DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

PAA
Demonstration Training

Fall 2014

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

Demonstration Table of Contents

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 the appropriate tab. Select 'Home' link to return to Navigator page.

Employee > My Biz > Update My Information:

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

Select 'Accept' button to continue.

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

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 the Performance 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, Appraisal Period End Date, Rating Official Name and Higher Level Reviewer Name. Make changes as necessary.

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

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

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

Performance Plan > Performance Plan Details:

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

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

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

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

Add Performance Objective

* Indicates required field

Save | **Save and Add Another Performance Objective** | Save and Return to Performance Objectives Tab

Need Help?

Performance Objective Number   2

* **Performance Objective Title**   Oversight

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

Performance Objective Status

Date Last Modified

If you need help in writing performance objectives, go to the **iSuccess** training course.

Enter performance objectives here.

(Limit to 1000 characters)   **Spell Check**   Counter   34

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

Add Performance Objective

* Indicates required field

Save | Save and Add Another Performance Objective | **Save and Return to Performance Objectives Tab**

Need Help?

Performance Objective Number   3

* **Performance Objective Title**   Training Program Evaluation

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

Performance Objective Status

Date Last Modified

If you need help in writing performance objectives, go to the **iSuccess** training course.

Enter performance objectives here.

(Limit to 1000 characters)   **Spell Check**   Counter   34

Performance Plan > Performance Elements:

Select the 'Performance Elements' tab.

Performance Plan | Reports/Forms

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

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

Non-supervisory Performance Elements:

Performance Elements

Need Help?

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

<PREVIOUS   NEXT>

Supervisory Performance Elements:

Performance Elements

Need Help?

Status Code	Descriptor
Accountability for Results	Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.
Communication	Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.
Critical Thinking	Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate and use multiple sources of information to inform decisions and outcomes. In addition, IC supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view.
Engagement and Collaboration	Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of coworkers, peers, customers, stakeholders, and teams within an organization and/or across the Defense Intelligence Components and the IC. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge.
Leadership and Integrity	Defense Intelligence supervisors and managers are expected to exhibit the same individual personal leadership behaviors as all Defense Intelligence employees. In their supervisory or managerial role, they also are expected to achieve organizational goals and objectives by creating shared vision and mission within their organizations; establishing a work environment that promotes diversity (of both persons and points of view), critical thinking, collaboration, and information sharing; mobilizing employees, stakeholders, and networks in support of their objectives; and recognizing and rewarding individual excellence, enterprise focus, innovation, and collaboration.
Managerial Proficiency	Defense Intelligence supervisors and managers are expected to possess the technical proficiency in their mission area appropriate to their role as supervisor or manager. They are also expected to leverage that proficiency to plan for, acquire, organize, integrate, develop, and prioritize the human, financial, material, information (including classified), and other resources to accomplish their organization's mission and objectives. In so doing, all supervisors and managers are also expected to focus on the development and productivity of their subordinates by setting clear performance expectations, providing ongoing coaching and feedback, evaluating the contributions of individual employees to organizational results, and linking performance ratings and rewards to the accomplishment of those results.

<PREVIOUS   NEXT>

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Performance Plan > Approvals & Acknowledgments:

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

Main PAA Page – Select 'Transfer to Rating Official' from the action list and then select the '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 the 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 the 'Cancel' button is selected above, the following 'Warning' is received:

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

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

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

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

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

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

Performance Plan > Track Progress (Employee):

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

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

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

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

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

Track Progress

Employee Information

Employee Name   Employee's Name

⊞ Show Employee Details

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

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

Performance Plan		Links
Drafted	✔	
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	
Midpoint Review		**Links**
Employee Self-Assessment	☐	
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	
Performance Evaluation		**Links**
Employee Self-Assessment	☐	
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	
Mock Assessment		**Links**
Employee Self-Assessment	☐	

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

Rating Official reviews the performance plan the employee created.

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

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

Change Rating Official Page:

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 the Name field and select 'Go'.

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

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

Performance Plan > Mission Goals:

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

Performance Plan > Performance Objectives:

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

Add Performance Objective:

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

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

Performance Elements:

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

Performance Plan > Approvals & Acknowledgments:

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

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

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

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

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

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

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

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

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

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

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

Performance Plan		Links
Drafted	✔	
Transferred to Reviewing Official by Rating Official - If Required	✔	
Reviewed by Reviewing Official	☐	Approvals & Acknowledgments
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	
Midpoint Review		**Links**
Employee Self-Assessment	☐	
Rating Official Assessment	☐	
Transferred to Reviewing Official by Rating Official - If Required	☐	
Reviewed by Reviewing Official - If Required	☐	
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	
Performance Evaluation		**Links**
Employee Self-Assessment	☐	
Rating Official Assessment	☐	
Transferred to Reviewing Official by Rating Official - If Required	☐	
Reviewed by Reviewing Official	☐	
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	
Mock Assessments		**Links**
Employee Self-Assessment	☐	
Rating Official Assessment	☐	
Assigned to Reviewing Official by Rating Official - If Required	☐	
Reviewed by Reviewing Official - If Required	☐	

Performance Plan > Approvals and Acknowledgments:

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

Return for Change:

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

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

Approve:

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

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

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

Confirmation message is received.

