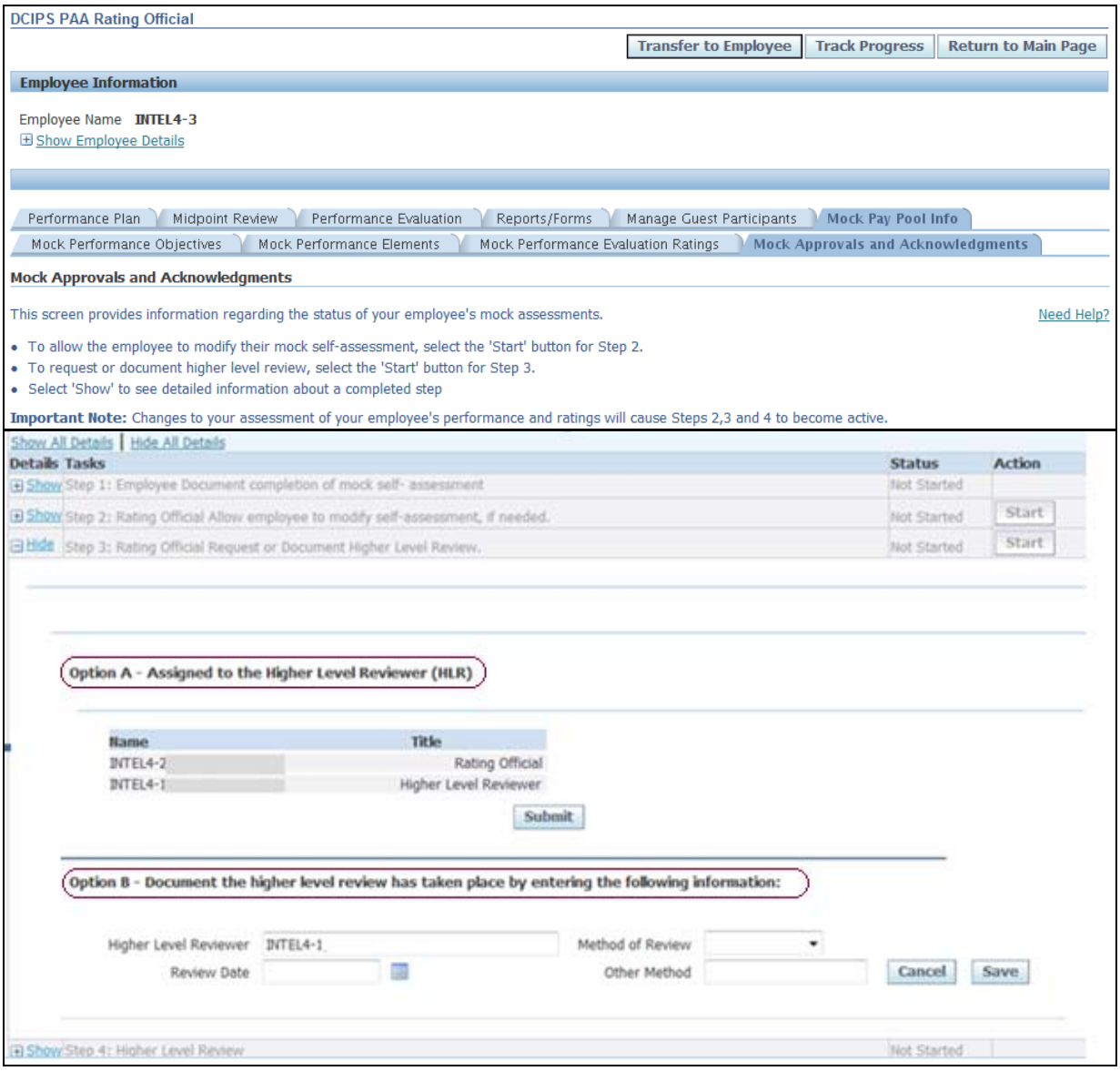
Select 'No' button if employee has not completed mock assessments and is required to do so and select 'Start' button to Step 2 and this will allow access to employee to complete assessments.



To continue, select 'Yes' button to the 'Warning'.

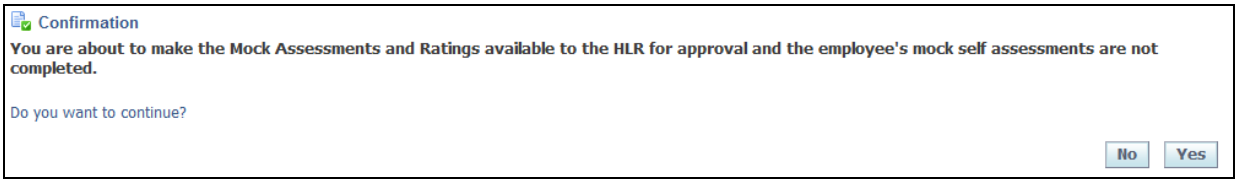
Mock Approvals and Acknowledgements

Use Option A or Option B to obtain HLR approval as required.



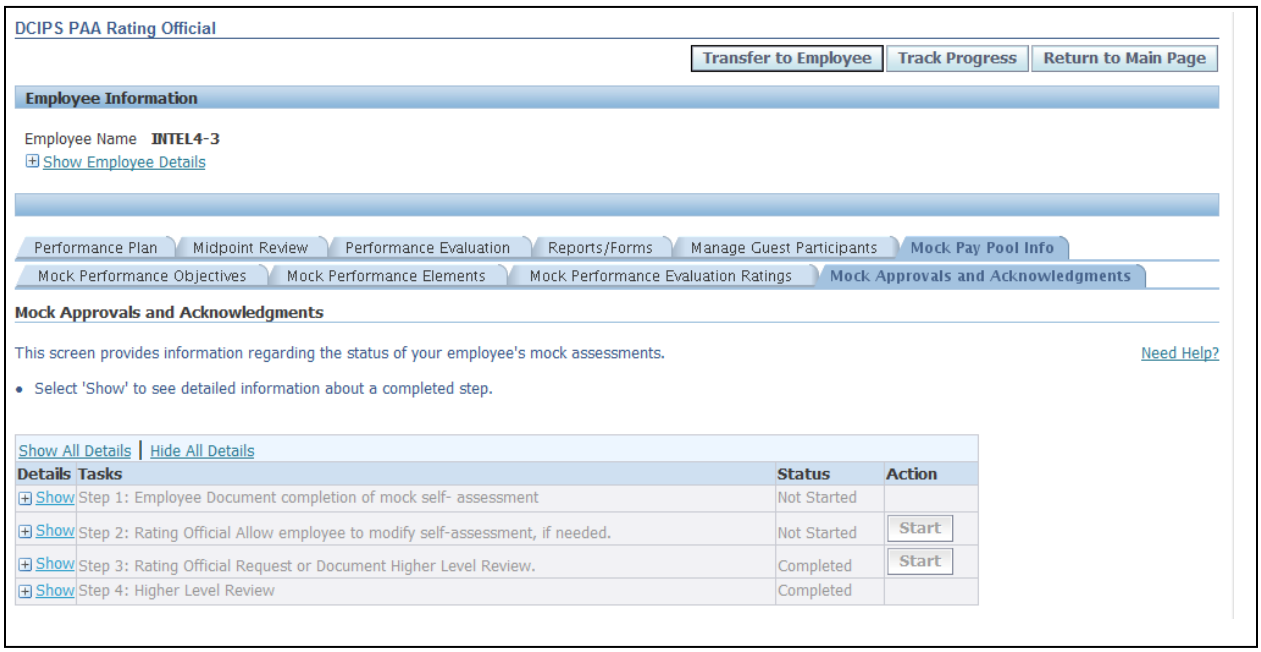
There are two options to document 'Higher Level Reviewer (HLR). Option A – Assigned to Higher Level Reviewer (HLR) or Option B – Document the higher level review has taken place by entering the following information: Review Date, Method of Review, etc.

If Option A is selected, the Rating Official will receive the following Confirmation message. Select 'No' button to stop the process or select 'Yes' to continue.



If Option B is selected, complete the Review Date and Method of Review. Save information.

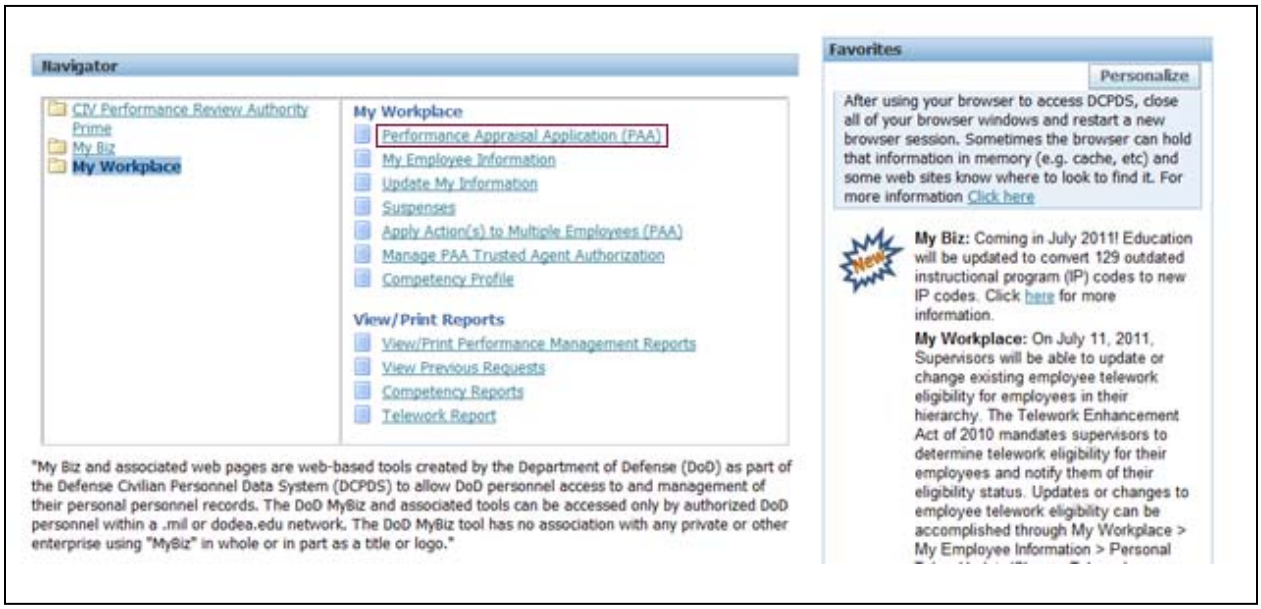
Step 4 – Higher Level – Review will show 'Pending Approval' when Mock Assessments and Ratings are available to the HLR for approval.



Mock Pay Pool Info as Reviewing Official (Higher Level Reviewer)

Option A was used to send Mock Assessments to Higher Level Reviewer (HLR). HLR logs into DCPDS, selects 'My Workplace' and 'Performance Appraisal Application (PAA)'.

Note: It is not necessary to 'own' the PAA to complete the Reviewing Official Approval of the mock assessments and ratings. HLR can select 'View' and then 'Go' button to proceed.



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

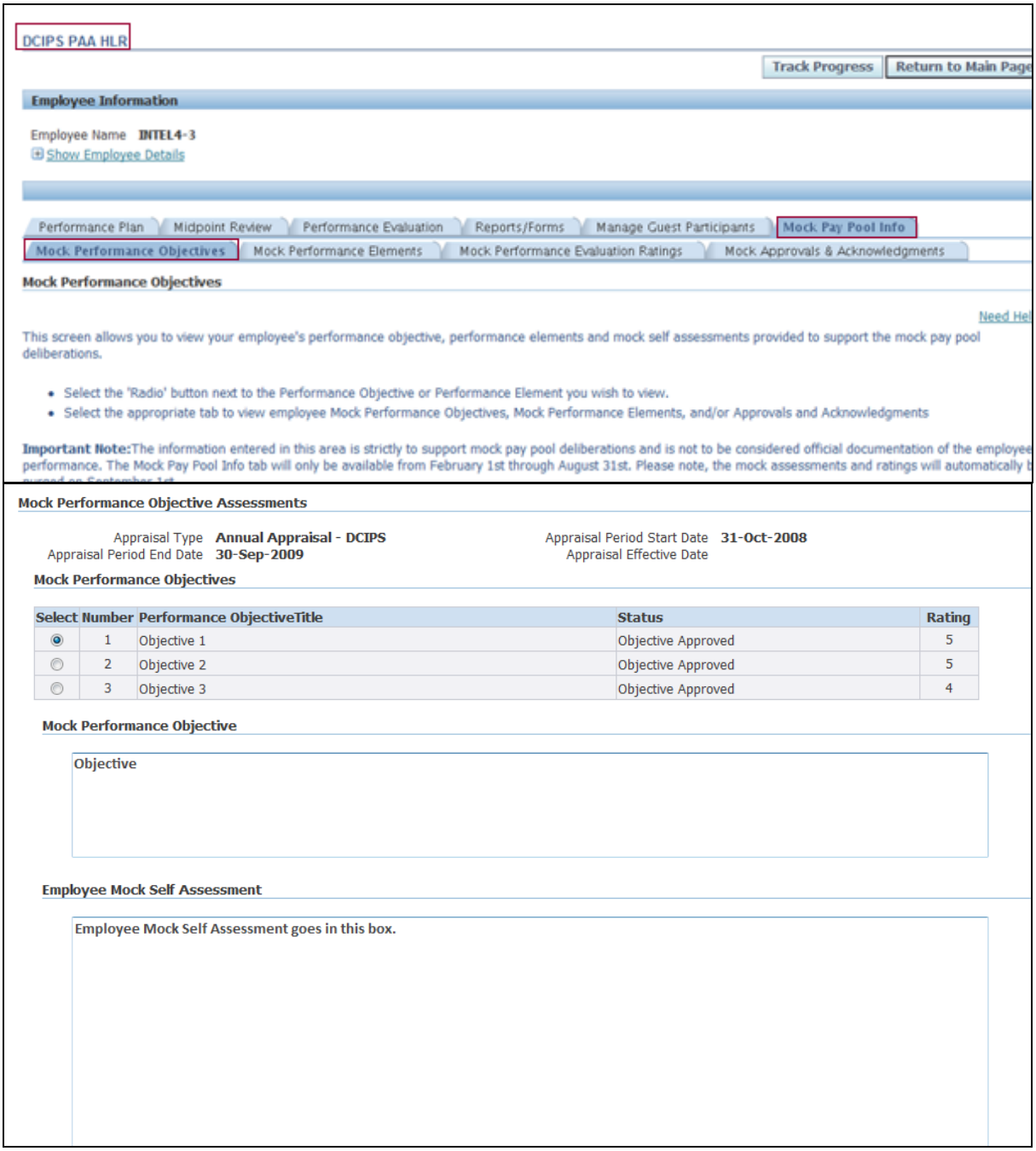
--Choose a Plan Type-- Go

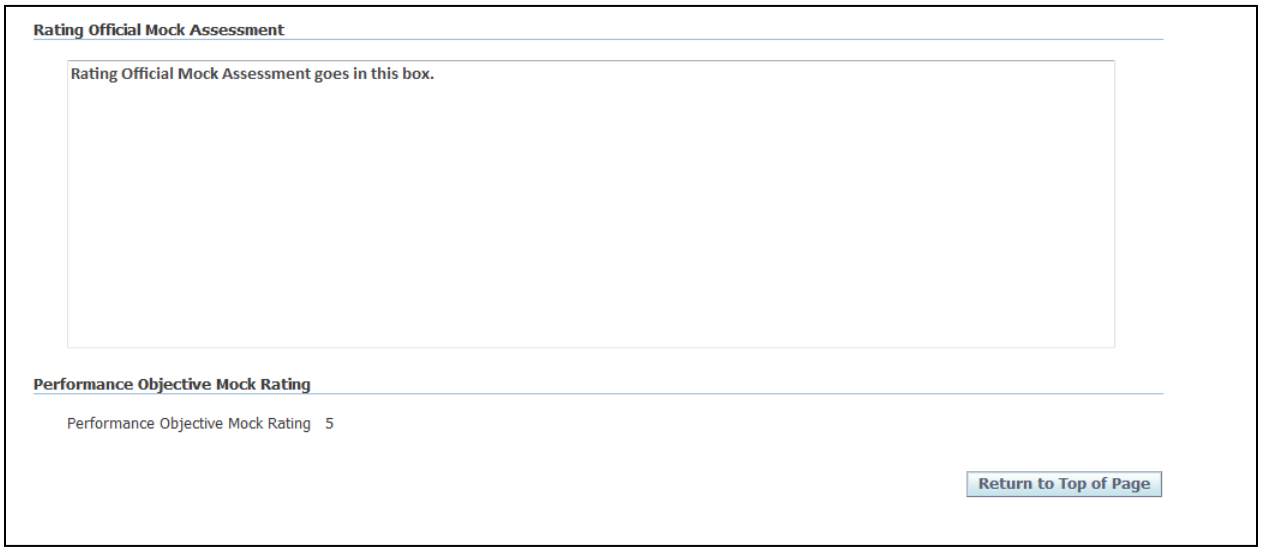
Records Displayed 10 Previous 1-10 Next 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
INTEL4-3	INTEL4-3	INTEL4-2	2009	993	17-Jul-2009	DCIPS	Approved	Approved by RO	View Go
INTEL4-4	INTEL4-2	INTEL4-2	2009	1010	22-Jul-2009	DCIPS	Approved	Midpoint Review Completed	View Go
INTEL4-8	INTEL4-8	INTEL4-2	2009	1151		DCIPS	Pending	Plan in Progress	View Go