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

Track Progress:

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

Reports/Forms:

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

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

Save or print the report.

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

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

Reports/Forms:

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

*** Working Copy ***

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

EMPLOYEE NAME: _____   PERFORMANCE YEAR: 2014

PRIVACY ACT STATEMENT

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

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

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

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

INSTRUCTIONS FOR COMPLETION OF DCIPS PERFORMANCE EVALUATION OF RECORD FORM

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

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

Rating Official Communicates Plan to Employee:

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

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

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

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

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

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

Rating Official Notification to Employee:

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

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

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

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

Acknowledging Performance Plan:

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

Note: The employee does not need to have ownership of the performance plan to acknowledge once Step 3 is completed. In this case 'View' would be in the Action column.
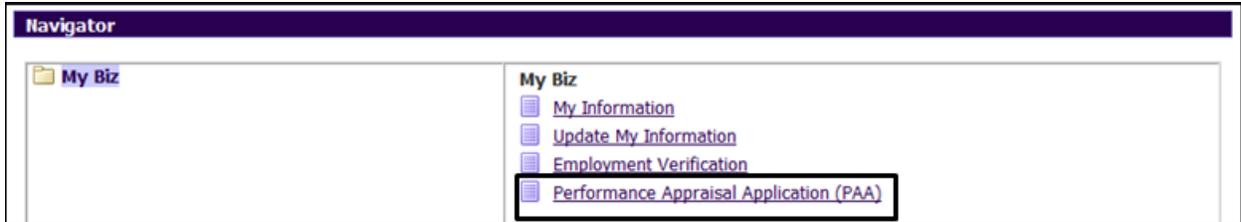
Performance Appraisal Application Main Page:
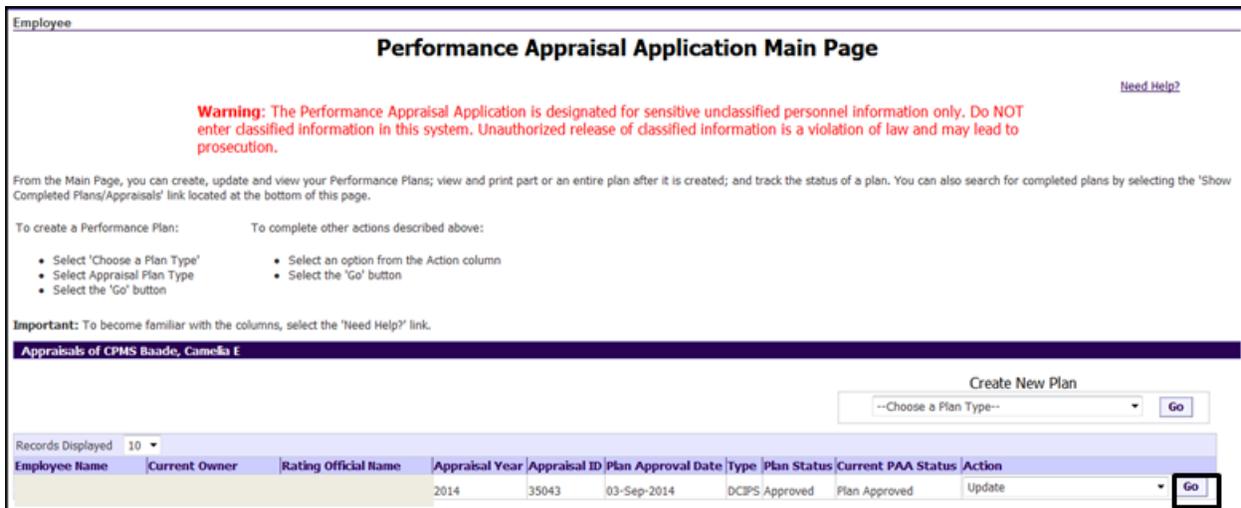
Performance Plan > Approvals & Acknowledgments:
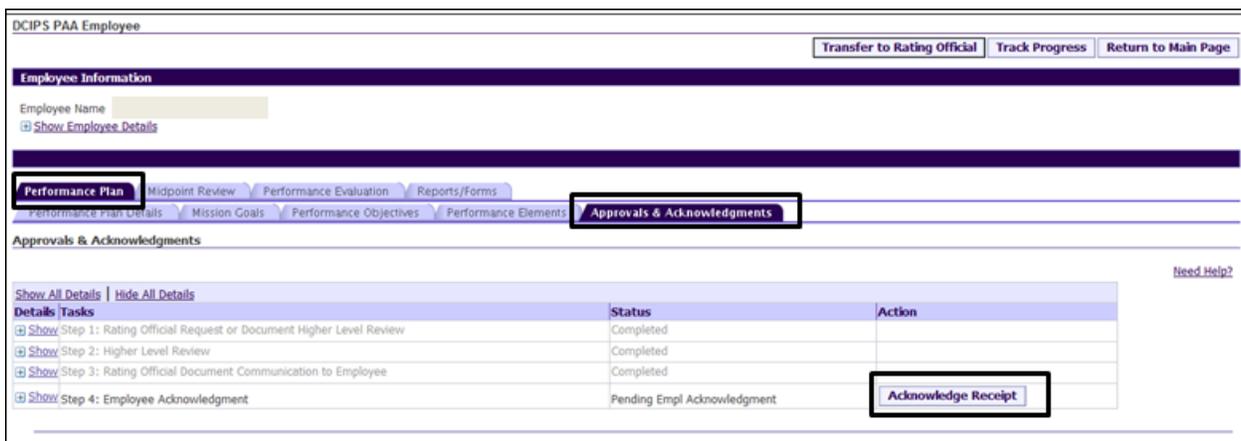
Select 'Acknowledge Receipt' button to complete this step.

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

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

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

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

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

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

Completed Plans/Appraisals:

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

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

Track Progress:

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

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

Track Progress

Employee Information

Employee Name
⊞ Show Employee Details

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

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

Performance Plan		Links
Drafted	✔	
Transferred to Reviewing Official by Rating Official - If Required	✔	
Reviewed by Reviewing Official	✔	
Communicated to Employee by Rating Official	✔	
Acknowledged by Employee	✔	
Midpoint Review		Links
Employee Self-Assessment	☐	
Rating Official Assessment	☐	
Transferred to Reviewing Official by Rating Official - If Required	☐	
Reviewed by Reviewing Official - If Required	☐	
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	

Performance Evaluation		Links
Employee Self-Assessment	☐	
Rating Official Assessment	☐	
Transferred to Reviewing Official by Rating Official - If Required	☐	
Reviewed by Reviewing Official	☐	
Communicated to Employee by Rating Official	☐	
Acknowledged by Employee	☐	
Mock Assessments		Links
Employee Self-Assessment	☐	
Rating Official Assessment	☐	
Assigned to Reviewing Official by Rating Official - If Required	☐	
Reviewed by Reviewing Official - If Required	☐	

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

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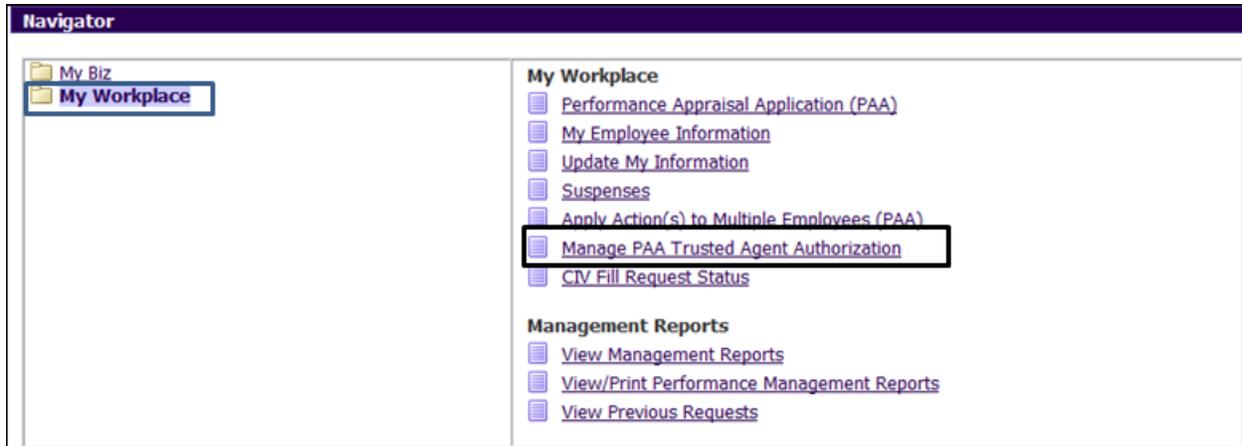
Manage Trusted Agent Assignments:

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

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

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

Assigning Trusted Agent Role:

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

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

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

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

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

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

The page is refreshed with the updated information.

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

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

Logging in as CIV Trusted Agent:

View My Trusted Agent Authorizations:

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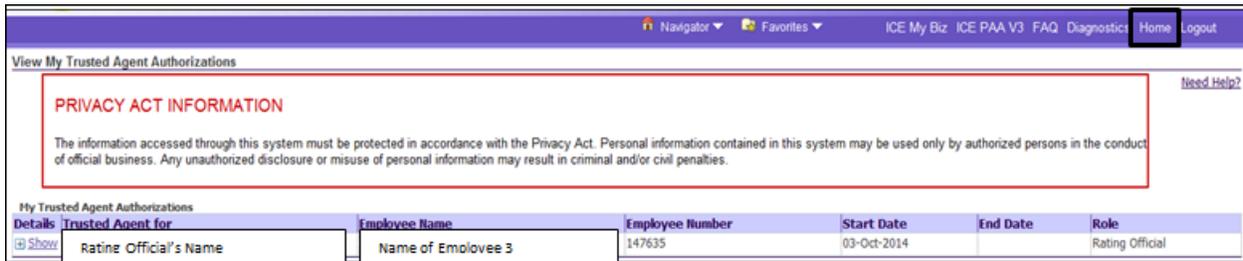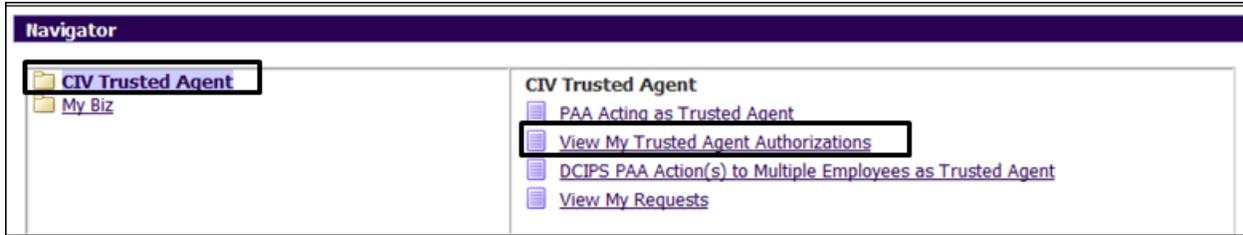
Acting as Trusted Agent:

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

Trusted Agent Performance Appraisal Application Main Page:

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

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

Trusted Agent – Create New Plan:

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

Trusted Agent – List of Employees:

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

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

Trusted Agent – Copy An Existing Performance Plan:

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

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

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

Trusted Agent – Copying Performance Plan:

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

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

Information message:

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

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

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

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

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

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 the 'Confirmation'.

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

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

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

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

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

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

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

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

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

Trusted Agent - Performance Plan > Transfer to Employee:

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

Rating Official Notification to Employee:

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

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

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

My Journal:

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

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

Confirmation message:

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

Employee Creates Midpoint Review:

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

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

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

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

Return To Midpoint Reviews

Employee Information
Employee Name
⊞ Show Employee Details

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

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

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

Need Help?
My Journal

Performance Objectives

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

Performance Objectives

Select	Number	Performance Objective Title	Status
●	1	Subject Matter Expert	Objective Approved

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

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

(Limit to 2000 characters)   **Spell Check**   Counter 107

Rating Official Assessment

Save and Return to Top of Page

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

Employee Information

Employee Name
⊞ Show Employee Details

Midpoint Review Information

Midpoint Review Initiator
Midpoint Review Status **Initiated**

Midpoint Review Number **1**

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

Performance Element Assessments

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

Need Help?
My Journal

Performance Elements

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

Select	Number	Performance Element
●	1	Accountability for Results

Performance Element

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

Employee Self Assessment

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

(Limit to 2000 characters)

Spell Check Counter 292

Rating Official Assessment

Save and Return to Top of Page

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

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

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

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

Select 'Yes' button to continue.

Confirmation message:

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

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

Rating Official Completes Midpoint Review:

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

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

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

Performance Objectives

Select	Number	Performance Objective Title	Status
●	1	Subject Matter Expert	Objective Approved

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

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

Rating Official Assessment

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

(Limit to 2000 characters)   Spell Check   Counter 108

Save and Return to Top of Page

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

Create/Update Midpoint Review

Back To Midpoint Reviews

Employee Information

Employee Name
⊞ Show Employee Details

Midpoint Review Information

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

Midpoint Review Initiator
Midpoint Review Status **Initiated**

Midpoint Review Number 1

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

Performance Element Assessments

Need Help?

Performance Elements

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

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

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

Warning when employee self-report of accomplishments are missing:

Warning when Rating Official evaluations are missing:

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

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

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

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

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

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

Review Date	05-Sep-2014	Approver	Reviewing Official's Name	Cancel Save
Method of Review	Face to Face ▾	Other		

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

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

No   Yes

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

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

OK

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

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

Select the 'Start' button in Step 3.

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

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

Confirmation message:

Confirmation
The appraisal has been submitted to the employee.

The Current PAA Status is now 'Midpoint Review Approved by RO' and the Rating Official has 'View' only as the employee has ownership of the Performance Plan. Select the 'Go' button to view Midpoint Status.
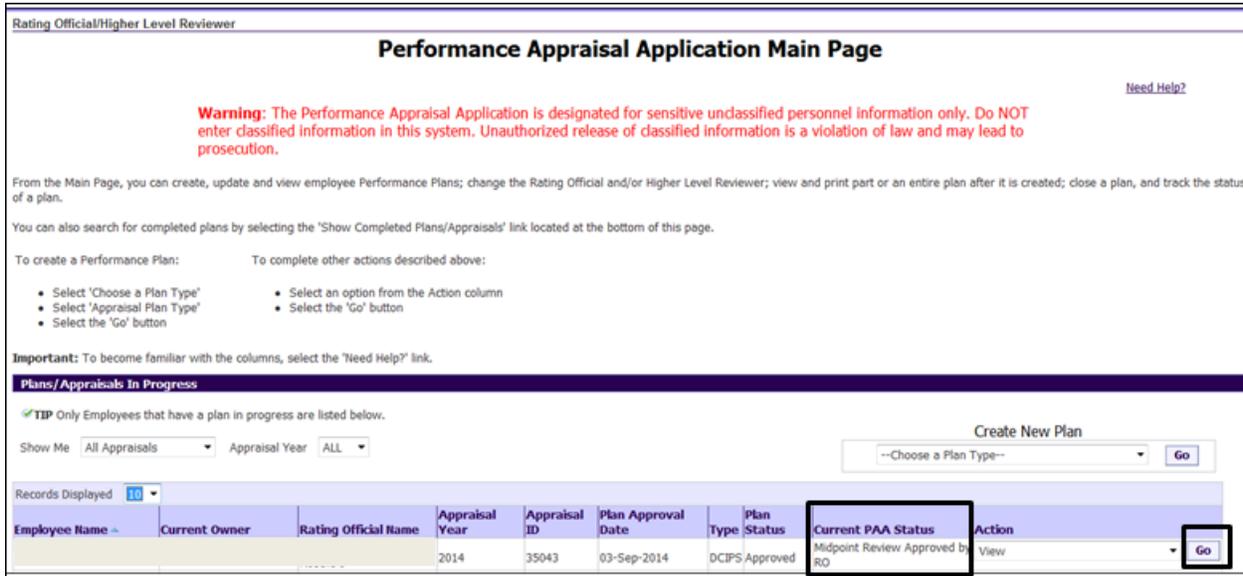
The Status for the Midpoint is 'Pending Employee Acknowledgment'. If the employee is unavailable or refuses to acknowledge, the Rating Official can retrieve the Performance Plan by selecting the 'Retrieve Appraisal' button and then complete 'Step 4: Rating Official Document Employee Acknowledgment'.