HLR – Mock Pay Pool Info > Mock Performance Objectives

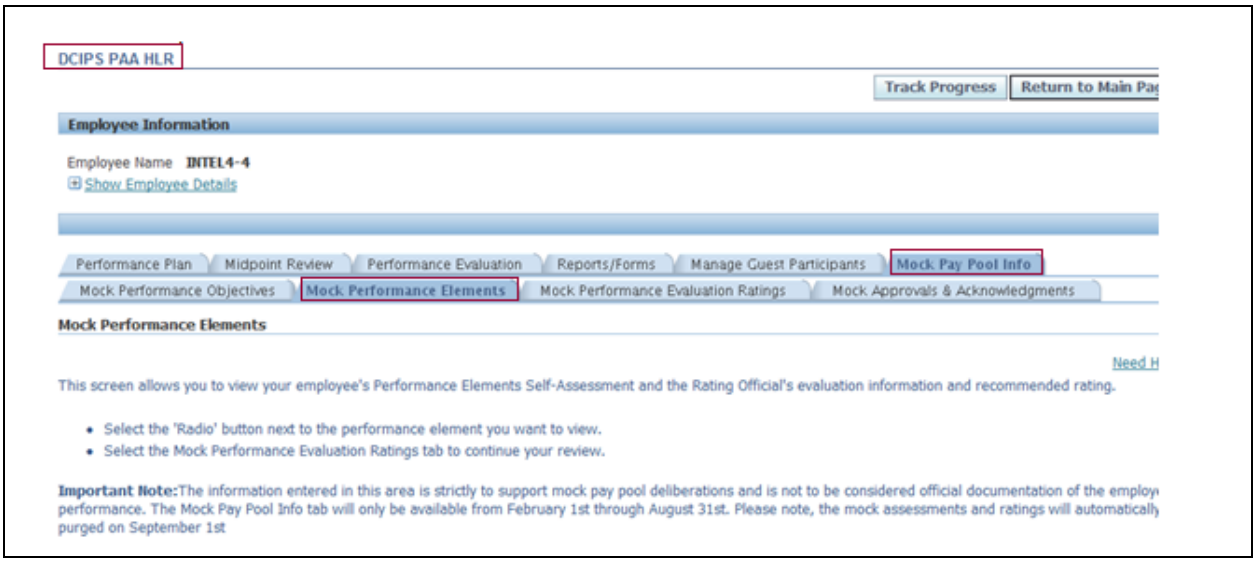
Review employee and rating official mock assessments and ratings.





HLR – Mock Pay Pool Info > Mock Performance Elements

Review employee and rating official mock assessments and ratings.



Performance Element Mock Assessments

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Period Start Date **31-Oct-2008**
Appraisal Period End Date **30-Sep-2009**
Appraisal Effective Date

Mock Performance Elements

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

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

Rating Official Mock Assessment

RO Assess

Performance Element Mock Rating

Performance Element Mock Rating 4

HLR – Mock Pay Pool Info > Mock Evaluation Ratings

Review Mock Performance Objective and Mock Performance Elements ratings, Mock Overall Rating, and Mock Evaluation of Record.

Employee Information

Employee Name **DITEL4-4**

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 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 End Date **30-Sep-2009**
Appraisal Period Start Date **31-Oct-2008**
Appraisal Effective Date

Mock Performance Objective Ratings

Order	ObjectiveTitle	Status	Rating
1	Objective 1	APPROVED	5
2	Objective 2	APPROVED	5
3	Objective 3	APPROVED	4

Mock Performance Elements Ratings

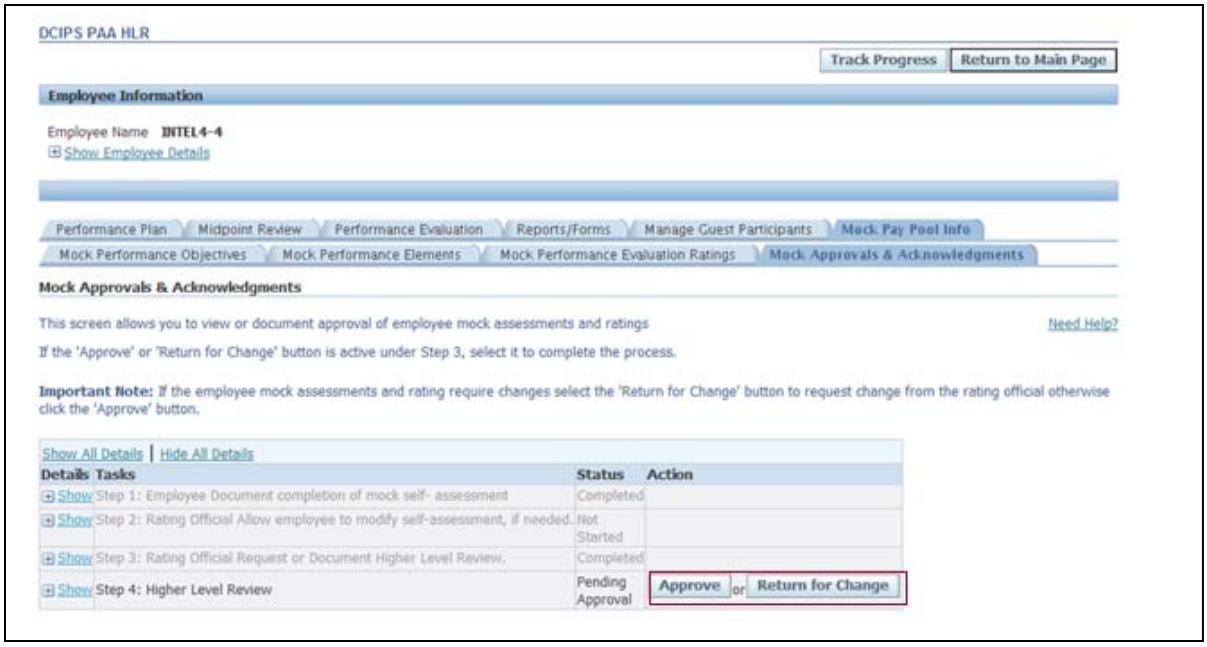
Order	Performance Element Title	Rating
1	Accountability for Results	4
2	Communication	4
3	Critical Thinking	4
4	Engagement and Collaboration	4
5	Personal Leadership and Integrity	4
6	Technical Expertise	5

Mock Performance Evaluation Rating

Mock Performance Objective Rating **4.7**
Mock Performance Element Rating **4.2**
Mock Overall Rating **4.5**
Mock Evaluation of Record **4 - Excellent**

HLR – Mock Pay Pool Info > Mock Approvals & Acknowledgments

Actions: Approve or Return for Change Mock Pay Pool Info.



Action buttons for Step 4: Higher Level Review:

Approve: Select if the mock assessments and ratings do not require changes.

Return for Change: Select if changes are needed to the mock assessments and RO will need to make additional changes and/or request employee changes, and then Step 3 has to be completed again.

Mock Process is complete after Higher Level Reviewer approves. Employee can now view rating official mock assessment information. Rating Official and Higher Level Reviewer can view mock assessment and rating information. This information will be purged on 1 September each year.

Performance Evaluation – Employee Self Assessment

Employee must have ownership of the PAA. Select 'Update' from the action menu 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:

- 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 INTEL4-4

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
INTEL4-4	INTEL4-4	INTEL4-2	2010	1866	10-Oct-2009	DCIPS	Approved	Plan Approved	Update Go
INTEL4-4	INTEL4-4	INTEL4-2	2009	1010	22-Jul-2009	DCIPS	Approved	Midpoint Review Completed	Update Go

Select the link to search for completed plans.

Show Completed Plans/Appraisals

Note that the approved Performance Plan and completed Midpoint Review are available in 'Completed Plans/Appraisals' at the bottom of the Performance Appraisal Application Main Page.

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 Previous 1-10 Next 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2009	1010	DCIPS	DCIPS Performance Plan	22-Jul-2009	
2009	1010	DCIPS	DCIPS Midpoint Review	29-Sep-2009	

Performance Evaluation > Performance Objective Assessments

Begin with entering employee self assessment for each performance objective.

DCIPS PAA Employee

Transfer to Rating Official | Track Progress | Return to Mai

Employee Information

Employee Name **INTEL4-4**

Show Employee Details

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

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

Nee

My

Performance Objectives

Select	Number	Performance Objective Title	Status
◉	1	Gather Intelligence	Objective Approved
○	2	Analyze intelligence	Objective Approved
○	3	Disseminate information	Objective Approved

Performance Objective

Gather intelligence from a wide variety of media and forums.

Employee Self Assessment

Enter employee self assessment in this block.

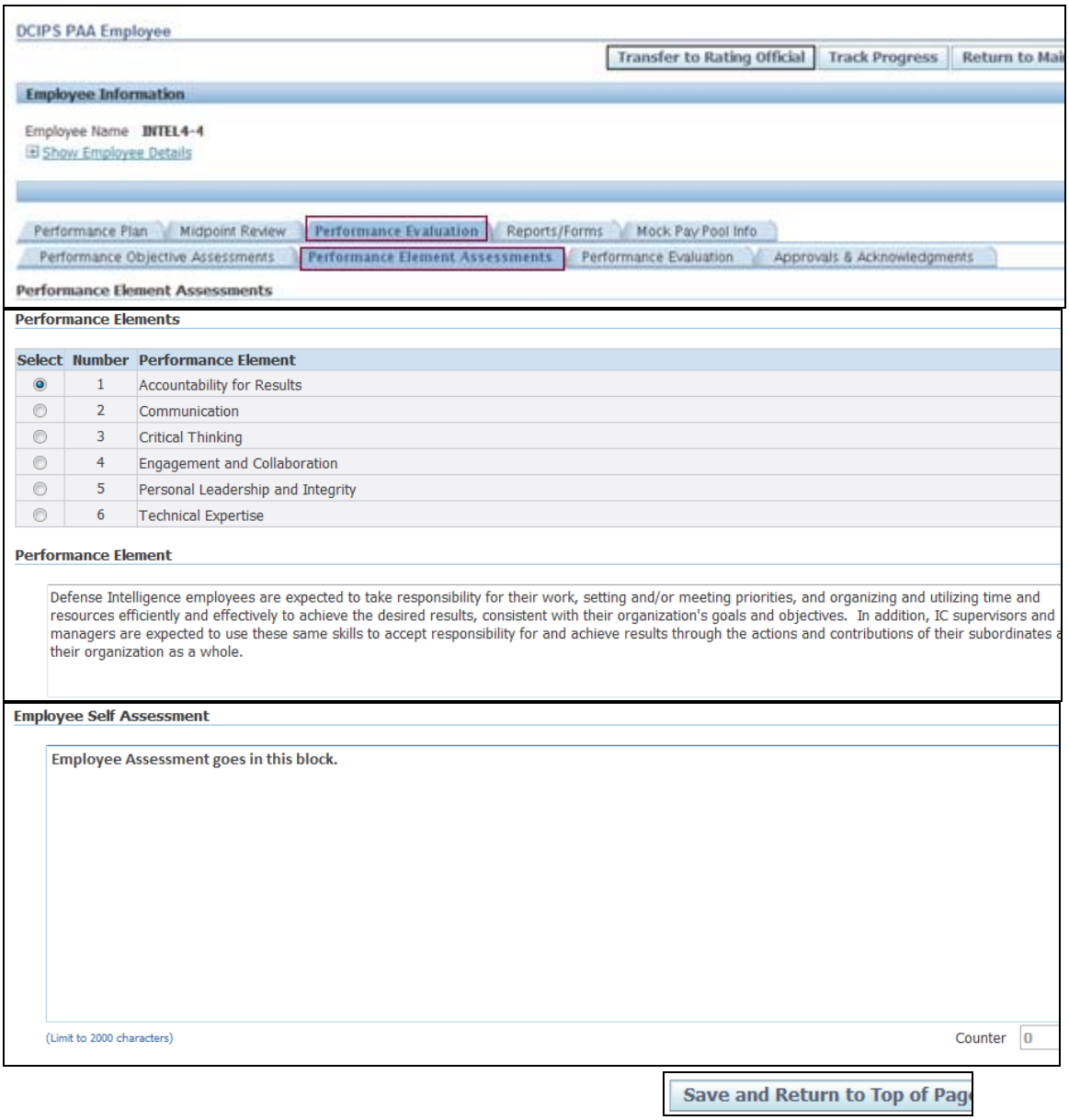
(Limit to 2000 characters) Counter

Rating Official Assessment

Save and Return to T

Performance Evaluation > Performance Element Assessments

Complete your employee self assessments for each element - select radio button to move between elements.



Performance Evaluation > Performance Evaluation

Select 'Performance Evaluation' tab to view all performance objectives and elements titles.

DCIPS PAA Employee

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

Employee Information

Employee Name INTEL4-4

Show Employee Details

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

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

Performance Evaluation

Need Help

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Period Start Date **03-Oct-2009**
Appraisal Period End Date **30-Sep-2010**
Appraisal Effective Date

Performance Objective Ratings

Number	Performance Objective Title	Status
1	Gather Intelligence	Objective Approved
2	Analyze intelligence	Objective Approved
3	Disseminate information	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. Once all employee self assessments are completed, transfer plan to Rating Official by selecting 'Transfer to Rating Official' button.

DCIPS PAA Employee

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

Employee Information

Employee Name INTEL4-4

Show Employee Details

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

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

Approvals & Acknowledgments

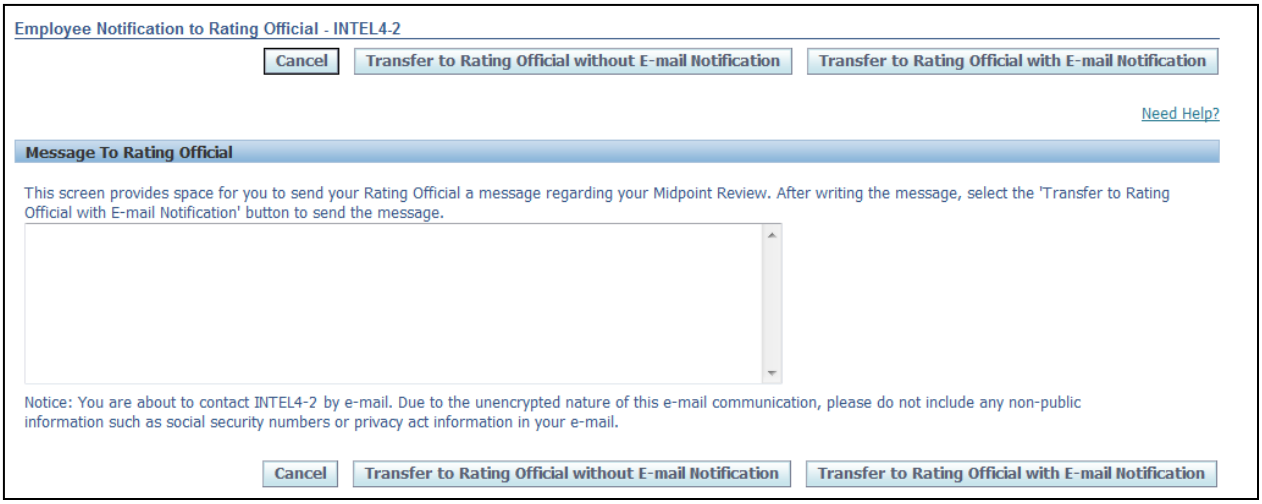
Need Help?

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official Request or Document Higher Level Review	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

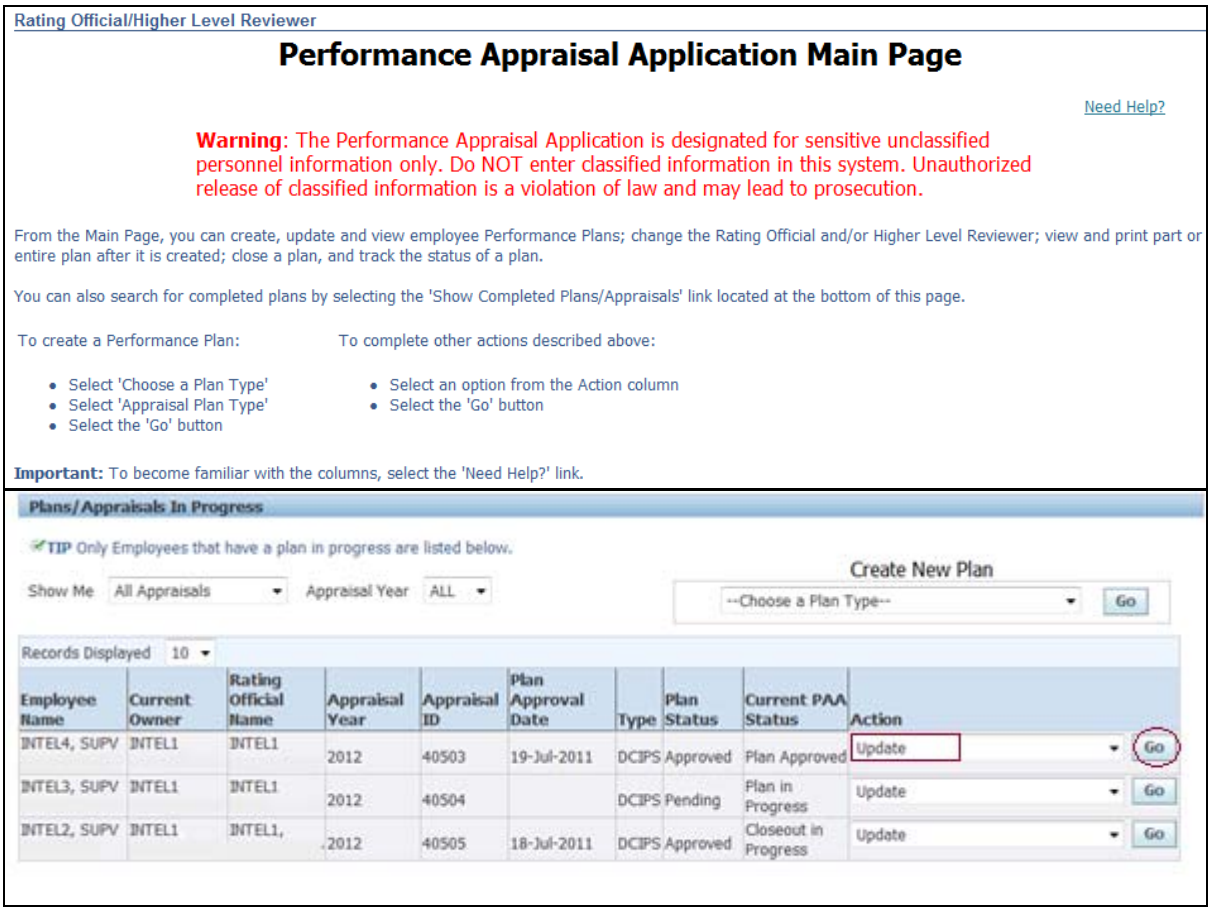
You can transfer with or without an e-mail notification by selecting appropriate button.



Rating Official > Guest Participant

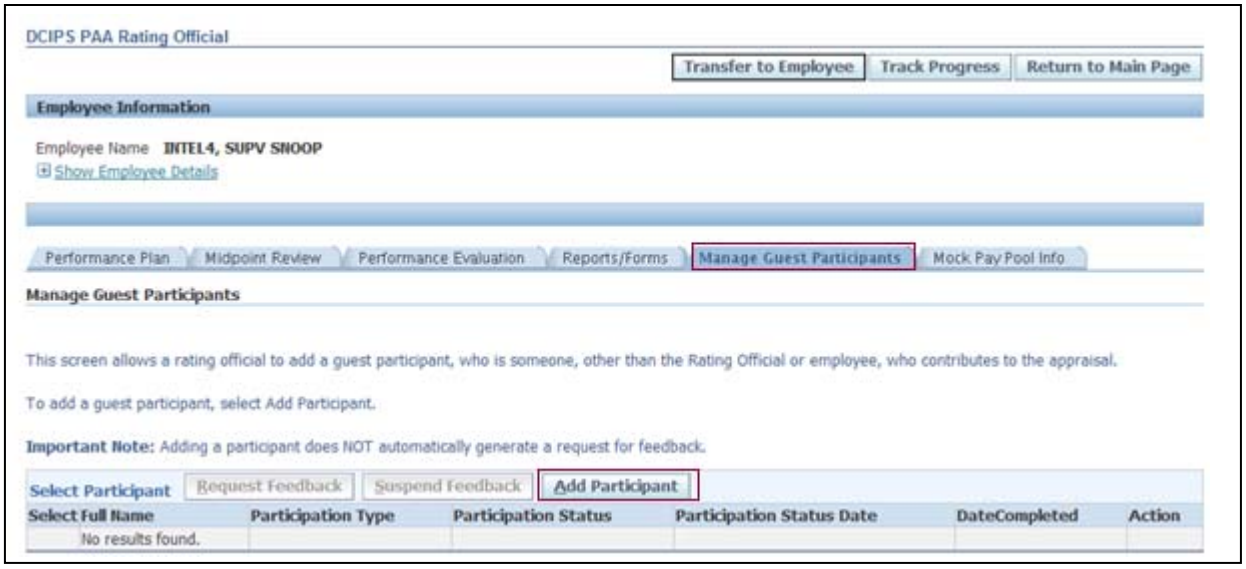
Main PAA Page

Rating Official can request assessment information from guest participant. Select 'Update' and 'Go'.



Manage Guest Participants

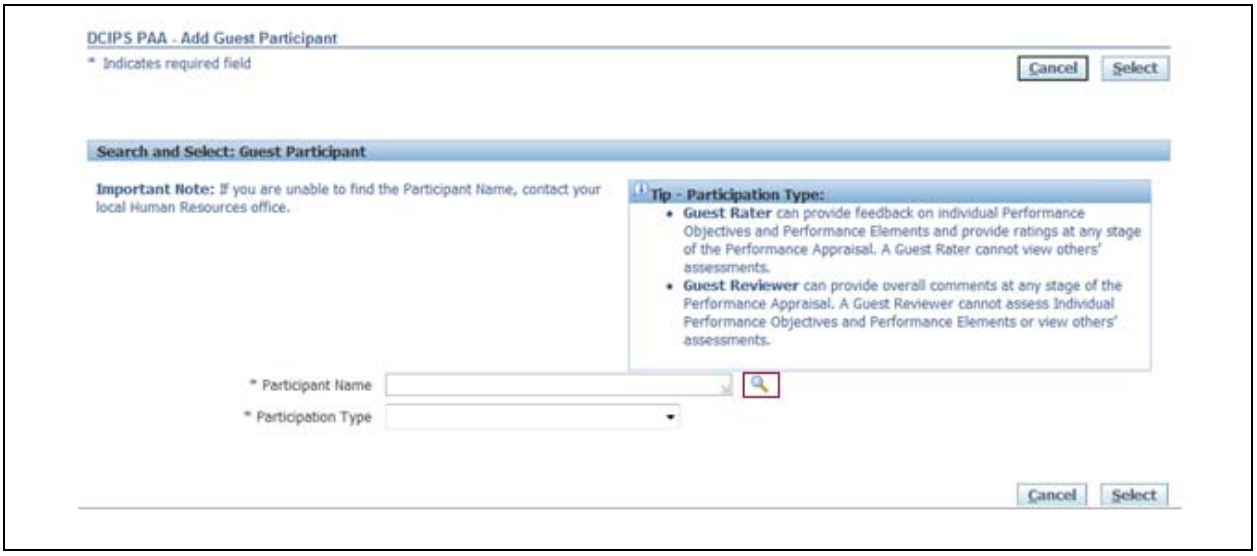
Select Add Participant tab to begin.



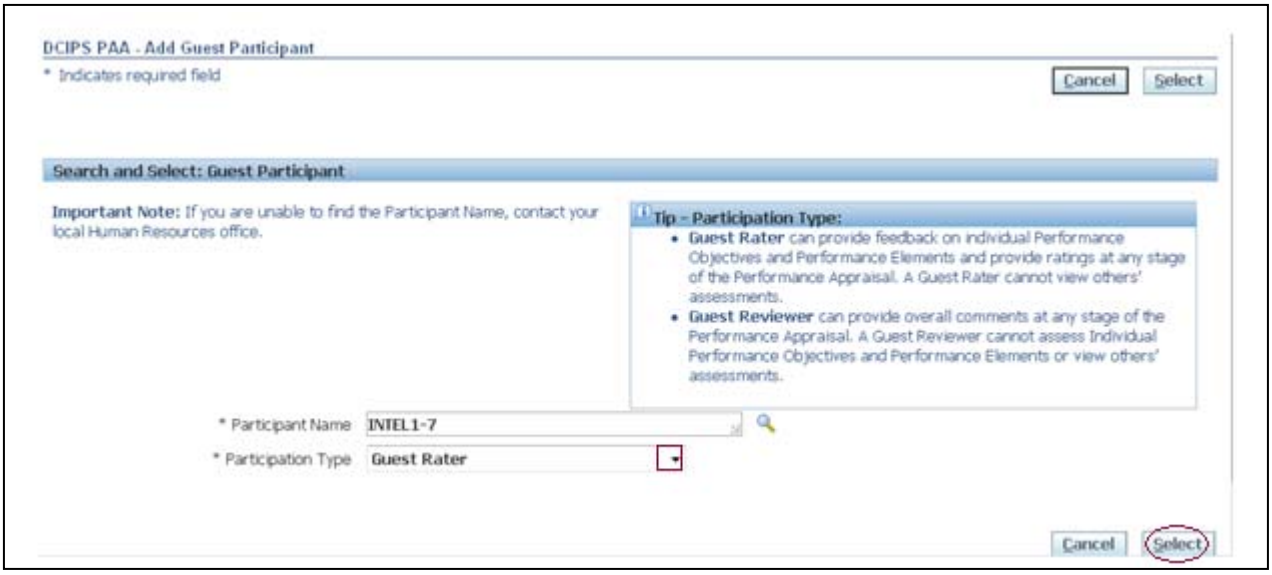
Search and Select: Guest Participant Page

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

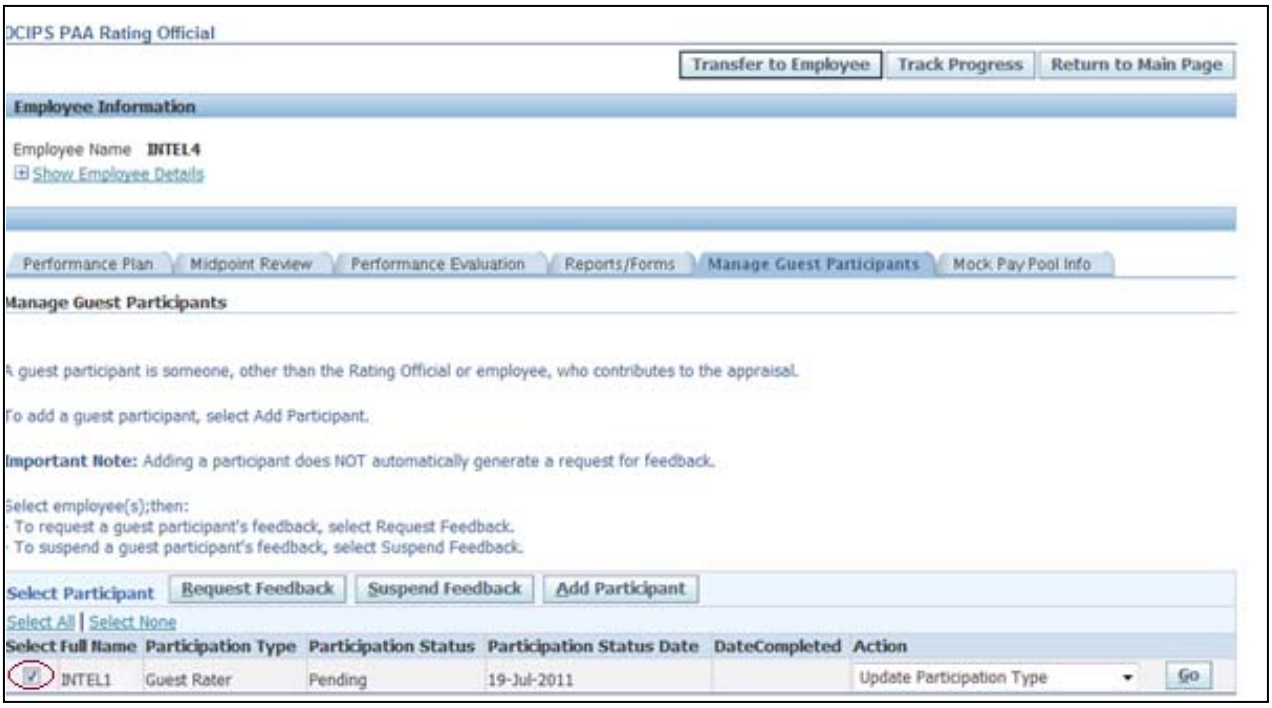
To search for participant name – select the 'magnifying glass' icon and select name from available names.



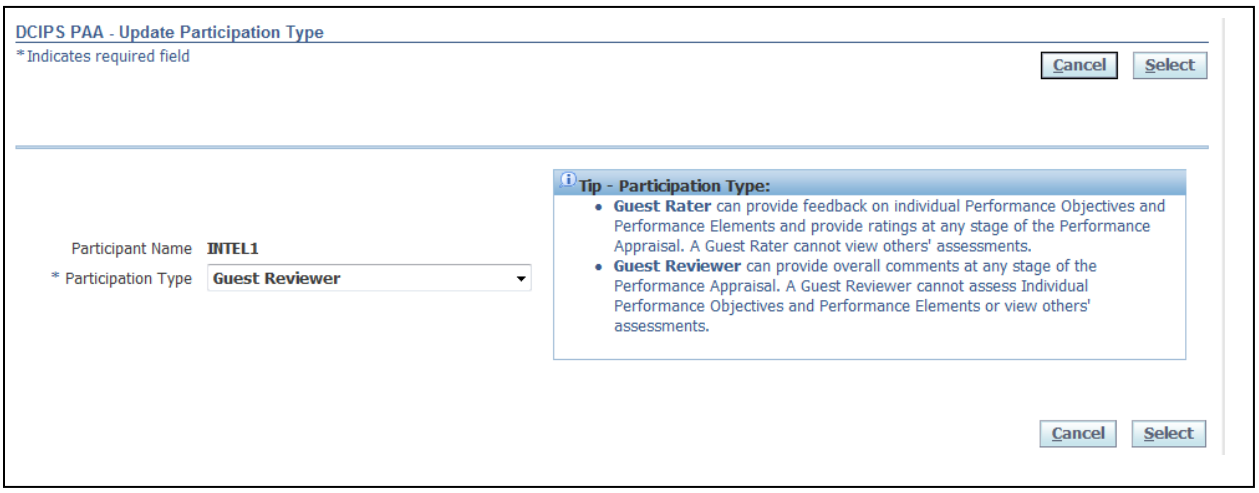
Identify Participation Type – select Guest Rater or Guest Reviewer from list.



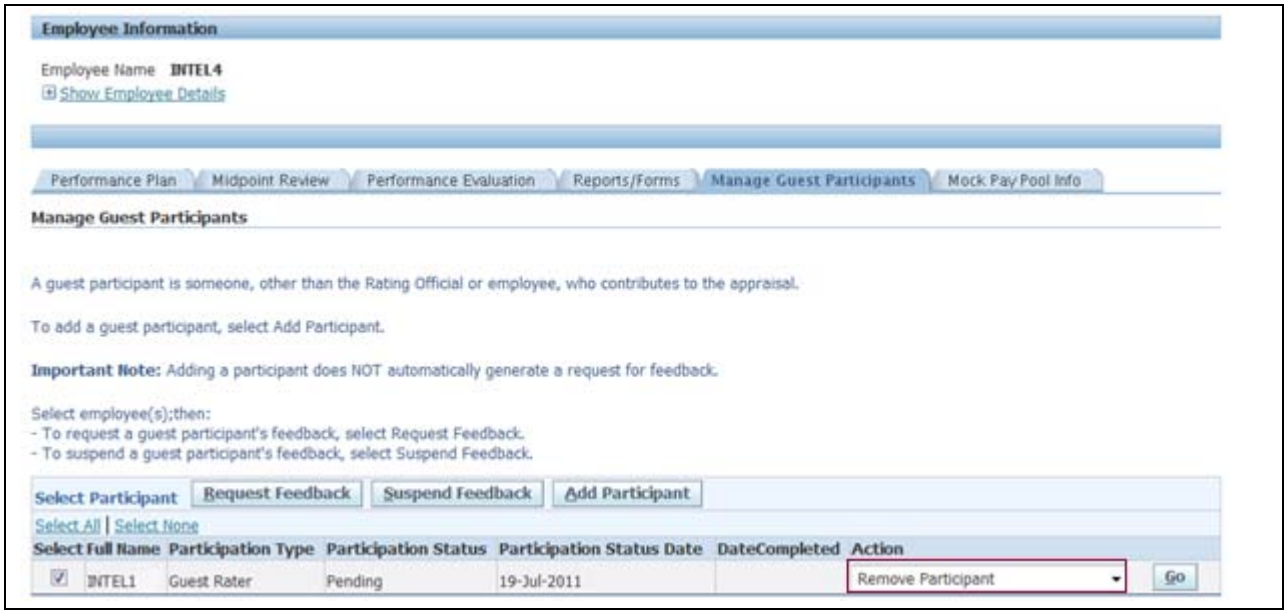
This screen offers an opportunity to Request Feedback, Suspend Feedback or Add Participant. You may also change the participant type by selecting 'Update Participation Type' from the Action column or 'Remove Participant' if guest participation is no longer required.