Select 'Return to Main Page' as the employee will be acknowledging receipt.
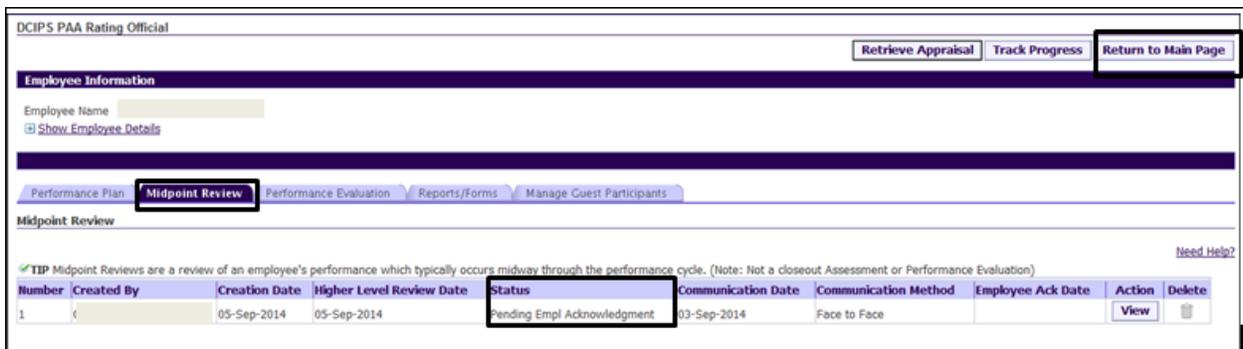
Employee > My Biz > Performance Appraisal Application (PAA)> Midpoint Review:

Step 4: Employee Acknowledgment Receipt:

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

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

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

Select the 'Acknowledge Receipt' button to continue.

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

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

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

Track Progress (Employee):

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

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

Select the 'Return to Main Page' button.

Completed Plans/Appraisals (Employee):

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

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

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

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

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

Rating Official - Modifies an Approved Performance Plan:

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

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

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

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

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

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

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

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

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

Select the 'Yes' button for the Confirmation message.

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

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

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

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

Rating Official - Completes Midpoint Review:

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

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

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

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

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

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

Select the 'Go' button for the Performance Plan.

Select the 'Update' button for the Midpoint Review.

Select the 'Acknowledge Receipt' button.

Select the 'Return to Midpoint Reviews' button.

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

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

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

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

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

Performance Evaluation > Performance Objective Assessments:

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

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

Performance Evaluation > Performance Element Assessments:

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

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

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

Select 'Reports/Forms' tab and then the 'View/Print Working Copy Form'.

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

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

Performance Evaluation > Performance Evaluation:

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

Performance Evaluation > Approvals & Acknowledgments:

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

Employee Notification to Rating Official:

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

A confirmation message will be received.

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

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

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

Rating Official - Guest Participant:

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

Manage Guest Participants:

Select the 'Add Participant' button to begin.

Search and Select: Guest Participant Page:

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

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

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

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

Update Participation Type:

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

Remove Participant:

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

A confirmation message will be received.

Request Feedback:

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

Select the 'Request Feedback' button.

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

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

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

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

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

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

Guest Rater or Guest Reviewer:

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

My Workplace:

My Biz:

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

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

Guest Rater - Performance Objective Assessments:

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

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

Guest Rater - Performance Element Assessments:

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

Appraisal Feedback: Complete:

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

Once guest participant's assessment information has been submitted, participation status changes to 'Feedback Completed'. The Guest Participant can view the feedback provided, but no further changes can be made unless the Rating Official requests another feedback.

Guest Reviewer - Overall Feedback:

Guest Reviewers only provide overall feedback and do not assess or rate performance objectives and performance elements separately. As the Guest Participant, select 'Provide Guest Feedback' tab. A list of employees will appear if feedback has been requested. Select the 'Go' button with 'Update Feedback' in the Action column to input the feedback.

When the 'Participation Type' is Guest Reviewer, the guest participant will provide their input in the screen below and then select the 'Complete' button when finished.

Appraisal Feedback: Complete:

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

Once guest participant's assessment information has been submitted, participation status changes to 'Feedback Completed'. The Guest Participant can view the feedback provided, but no further changes can be made unless the Rating Official requests another feedback.

My Workplace > Performance Appraisal Application (PAA)> Views Feedback:

The Rating Official and the Reviewing Official (Higher Level Reviewer) have an immediate view of information entered by guest participants even prior to the Guest Participant submitting the data. Guest Participant submission will only be available for viewing by the Employee when the Performance Evaluation is 'Completed'.

Rating Official > PAA Main Page > Manage Guest Participants > View Feedback:

To view the feedback from the Performance Appraisal Application (PAA) Main Page, select 'Manage Guest Participants' from the Action drop down menu and then the 'Go' button. The Rating Official must have ownership of the Performance Plan for this to appear on the Action list.

Select the 'Go' button with 'View Feedback' in the Action column.

Rating Official/Reviewing Official (Higher Level Review) > PAA > Manage Guest Participants > View Feedback:

To view the feedback from within the Performance Plan, select the 'Go' button for the applicable Performance Plan from the Performance Appraisal Application (PAA) Main Page with either 'View' or 'Update' in the Action column.

Select the 'Manage Guest Participants' tab and then the 'Go' button with 'View Feedback' in the Action column.

DCIPS PAA - Guest Rater

<div align="right">Return to Manage Guest Participants Tab   Return to Main Page</div>

Employee Information

Employee Name

⊞ Show Employee Details

Overall Feedback

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

Performance Objective Assessments | Performance Element Assessments

Performance Objective Assessments

<div align="right">Need Help?</div>

This screen allows you to view employee's performance objectives and the guest rater feedback.

- Select the 'Radio' button next to the Performance Objective you want to view.
- Once you have completed your review, select the 'Return to Manage Guest Participants Tab' button to select another appraisal or 'Return to Main Page'.

Select	Number	Performance Objective Title	Status	Rating
●	1	Subject Matter Expert	APPROVED	4
○	2	Oversight	APPROVED	4
○	3	Training Program Evaluation	APPROVED	4
○	4	Project Planning	APPROVED	

Performance Objective

> Enter the performance objectives here.

Guest Rater Assessment

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

Rating Official/Reviewing Official (Higher Level Review) > Reports/Forms:

The Rating Official and the Reviewing Official (Higher Level Reviewer) can also review the information entered by guest participants via 'Reports/Forms'. Select the 'Reports/Forms' from the Performance Appraisal Application (PAA) Main Page or the 'Reports/Forms' tab from within the applicable Performance Plan.

From PAA Main Page:

Select the Guest Participants sections you want to view and then the 'View/Print Selected Section(s)' button.

From within the PAA:

Select the 'Reports/Forms' tab and then select the Guest Participants sections you wish to view. The report will generate once the 'View/Print Selection Section(s)' button is selected.

Reports/Forms > Report:

Guest Rater:

For Official Use Only
Personal Data - Privacy Act of 1974

Employee Name	Employee Number	Evaluation Period	Appraisal ID
	147646	01-OCT-2013 to 30-SEP-2014	35043

Performance Objectives with Guest Rater Evaluations

GUEST RATER:	DATE LAST UPDATED: 08-SEP-2014
PERFORMANCE OBJECTIVE NO. 1	TITLE: Subject Matter Expert
RECOMMENDED PERFORMANCE OBJECTIVE RATING: 4	
Enter the performance objectives here.	
GUEST RATER EVALUATION	
Guest rater has entered their assessment for this employee for Performance Objective 1 in this box and entered the recommended rating below.	

Guest Reviewer:

For Official Use Only
Personal Data - Privacy Act of 1974

Employee Name	Employee Number	Evaluation Period	Appraisal ID
	123180	01-OCT-2013 to 30-SEP-2014	35047

Guest Reviewer Overall Feedback

GUEST REVIEWER:	DATE LAST UPDATED: 08-SEP-2014
OVERALL FEEDBACK	
Guest Reviewer provides their overall feedback in this box, selects the 'Save and Return to Top of Page' button and then selects the 'Complete' button to finish. To view the Performance Objectives or the Performance Elements before providing this feedback, select the appropriate 'Show' link above.	

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

Rating Official > Performance Evaluation:

Select the 'Go' button with 'Update' in the Action column from the Performance Appraisal Application Main Page. The Rating Official must have ownership of the Performance Plan in order to enter evaluations and assign ratings.

Select the 'Performance Evaluation' tab.

Select the 'Performance Objective Assessments' tab to begin entering the Rating Official's evaluations and ratings.

Performance Evaluation > Performance Objective Assessments:

Review employee self-report of accomplishments and enter the Rating Official evaluation and rating for each Performance Objective in the 'Performance Objective Assessments' tab. Save all your changes before continuing to next step.

Select the 'Performance Element Assessments' tab when done.

Performance Evaluation > Performance Element Assessments:

Provide evaluation and a rating for each Performance Element and save updates. A summary evaluation for all of the Performance Elements may be entered in the block for Performance Element 1. If the summary is entered, the remaining Performance Elements 2 through 6 must not contain any data in the assessment blocks.

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

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

Select 'Reports/Forms' tab and then the 'View/Print Working Copy Form'.

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

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

Performance Evaluation > Performance Evaluation Rating:

Select the 'Performance Evaluation Rating' tab.

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

Select the 'Approvals & Acknowledgments' tab in the 'Performance Evaluation' tab next.