Update Participation Type



Remove Participant



Request Feedback: When Request Feedback button is checked, there will be a notification message sent to guest participant. (Select 'Go' button.)

Suspend Feedback: Suspends request.

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

Once the 'Go' button is selected for guest participant, the following is received:

You may add to message and then select 'Submit to Guest Participant' button.

DCIPS PAA - Request Feedback

Cancel | Submit to Guest Participant

Selected Guest Participants

Full Name	Participation Type	Participation Status Date	DateCompleted
INTEL1	Guest Rater	19-Jul-2011	

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

Notification Message

You have been invited to provide assessment information as a guest participant. Please navigate to the Performance Appraisal Application and select the 'Provide Guest Feedback' tab located in the upper right hand corner of the Performance Appraisal Application Main Page.

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.

Cancel | Submit to Guest Participant

If 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 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
23603	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: INTEL1 ; Participation Type: Guest Rater; Participation Status: Pending; Person ID: 465683; Appraisal ID: 40503; Guest Participation ID: 222

If guest participant does have 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
23604	SUCCESS	Guest Participant Name: INTEL1 Participation Type: Guest Rater; Participation Status: Pending; Person ID: 465621; Appraisal ID: 40505; Guest Participation ID: 223

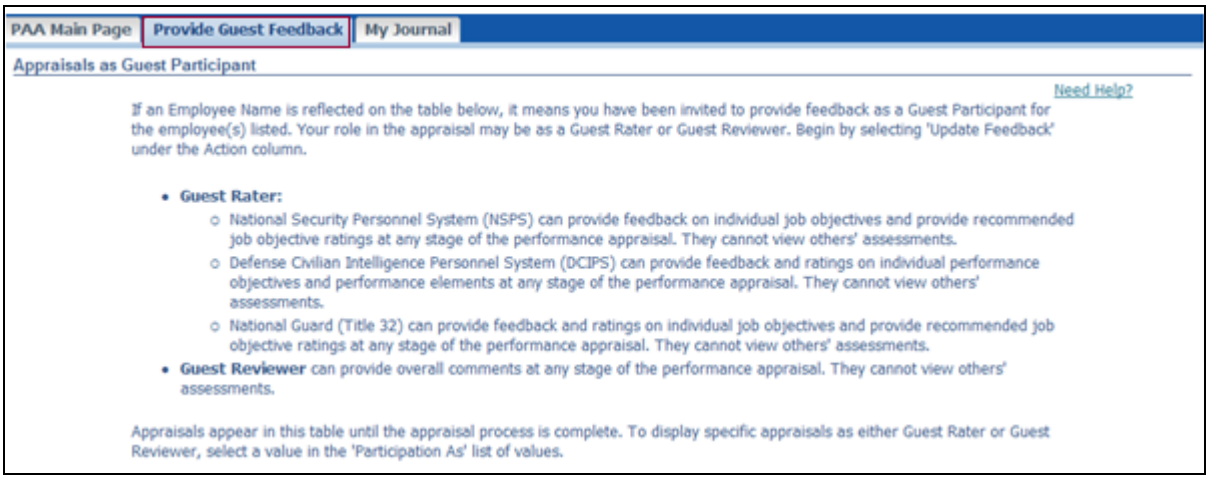
Guest Rater or Guest Reviewer:

Individual identified as Guest Rater or Guest Reviewer may access PAA to provide input via My Workplace or My Biz and selecting the 'Provide Guest Feedback' Tab in the upper left corner of the Performance Appraisal Application Main Page.

My Workplace

My Biz

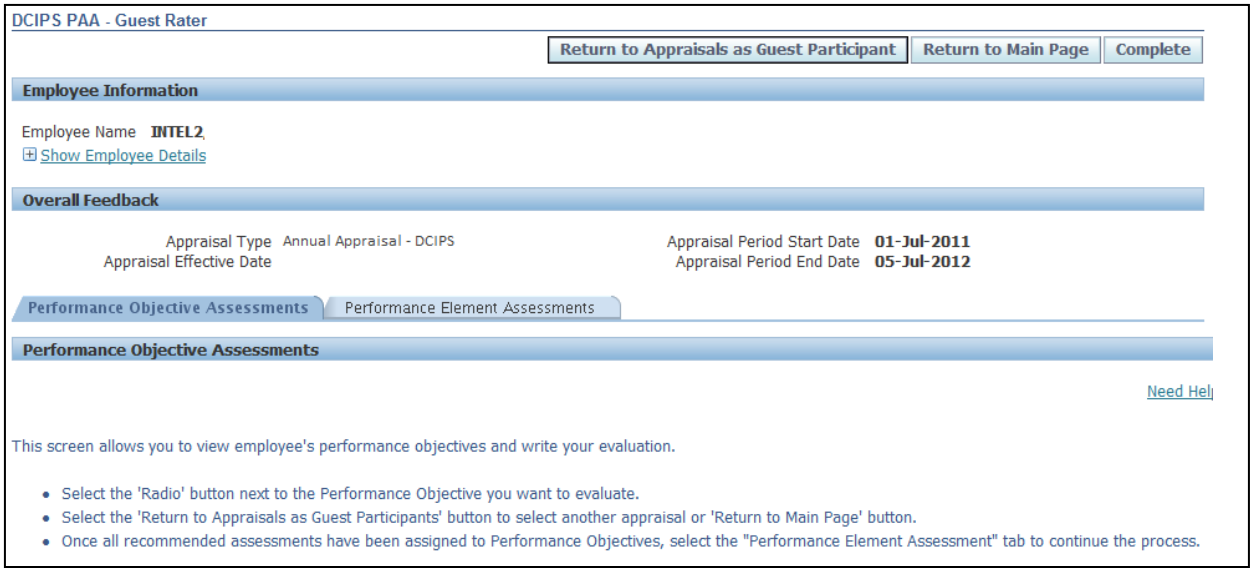
Guest participant selects either ‘Guest Rater’ or ‘Guest Reviewer’ and then list of employees will appear if feedback has been requested.



Guest rater may update feedback or view feedback by selecting from the List of Values in the Action Column, then selecting ‘Go’.

Guest Rater > Performance Objective Assessments

Guest Rater can view each Performance Objective and Performance Element and write an assessment for each.



Continuation of Performance Objective Assessment

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 when the evaluation is in completed status.

Select	Number	Performance Objective Title	Status	Rating
◉	1	Resources	APPROVED	

Performance Objective

Updates to manning document required monthly.

Guest Rater Assessment

(Limit to 2000 characters) Counter 0

Performance Objective Rating

Performance Objective Rating

Save and Return to Top of Pag

Guest Rater > Performance Element Assessments

Provide guest rater assessment and performance element rating for each element.

Overall Feedback

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Effective Date

Appraisal Period Start Date **01-Oct-2010**
Appraisal Period End Date **30-Sep-2011**

Performance Objective Assessments | Performance Element Assessments

Performance Element Assessments

Need Hel

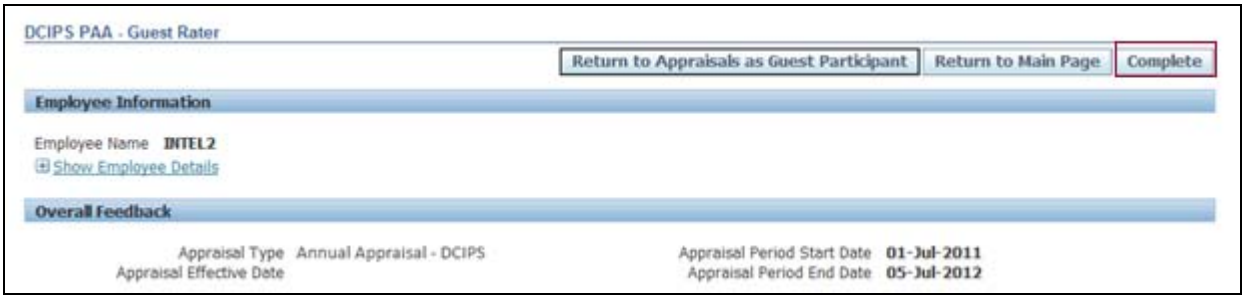
This screen allows you to view employee's performance elements and write your evaluation and assign ratings.

- 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.

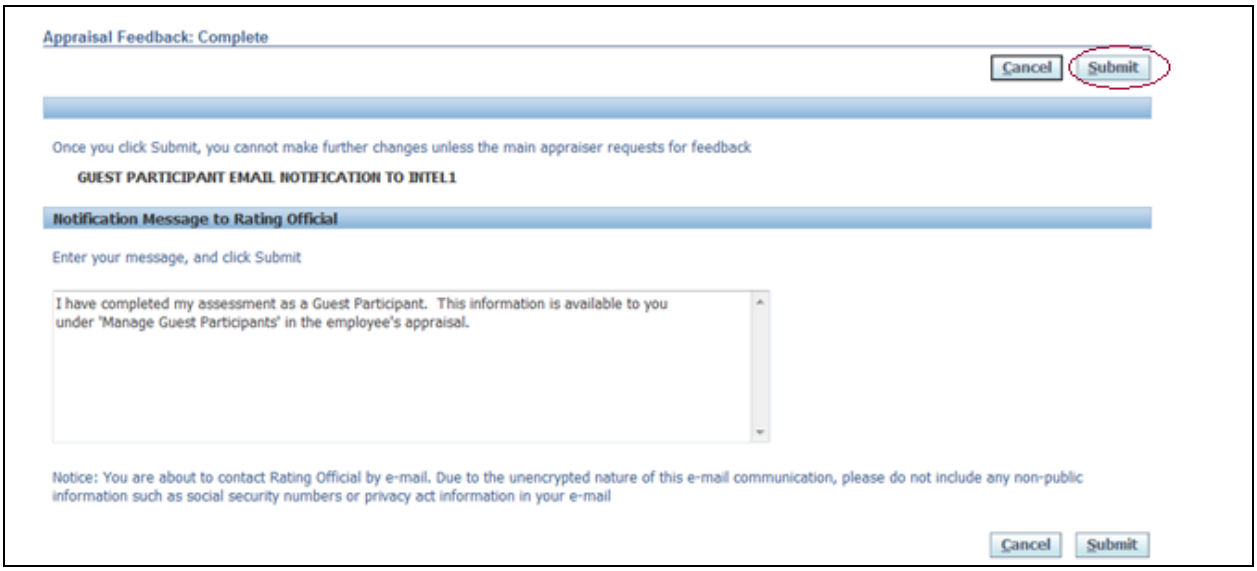
Select	Number	Performance Element	Rating
◉	1	Accountability for Results	
○	2	Communication	
○	3	Critical Thinking	
○	4	Engagement and Collaboration	
○	5	Leadership and Integrity	

When guest participant has completed assessments, select the 'complete' button.



Appraisal Feedback: Complete

Guest Participant has opportunity to write e-mail to rating official and select 'submit'. Guest participant can now view the feedback provided, but no further changes can be made unless rating official requests additional feedback.



To request feedback from a Guest Reviewer, follow same process as guest rater.

DCIPS PAA - Request Feedback

Cancel | Submit to Guest Participant

Selected Guest Participants

Full Name	Participation Type	Participation Status Date	DateCompleted
INTEL3	Guest Reviewer	19-Jul-2011	

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

Notification Message

You have been invited to provide assessment information as a guest participant. Please navigate to the Performance Appraisal Application and select the 'Provide Guest Feedback' tab located in the upper right hand corner of the Performance Appraisal Application Main Page.

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.

Cancel | Submit to Guest Participant

Main Page PAA > Provide Guest Feedback

You have been invited to either provide feedback as a Guest Rater or Guest Reviewer. If an employee name is reflected in the table below, it means you have been invited to provide feedback as a Guest Participant for the employee(s) listed. Participation as (Select from available list) and results will be based on what the selection is.

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: Guest Reviewer

Records Displayed: 10

Employee Name	Appraisal Date	Participation Type	Participation Status	Participation Status Date	Date Completed	Rating Official	Type	Action	
INTEL4-4	2011	Guest Reviewer	Feedback Requested	19-Jul-2011		INTEL4-2	DCIPS	Update Feedback	Go
INTEL4-4	2011	Guest Reviewer	Feedback Requested	19-Jul-2011		INTEL4-2	DCIPS	Update Feedback	Go
INTEL4-3	2011	Guest Reviewer	Feedback Requested	19-Jul-2011		INTEL4-2	DCIPS	Update Feedback	Go

Guest Reviewers only provide overall feedback and do not assess or rate performance objectives and performance elements separately.

Guest Review completes overall feedback and selects 'Complete' button to continue.

DCIPS PAA - Guest Reviewer

Return to Appraisals as Guest Participant | Return to Main Page | Complete

Employee Information

Employee Name **INTEL4-4**

Show Employee Details

Overall Feedback

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Effective Date

Appraisal Period Start Date **01-Oct-2010**
Appraisal Period End Date **30-Sep-2011**

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 enters feedback in this block.

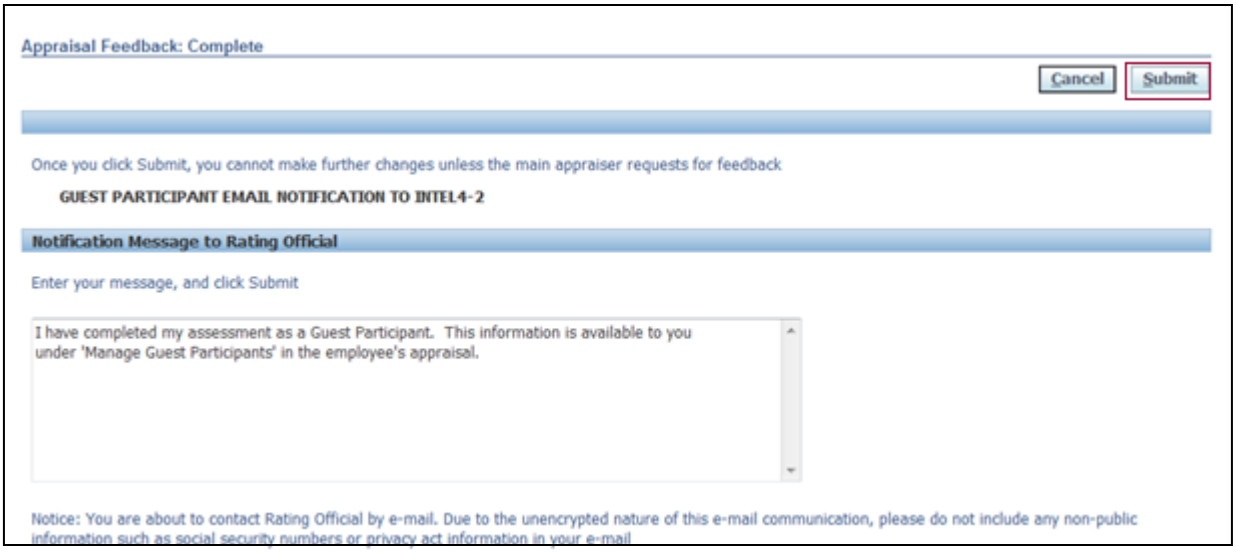
(Limit to 4000 characters)

Counter 45

Save and Return to Top of Page

Appraisal Feedback: Complete

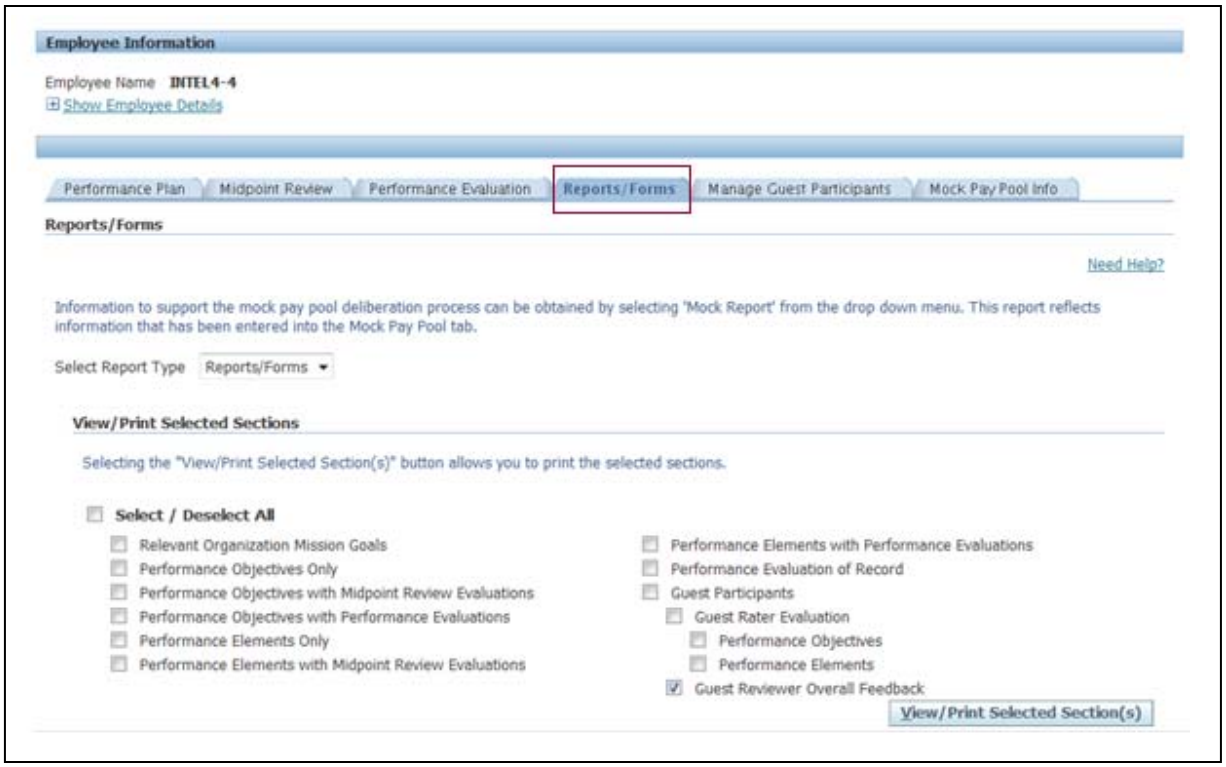
Select 'Submit' button to continue.