Performance Evaluation > Approvals & Acknowledgments:

Select the 'Start' button at Step 1 to request or document approval by the Reviewing Official (Higher Level Reviewer).

Option A is used to transfer the Performance Plan to the Reviewing Official (Higher Level Reviewer) for their review and approval. Additional comments may be added to the 'Message to Higher Level Reviewer'. Select 'Transfer to Higher Level Reviewer without E-mail Notification' button or 'Transfer to Higher Level Reviewer with E-mail Notification' to continue.

Information message: Select the 'Ok' button.

Confirmation message:

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

Option B is used to document that the Reviewing Official (Higher Level Reviewer) has approved and that the PM PRA has reviewed. With Option B, enter the 'Review Date', the 'Method of Review' and verify the 'Approver' name. Select the 'Save' button to save and continue.

When using Option A, the Performance Plan is owned by the Reviewing Official (HLR) with the Rating Official having 'View' only capability. When using Option B, the Rating Official retains ownership of the Performance Plan with 'Update' capability. The Current PAA Status will be 'Appraisal Pending HLR Approval' with Option A and 'Approved by HLR' with Option B.

Option A was used for this Performance Plan.

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

Reviewing Official (HLR) – Performance Evaluation:

If Option A was used, the Performance Plan transferred to the Reviewing Official (HLR) for approval of the evaluations/ratings. The Reviewing Official (HLR) selects the 'Go' button on the Performance Plan they wish to review and approve or return for change. The Current PAA Status is 'Appraisal Pending HLR Approval'.

Select the 'Performance Evaluation' tab.

Performance Evaluation > Performance Objective Assessments:

Review assessments and ratings by navigating through the tabs located under the 'Performance Evaluation'. The Reviewing Official cannot change any of the assessments nor the ratings.

Performance Evaluation > Performance Element Assessments:

Review performance element assessments and ratings.

Performance Evaluation > Performance Evaluation Rating:

Select the 'Performance Evaluation Rating' tab.

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

Select the 'Approvals & Acknowledgments' tab next.

Performance Evaluation > Approvals & Acknowledgments > Return for Change:

The Reviewing Official (HLR) has two actions in the Approvals & Acknowledgements process for the Performance Evaluation. They can 'Approve' or 'Return for Change'.

Reviewing Official (HLR) Performance Evaluation > Return for Change:

Select the 'Return for Change' button in Step 2 to transfer the Performance Plan back to the Rating Official (RO) for changes prior to approving.

Enter additional comments in the message block and select the 'Transfer to Rating Official with E-mail Notification' to complete the process.

Information message: Select 'Yes' to continue.

Confirmation message:

The Current PAA Status changes to 'Appraisal Returned for Change'. The Rating Official now has ownership of the Performance Plan with the Reviewing Official having 'View' only.

Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation > Appraisal Returned for Change:

As the Performance Evaluation was returned to the Rating Official for change, the Rating Official selects 'Go' with 'Update' in the Action column to update the Performance Evaluation.

Select the 'Performance Evaluation' tab to continue.

Note: When the Performance Evaluation is returned for change, Step 1 in the approval process changes to 'Not Started'. Therefore, the 'Transfer to Employee' button is active. If any of the assessments need to be updated by the employee, the Rating Official would use this button to transfer to the employee. Once the employee modifies their assessments, the employee would use the 'Transfer to Rating Official' button to return. The employee is not able to view the Rating Official's assessments and ratings until Step 3 in the approval process is completed.

Performance Evaluation > Performance Objective Assessments:

The Rating Official selects Performance Objective 3 in the 'Performance Objective Assessments' tab and modifies their evaluation. When finished, the Rating Official selects the 'Save and Return to Top of Page' button and then the 'Approvals & Acknowledgments' tab to start the approval process again.

Performance Evaluation > Approvals & Acknowledgments

Select the 'Start' button at Step 1 to request or document approval by the Reviewing Official (Higher Level Reviewer) again.

Use Option A to transfer the Performance Plan back to the Reviewing Official (Higher Level Reviewer) for their review and approval.

Information message: Select the 'Ok' button.

Confirmation message:

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

As Option A was used, the Performance Plan transferred back to the Reviewing Official (HLR) for approval of the evaluations/ratings again. The Reviewing Official (HLR) selects the 'Go' button on the Performance Plan to review and approve or return for change again. The Current PAA Status is back to 'Appraisal Pending HLR Approval'.

Select the 'Performance Evaluation' tab.

The Reviewing Official reviews the assessments and ratings and selects the 'Approvals & Acknowledgments' tab to approve.

Performance Evaluation > Approvals & Acknowledgments > Approve:

Reviewing Official (HLR) Performance Evaluation > Approve:

Select the 'Approve' button in Step 2 to approve.

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

Confirmation messages: Select the 'Yes' button and the Performance Evaluation is approved.

The Current PAA Status updates to 'Approved by HLR' and the ownership is transferred to the Rating Official.

Rating Official (RO) > My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation > Documents Communication to Employee:

Select the 'Go' button with 'Update' in the Action column.

Select the 'Performance Evaluation' tab and then the 'Approvals & Acknowledgments' tab.

Note: The Appraisal Effective Date is populated when Step 2 of the approval process is completed.

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

The Rating Official Documents Communication to Employee by selecting the 'Start' button in Step 3.