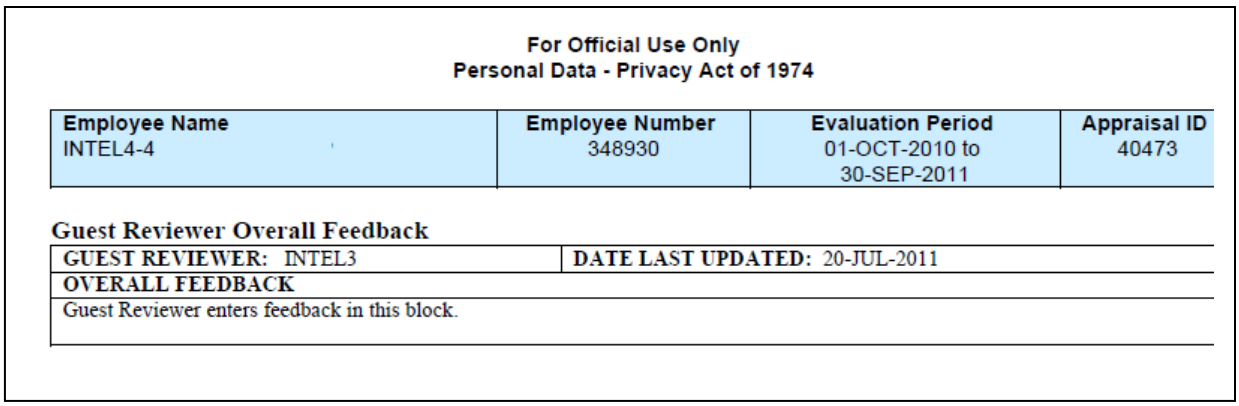
Rating Official/Higher Level Reviewer (Reviewing Official) > Main PAA Page

Have an immediate view of information entered by guest participant via Reports/Forms (prior to Guest Participant submitting the data). Guest participant submission will be available for viewing by the Employee when evaluation is completed.

Reports/Forms > Guest Reviewer Overall Feedback



Report



For Official Use Only
Personal Data - Privacy Act of 1974

Employee Name	Employee Number	Evaluation Period	Appraisal ID
INTEL4-4	348930	01-OCT-2010 to 30-SEP-2011	40473

Guest Reviewer Overall Feedback

GUEST REVIEWER: INTEL3	DATE LAST UPDATED: 20-JUL-2011
OVERALL FEEDBACK	
Guest Reviewer enters feedback in this block.	

Rating and Reviewing Officials may also view Guest Participant feedback via the 'Manage Guest Participants' tab within the employee PAA.

Employee Information

Employee Name **INTEL4-4**

Show Employee Details

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

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	
☐	INTEL3	Guest Reviewer	Feedback Completed	20-Jul-2011	20-Jul-2011	View Feedback	Go

Overall Feedback

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Effective Date

Appraisal Period Start Date **01-Oct-2010**
Appraisal Period End Date **30-Sep-2011**

This screen allows you to view employee's Performance objectives and Performance Elements and the guest reviewer overall feedback.

- 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.
- Once you have completed your review, select the 'Return to Manage Guest Participants Tab' button to select another appraisal or 'Return to Main Page' button.

Show Performance Objectives

Show Performance Elements

Guest Reviewer Overall Feedback

Guest Reviewer enters feedback in this block.

Once guest participants assessment information has been submitted, participation status changes to 'Feedback Completed' and guest participant may view their submission by selecting 'View Feedback' in the Action column.

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
INTEL4-4	2011	Guest Reviewer	Feedback Completed	20-Jul-2011	20-Jul-2011	INTEL4-2,	DCIPS	View Feedback Go

Performance Evaluation – Rating Official

Select 'Update' from the Performance Appraisal Application Main Page. The RO must have ownership of plan/appraisal in order to enter assessments and assign ratings.

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-- 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
INTEL3-4	INTEL3	INTEL3	2011	40485	09-Jun-2011	DCIPS	Approved	Plan Approved	Update Go

Performance Evaluation > Performance Objective Assessments

Review employee self assessment, and enter rating official assessment and rating for each Performance Objective. Save all your changes before continuing to next step.

Transfer to Employee | Track Progress | Return to Main Page

Employee Information

Employee Name **INTEL3-4**

Show Employee Details

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

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-2010**

Appraisal Effective Date

Appraisal Period End Date **30-Sep-2011**

Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
◉	1	Objective One	Objective Approved	

Performance Objective

Performance Objective identified in this area.

Employee Self Assessment

Employee assessment entered in this block.

Rating Official Assessment

Rating Official Assessment goes in this block.

(Limit to 2000 characters)

Counter 47

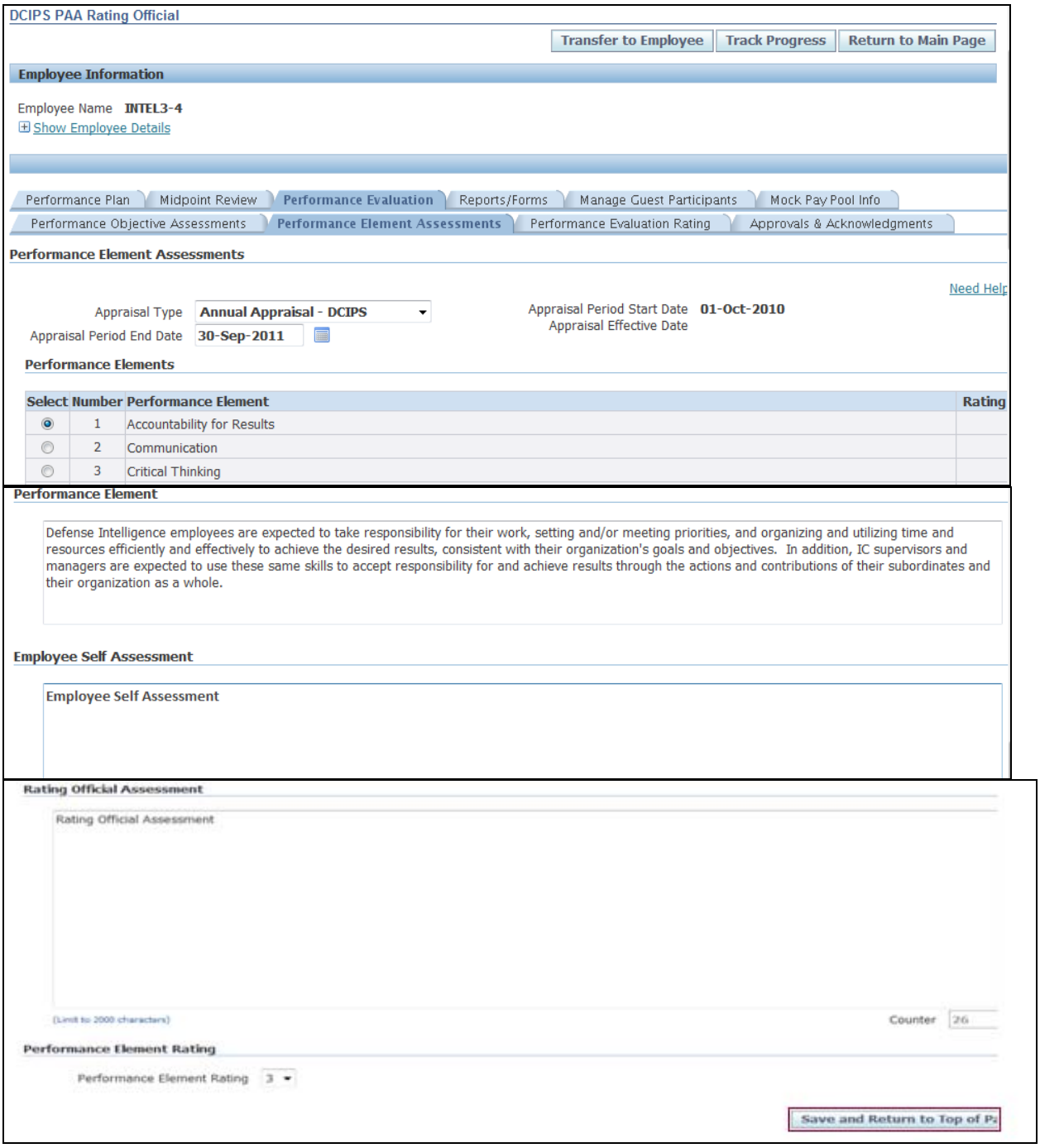
Performance Objective Rating

Performance Objective Rating 4

Save and Return to Top of Page

Performance Evaluation > Performance Element Assessments

Provide assessment and rating for each Performance Element and save updates.



Performance Evaluation > Performance Evaluation Rating

This page provides an overview of ratings assigned, Average Performance Objective Rating, Average Performance Element Rating, Overall Rating and Evaluation of Record.

Transfer to Employee | Track Progress | Return to Main Pag

Employee Information

Employee Name **INTEL3-4**

Show Employee Details

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

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

Performance Evaluation Rating

Need He

Appraisal Type **Annual Appraisal - DCIPS**

Appraisal Period End Date **30-Sep-2011**

Appraisal Period Start Date **01-Oct-2010**

Appraisal Effective Date

Performance Objective Ratings

Number	Performance Objective Title	Status	Rating
1	Objective One	Objective Approved	4

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

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

Performance Evaluation Rating

Need Help?

Appraisal Type **Annual Appraisal - DCIPS**

Appraisal Period End Date **30-Sep-2011**

Appraisal Period Start Date **01-Oct-2010**

Appraisal Effective Date

Performance Objective Ratings

Number	Performance Objective Title	Status	Rating
1	Objective One	Objective Approved	4

Performance Elements Ratings

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

Performance Evaluation of Record

Average Performance Objective Rating: **4.0**

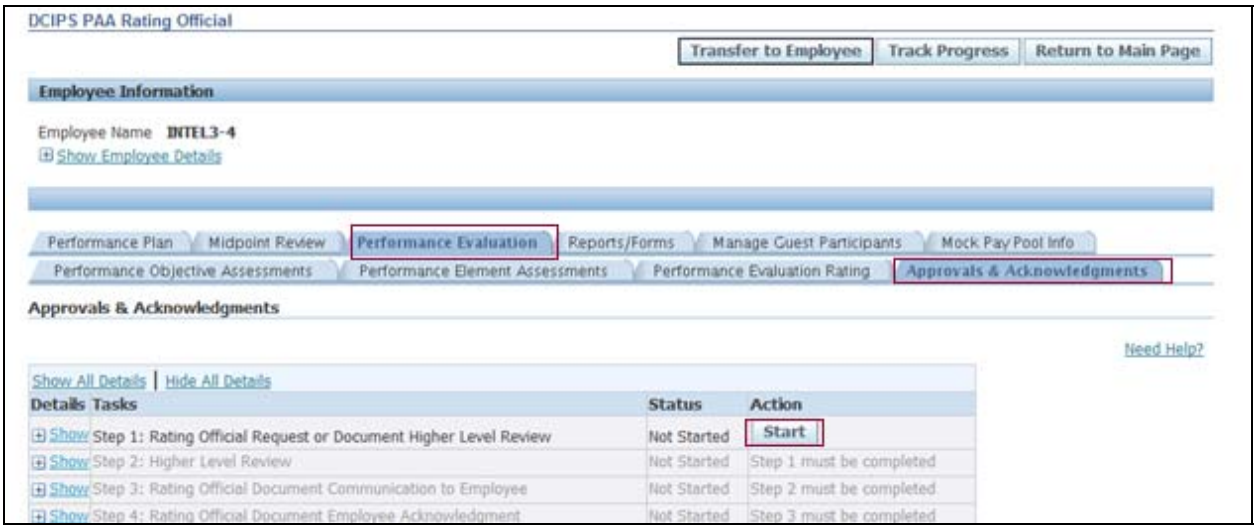
Average Performance Element Rating: **3.2**

Overall Rating: **3.7**

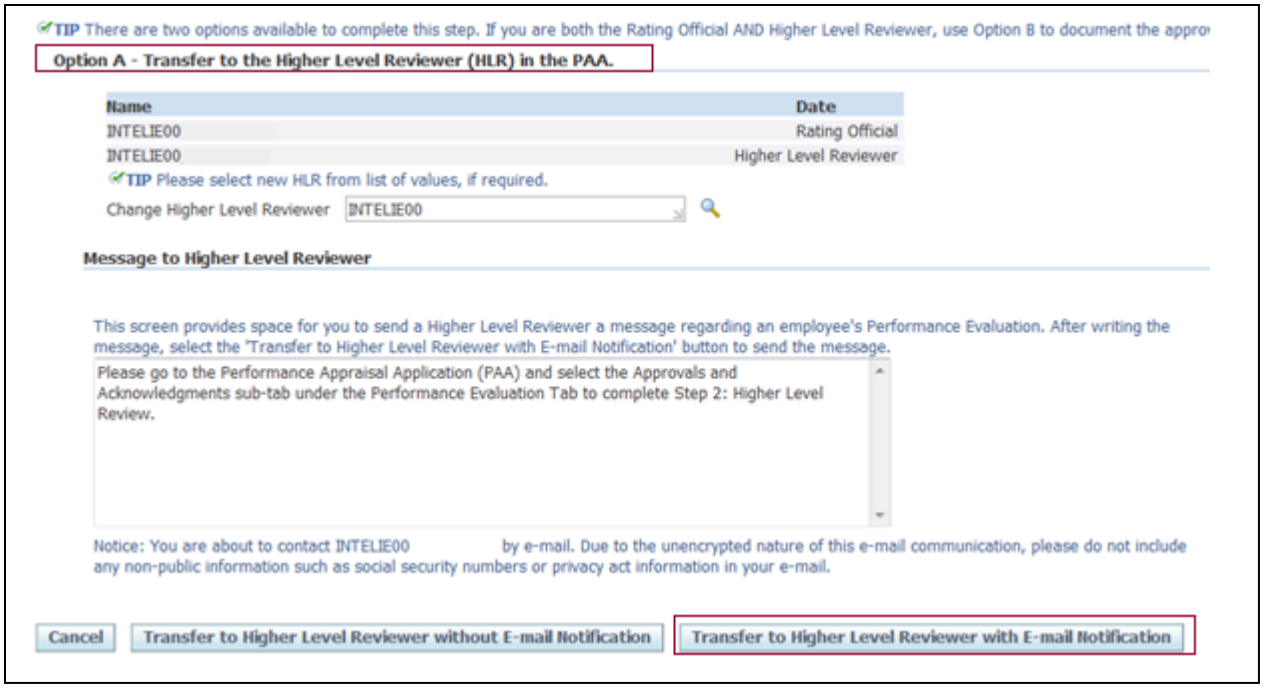
Evaluation of Record: **4 - Excellent**

Performance Evaluation > Approvals & Acknowledgments

Select 'Start' at Step 1 to request or document approval by reviewing official (Higher Level Reviewer).



Option A is used to transfer the appraisal to the Higher Level Reviewer. Option B is used to document approval of the Higher Level Reviewer approval. Message to Higher Level Reviewer can be changed. Select 'Transfer to Higher Level Reviewer with E-mail Notification' button to continue.

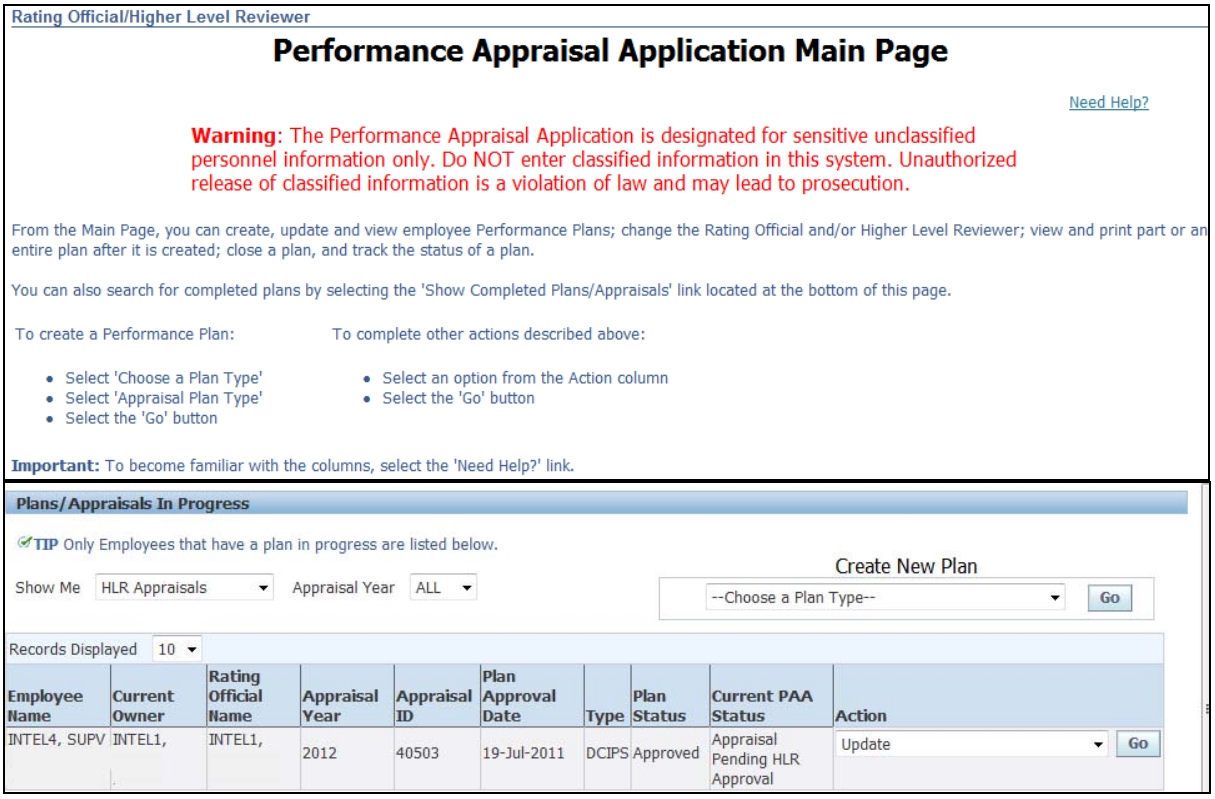


Option B is used to document the review has taken place with the Higher Level Reviewer. Document Review Date, Method of Review and verify Approver name. Select Save button to save changes.

When using Option A, the Performance Appraisal is owned by HLR.

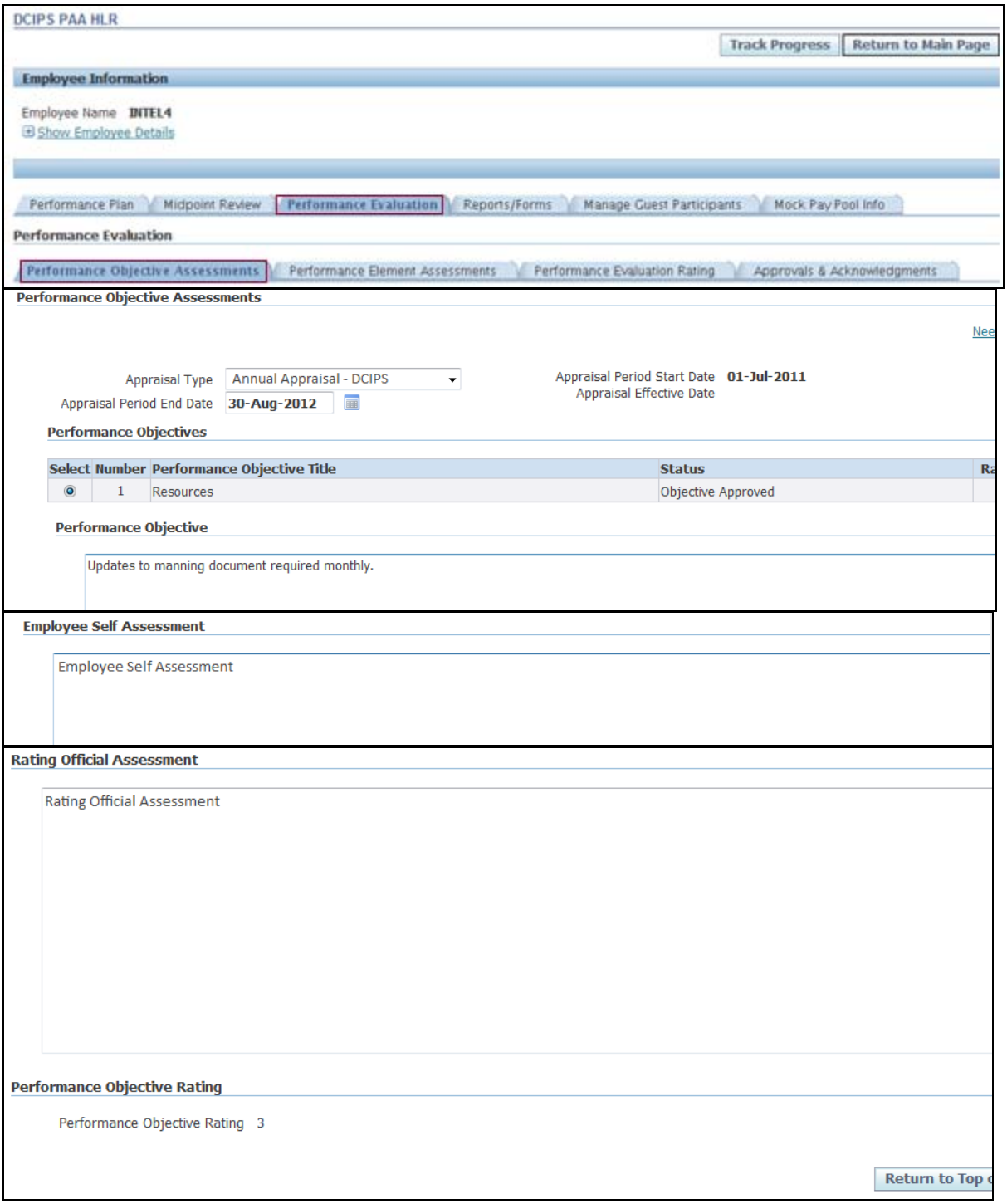
Higher Level Reviewer – Performance Evaluation

If Option A was used, the PAA transferred to HLR for approval of assessments/ratings. HLR selects 'Go' button on the appraisal they wish to review, approve or return for change. Status is 'Appraisal Pending HLR Approval'.



Performance Evaluation > Performance Objective Assessments

Review assessments and ratings by navigating through the tabs located under Performance Evaluation.



Performance Evaluation > Performance Element Assessments

Review performance element assessments and ratings.

DCIPS PAA HLR

Track Progress | Return to Main

Employee Information

Employee Name INTEL4

Show Employee Details

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

Performance Evaluation

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

Performance Element Assessments

Appraisal Type Annual Appraisal - DCIPS

Appraisal Period End Date 30-Aug-2012

Appraisal Period Start Date 01-Jul-2011

Appraisal Effective Date

Performance Elements

Select	Number	Performance Element	Rating
◉	1	Accountability for Results	3
○	2	Communication	3
○	3	Critical Thinking	3
○	4	Engagement and Collaboration	3
○	5	Leadership and Integrity	4
○	6	Managerial Proficiency	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 Self Assessment

Rating Official Assessment

Rating Official Assessment

Performance Element Rating

Performance Element Rating 3

Return to Top of Page

Performance Evaluation > Performance Evaluation Rating

This page provides an overview of ratings assigned, Average Performance Objective Rating, Average Performance Element Rating, Overall Rating and Evaluation of Record.

DCIPS PAA HLR

Track Progress | Return to Main Page

Employee Information

Employee Name **INTEL4**

Show Employee Details

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

Performance Evaluation

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

Performance Evaluation Rating

Need Help?

Appraisal Type: Annual Appraisal - DCIPS

Appraisal Period End Date: **30-Aug-2012**

Appraisal Period Start Date: **01-Jul-2011**

Appraisal Effective Date

Performance Objective Ratings

Number	Performance Objective Title	Status	Rating
1	Resources	Objective Approved	3

Performance Elements Ratings

Number	Performance Element Title	Rating
1	Accountability for Results	3
2	Communication	3
3	Critical Thinking	3
4	Engagement and Collaboration	3
5	Leadership and Integrity	4
6	Managerial Proficiency	4

Performance Evaluation of Record

Average Performance Objective Rating: **3.0**

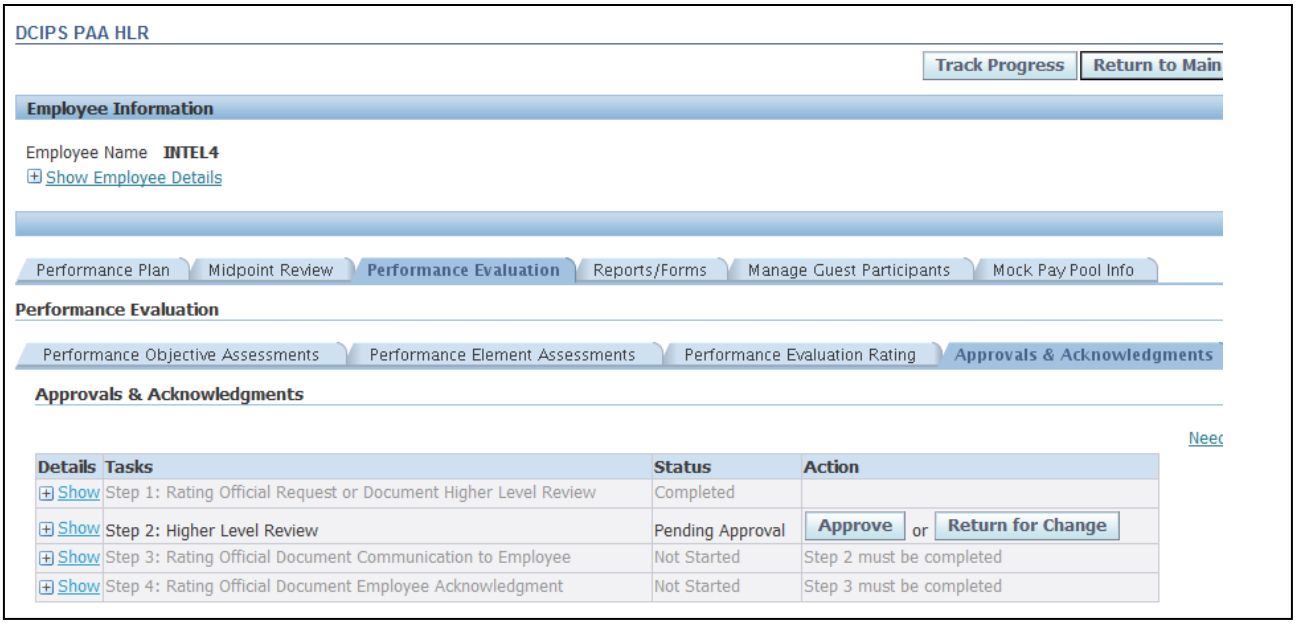
Average Performance Element Rating: **3.3**

Overall Rating: **3.1**

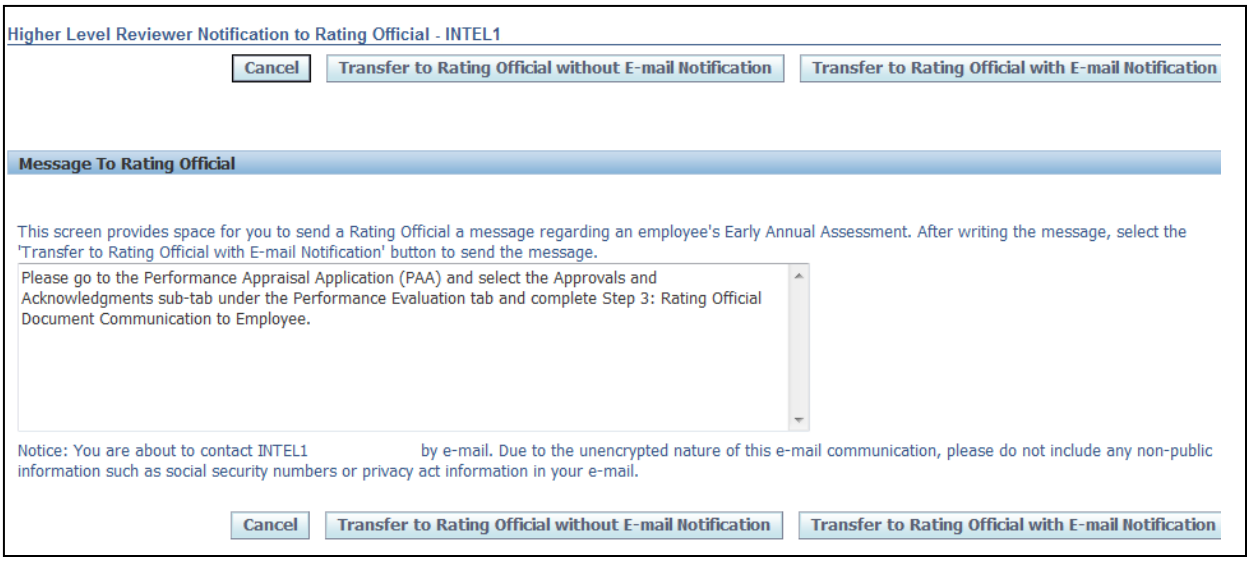
Evaluation of Record: **3 - Successful**

Performance Evaluation > Approvals & Acknowledgments

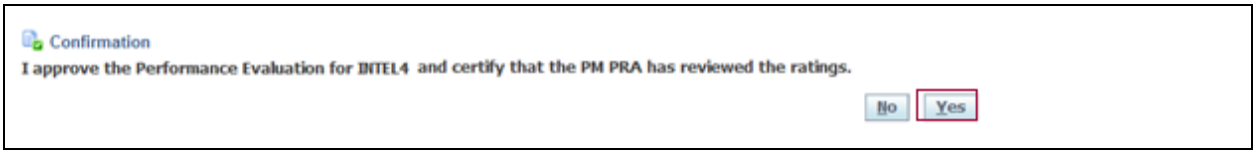
HLR has two actions for the Performance Evaluation. They can Approve or Return for Change.



If HLR selects 'Approve' at Step 2, a Higher Level Reviewer Notification to Rating Official becomes available. Select 'Transfer to Rating Official with E-mail Notification' button to continue. The Current PAA Status will be 'Approved by HLR' if 'Approve' button is selected.

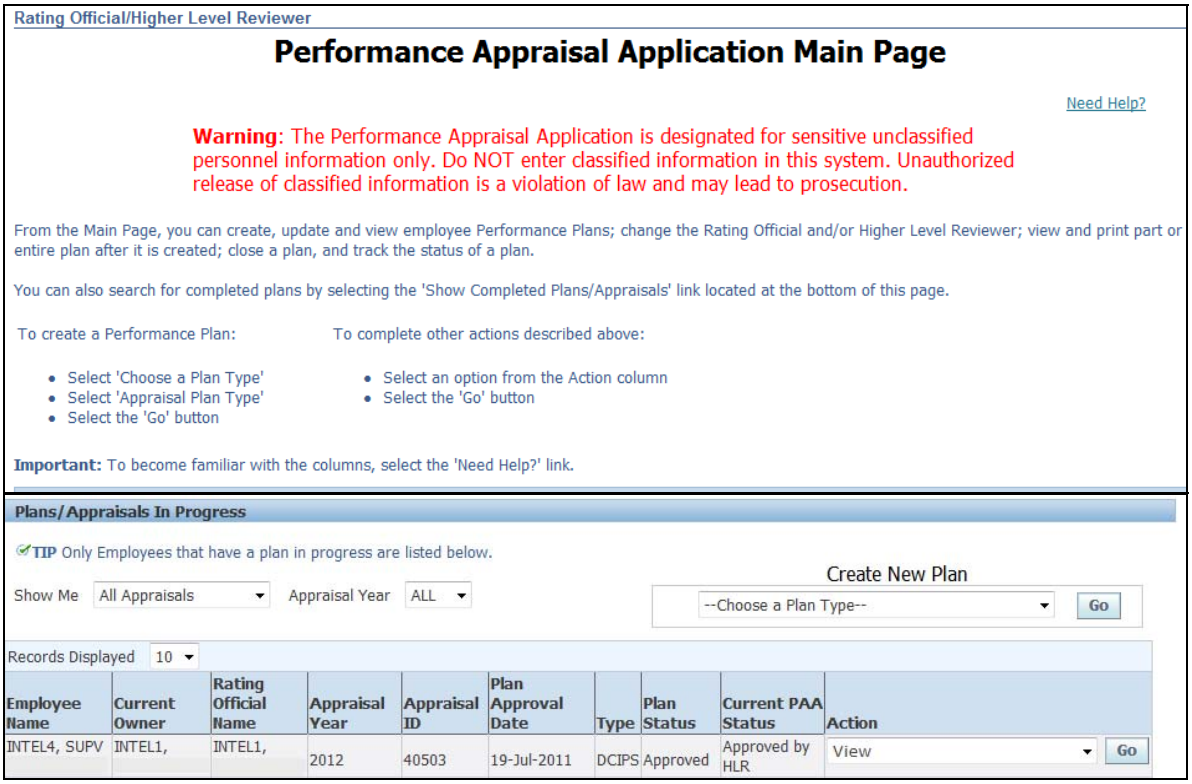


Confirmation message is received. HLR selects 'Yes' and the Ratings/Assessments are approved.



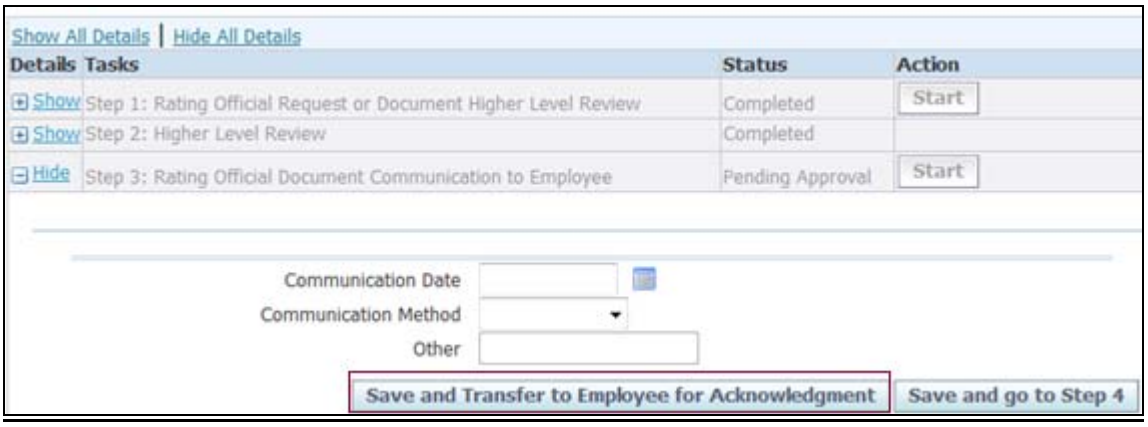
If HLR selects 'Return for Change', a Higher Level Reviewer Notification to Rating Official becomes available. Select 'Transfer to Rating Official with E-mail Notification' button to continue.

When a Performance Evaluation is returned, the HLR loses ownership of PAA and the Rating Official is owner. The Current PAA Status will be 'HLR Returned for Change'.



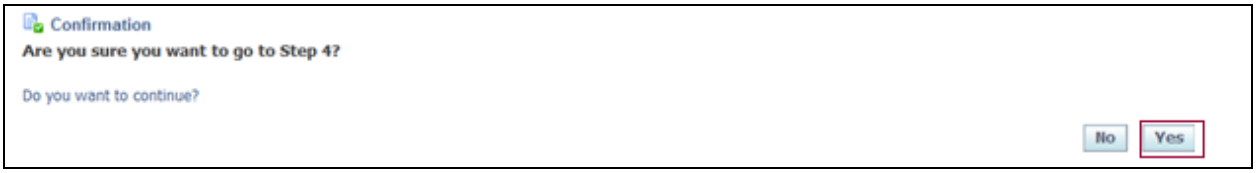
Rating Official Communicates Performance Evaluation to Employee (Approved by HLR)

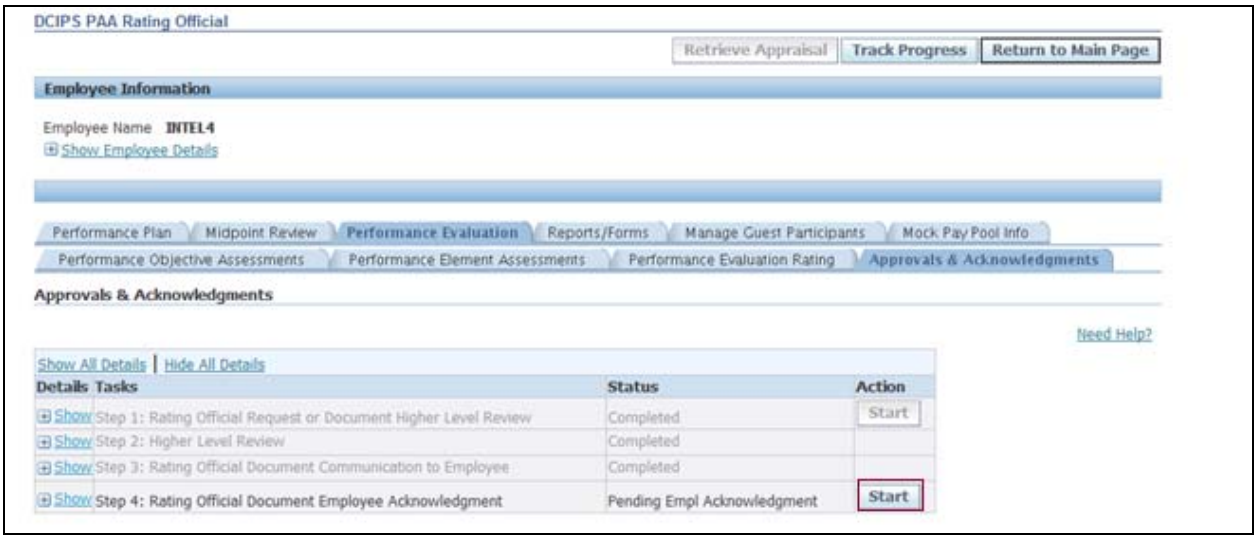
The Rating Official Documents Communication to Employee by selecting 'Start' button in Step 3. Document the Communication Date and Method of Review and select 'Save' button. (The Rating Official can also transfer the evaluation to employee by selecting 'Save and Transfer to Employee for Acknowledgment' button or the RO can document acknowledgment for employee using Step 4).

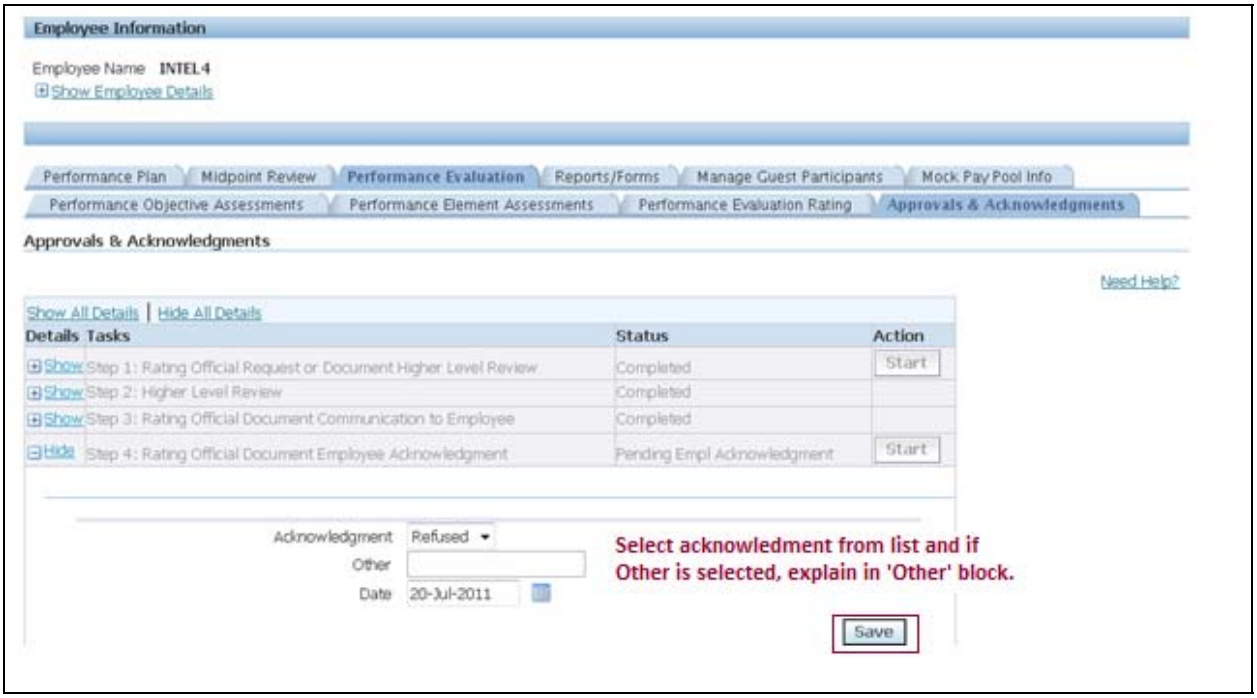


Confirmation Message

If 'Save and go to Step 4' button is selected under Step 3, the Rating Official receives message. Select 'Yes' to message to continue.







When employee acknowledgment is completed or documented by RO, evaluation is complete and may be viewed/printed by employee, RO, or HLR via 'Completed Plans and Appraisals'.

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 INTEL4

Appraisal Year

Event

Find Clear

Records Displayed 10

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
INTEL4	2012	40503	DCIPS	DCIPS Performance Plan	19-Jul-2011	
INTEL4	2012	40503	DCIPS	DCIPS Performance Evaluation	20-Jul-2011	

Rating Official > Apply Action(s) to Multiple Employees (PAA)

Navigator

- CIV Pay Pool Administrator
- CIV Trusted Agent
- My Biz
- My Workplace

My Workplace

- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization
- Competency Profile

Rating Officials and Higher Level Reviewers can perform PAA actions on multiple employees at one time with this responsibility.

Select PAA System and Role. Select DCIPS – Rating Official to continue.

Apply Action(s) to Multiple Employees (PAA)

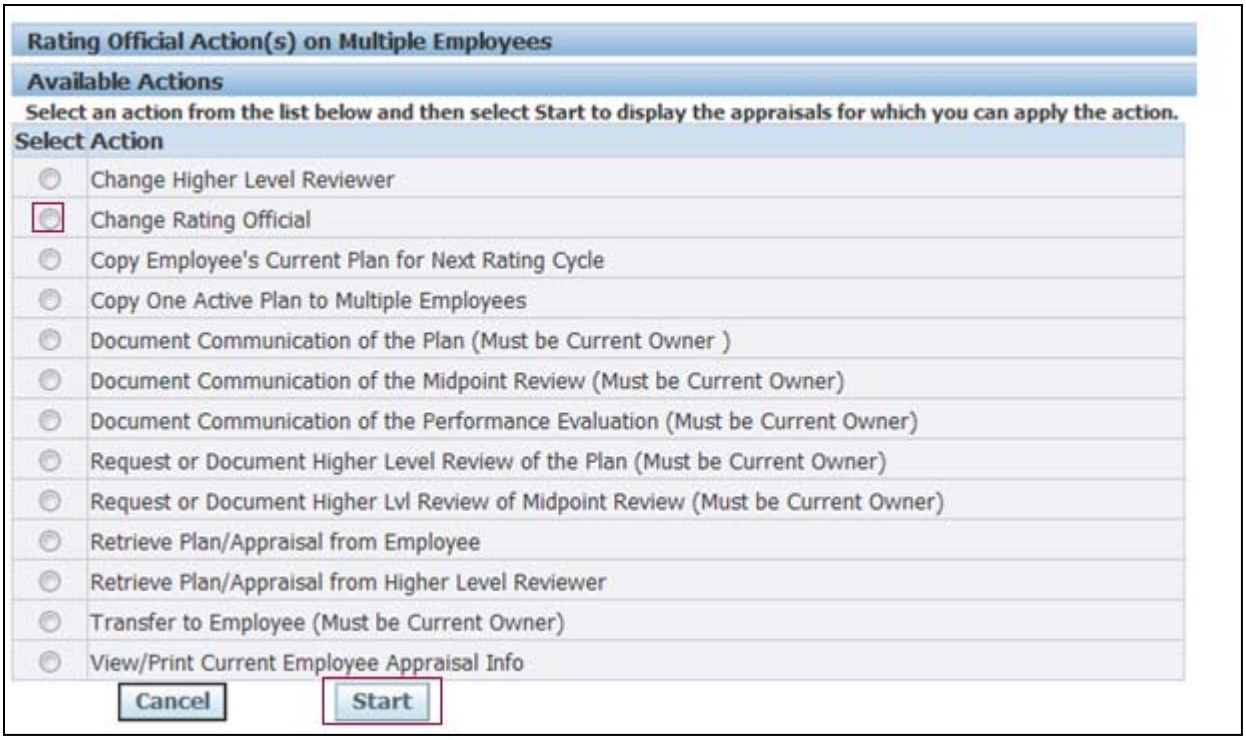
Select PAA System and Role

Select	Role
○	NSPS - Rating Official
○	NSPS - Higher Level Reviewer
◉	DCIPS - Rating Official
○	DCIPS - Higher Level Reviewer
○	NG - Rating Official
○	NG - Higher Level Reviewer

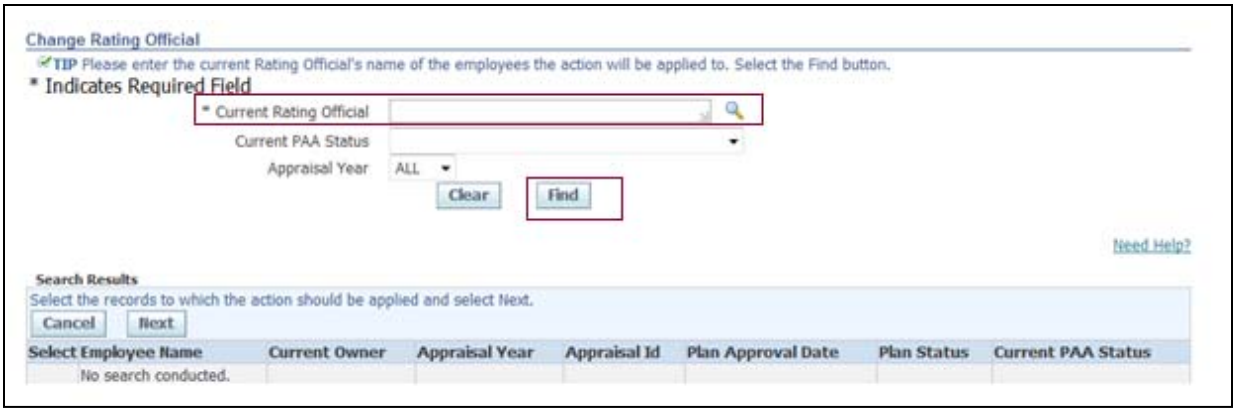
Cancel Start

Select 'Start' button. A list of available actions will appear.

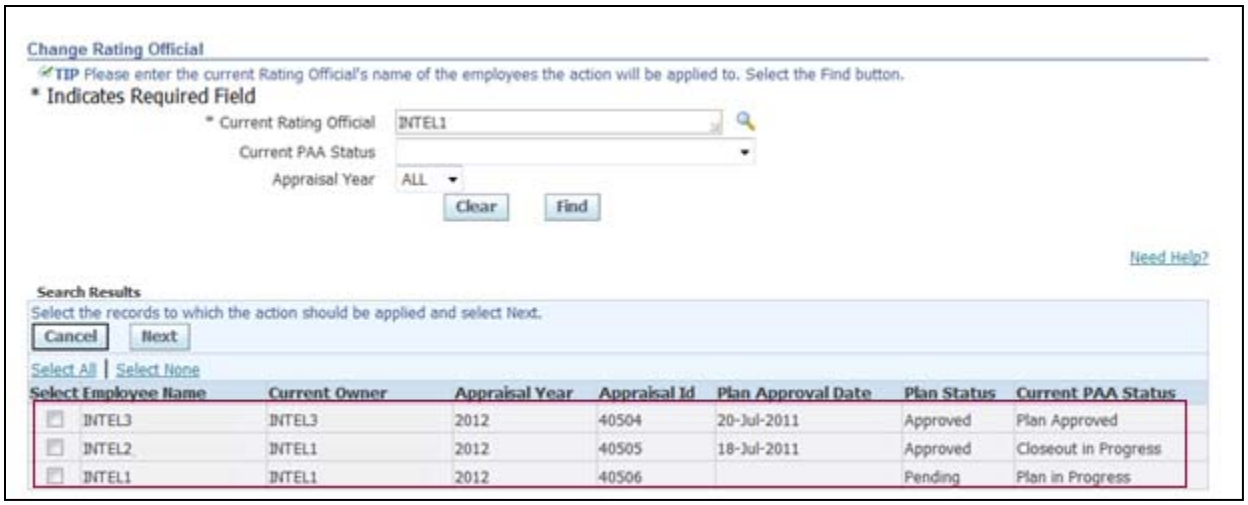
Select ‘Change Rating Official’.

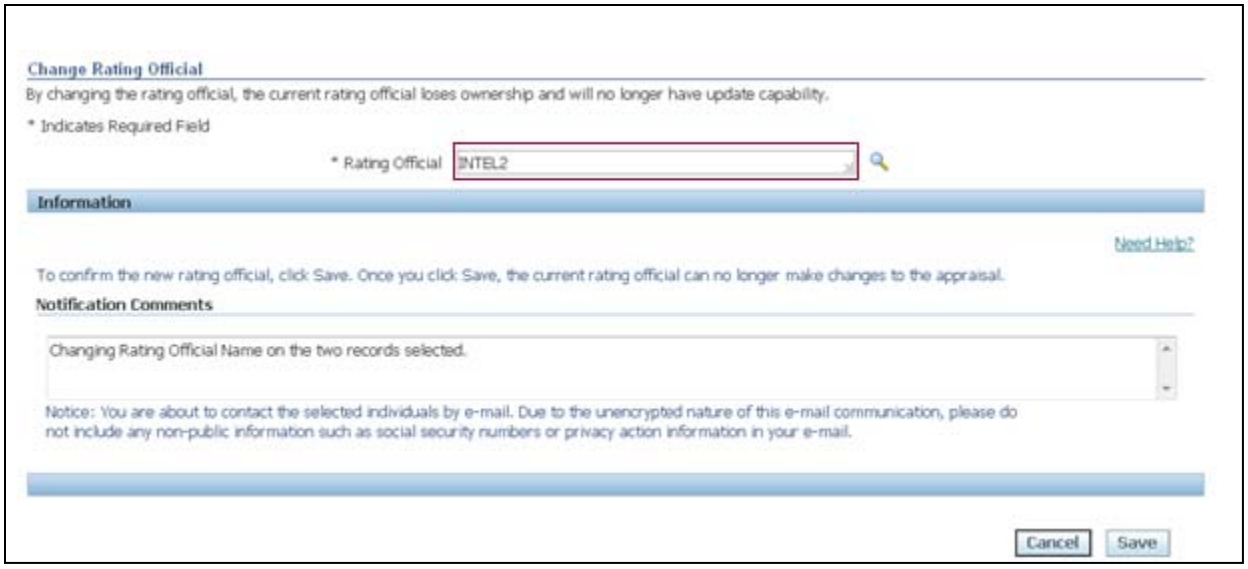


Enter Current Rating Official’s Name and select the ‘Find’ button.



Select the 'Employee(s)' to which the action should be applied to and select the 'Next' button.





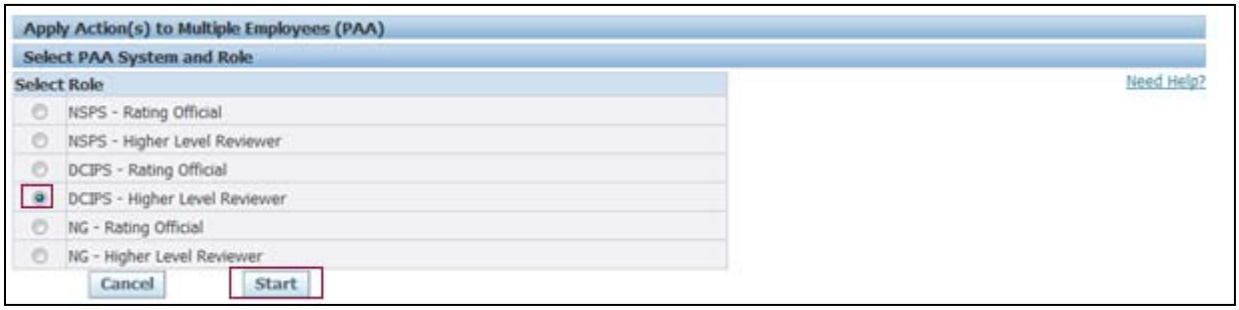
Identify the new rating official by searching and selecting the rating official name, and if desired, input a message for the e-mail.

Select 'Save' button to execute the action.

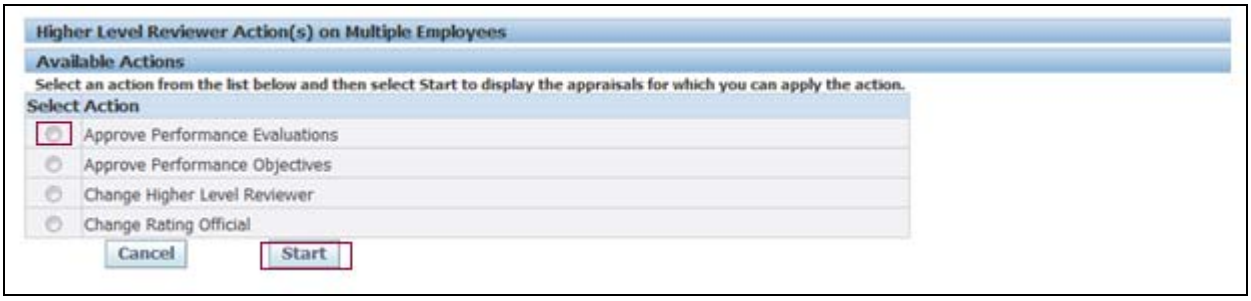
Information message on process log – identifies whether the change to Rating Official was successfully changed or not. Select the 'Return to Available Actions' button to continue .

Higher Level Reviewer - Apply Action(s) to Multiple Employees (PAA)

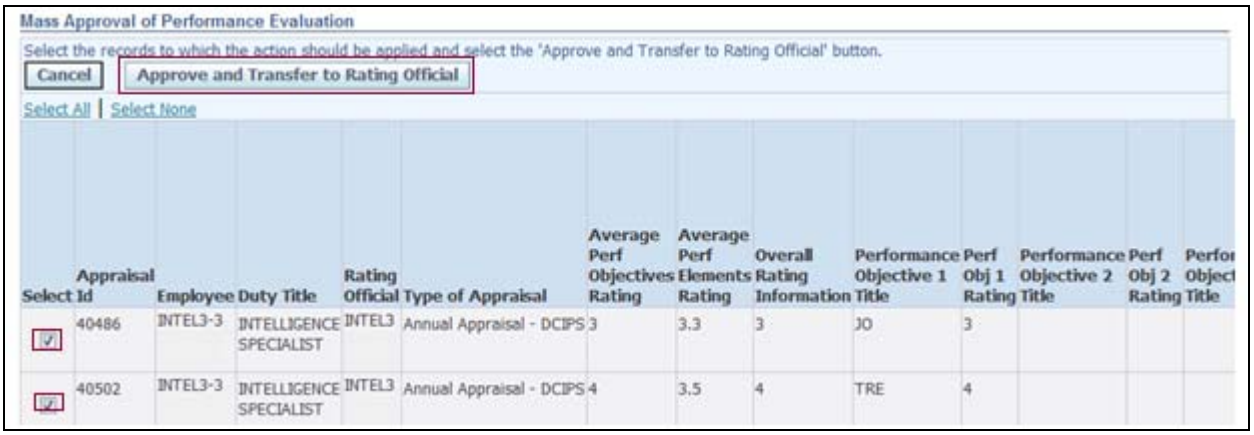
Select DCIPS – Higher Level Reviewer and then select 'Start' button to continue.



The Higher Level Review has the available actions below. Select 'Approve Performance Evaluations' and then select the 'Start' button to continue.

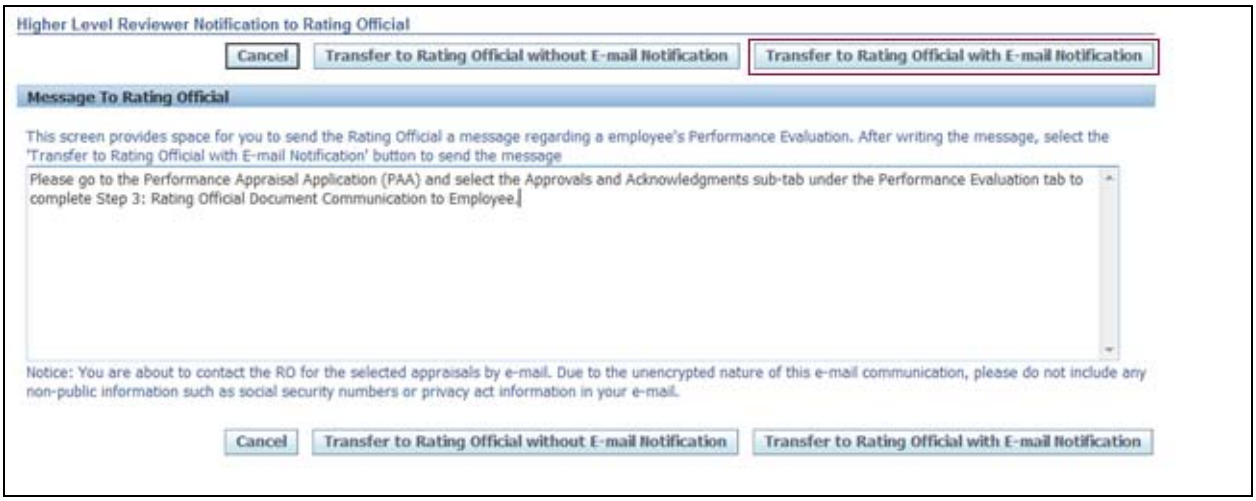


Select records to which the action should be applied to and select the 'Approve and Transfer to Rating Official' button to continue.

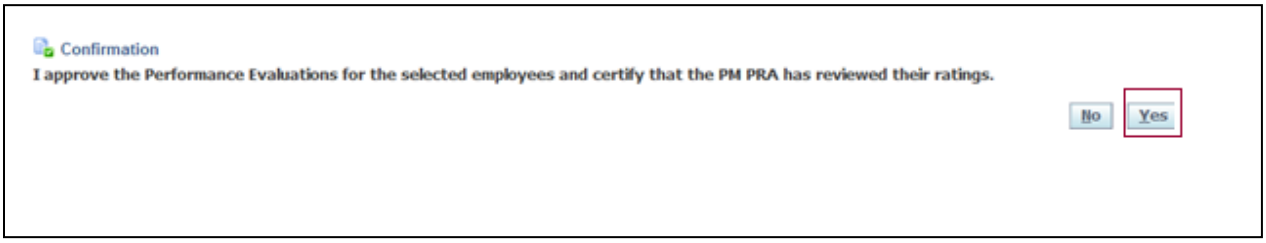


Select	Appraisal Id	Employee	Duty Title	Rating Official	Type of Appraisal	Average Perf Objectives Rating	Average Perf Elements Rating	Overall Rating Information	Performance Objective 1 Title	Perf Obj 1 Rating	Performance Objective 2 Title	Perf Obj 2 Rating	Perfor Object Title
☑	40486	INTEL3-3	INTELLIGENCE SPECIALIST	INTEL3	Annual Appraisal - DCIPS	3	3.3	3	JO	3			
☑	40502	INTEL3-3	INTELLIGENCE SPECIALIST	INTEL3	Annual Appraisal - DCIPS	4	3.5	4	TRE	4			

Higher Level Reviewer Notification to Rating Official: Select 'Transfer to Rating Official with E-mail Notification' button to continue.



Confirmation Message: (Select Yes button to continue)



Information Message

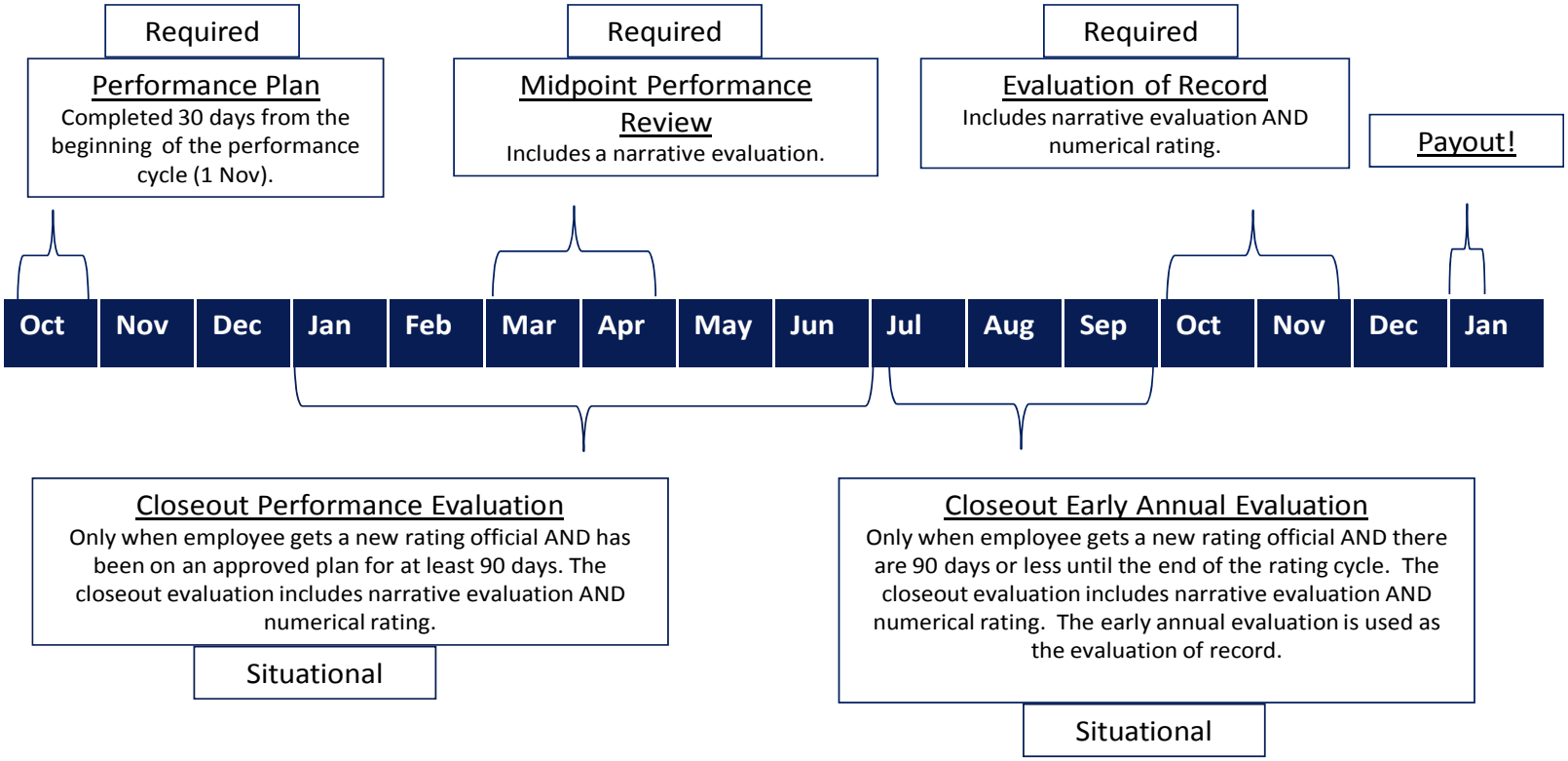
Review Status Log to make sure your action was successful.

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
24076	SUCCESS	Employee Name: INTEL3-3 Appraisal Type: Annual Appraisal - DCIPS; Rating Official Name: INTEL3 Appraisal ID: 40486; Email: Sent
24077	SUCCESS	Employee Name: INTEL3-3 Appraisal Type: Annual Appraisal - DCIPS; Rating Official Name: INTEL3 Appraisal ID: 40502; Email: Sent

Evaluation Timeline