Enter the Communication Date and Method of Review and select the 'Save and go to Step 4' button as in this example the employee has transferred to a different Component and is unable to complete step 4. This button is also used when the employee refuses to acknowledge. Once Step 3 is completed, the employee's DCPDS record for the 'US Fed Perf Appraisal' SIT is updated to add this Rating of Record.

Note: The Rating Official can transfer the Performance Evaluation to the employee for acknowledgment by selecting the 'Save and Transfer to Employee for Acknowledgment' button.

Confirmation message: Select the 'Yes' button.

Rating Official – Document Employee Acknowledgment:

The Rating Official Documents Employee Acknowledgment by selecting the 'Start' button in Step 4.

Select 'Refused' or 'Other' from the drop down list for Acknowledgment. If Other, enter the information in the 'Other' block. Enter Date and select the 'Save' button to complete documenting the employee's acknowledgment.

Once the employee acknowledgment is completed by the employee or by the Rating Official, the DCIPS Performance Evaluation is complete and the Performance Plan is no longer available in the Plans/Appraisals in Progress area. It may then be viewed/printed by the employee, the Rating Official or the Reviewing Official (HLR) from the 'Completed Plans/Appraisals' area.

Completed Plans/Appraisals (Rating Official/Reviewing Official):

The DCIPS Performance Evaluation is available in the 'Completed Plans/Appraisals' area for the employee, the Rating Official and the Reviewing Official.

As Rating Official, select the 'Show Completed Plans/Appraisals' link.

Enter the employee's name and select the 'Find' button.

The employee's completed plans/appraisals will be displayed. To view and/or print the final DD Form 2906D, select the icon under the Reports/Forms column for the DCIPS Performance Evaluation.

Select the 'Select / Deselect All' to view both the DD Form 2906D and any guest participants feedback or select 'DCIPS Closeout or DCIPS Performance Evaluation' to view just the DD Form 2906D. Once selected, select the 'View/Print Selected Sections(s)' to view, print or save the report.

Beginning of the DD Form 2906D:

Rating Official/Reviewing Official (Higher Level Reviewer) > My Workplace > Apply Actions(s) to Multiple Employees:

Select 'Apply Actions(s) to Multiple Employees (PAA)' as a Rating Official or a Reviewing Official to apply the same action for multiple employees at one time.

Note: This functionality is also available for the Trusted Agent for the Rating Official and the Trusted Agent for the Reviewing Official by selecting 'DCIPS PAA Action(s) for Multiple Employees as Trusted Agent' from the CIV Trusted Agent navigator.
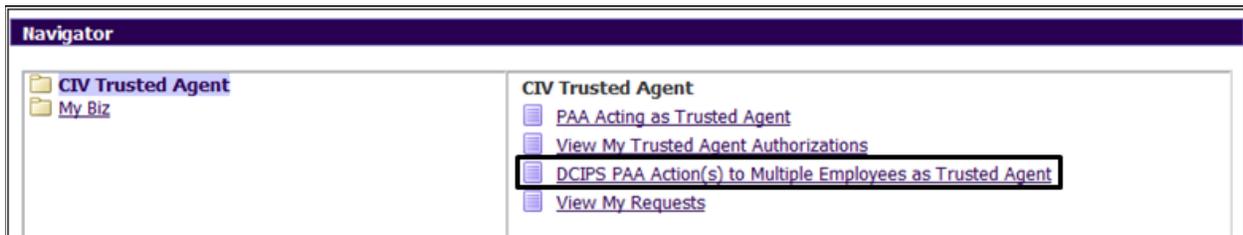
Reviewing Official (Higher Level Reviewer) > Apply Action(s) to Multiple Employees (PAA) > Approve Performance Evaluations:

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

The Reviewing Official (Higher Level Reviewer) has the available actions listed below. Select 'Approve Performance Evaluations' and then select the 'Start' button to continue.

Select the record(s) to which the action should be applied to and select the 'Approve and Transfer to Rating Official' button to continue. Only those records owned by the Reviewing Official with a Current PAA Status of 'Appraisal Pending HLR Approval' will appear on the list.

Note: The Reviewing Official can scroll across this screen to view the remaining ratings and to select the 'Print' icon in the Reports/Forms column to view the assessments before approving.

Additional comments may be added in the message block to be included in the email. Select 'Transfer to Rating Official with E-mail Notification' button to continue.

Confirmation message: Select 'Yes' to complete the actions.

Information message:

Review the Status Log to insure your action(s) was successful. This completed Step 2 of the Performance Evaluation 'Approvals & Acknowledgments' tab for those selected. Select 'Return to Available Actions'.

You are returned to this screen where you can select another action, select Home or Logout.

Rating Official > Apply Action(s) to Multiple Employees (PAA) > Document Communication of the Performance Evaluation:

As Rating Official, select the Role 'DCIPS – Rating Official' and then the 'Start' button.

A list of the available actions will appear. Select 'Document Communication of the Performance Evaluation (Must be Current Owner)' and then select the 'Start' button.

Select the record(s) to which the action should be applied to and select the 'Next' button to continue. Only those records owned by the Rating Official with a Current PAA Status of 'Approved by HLR' for the Performance Evaluation will appear on the list.

Enter the Communication Date and Communication Method and select the 'Save and Transfer to Employees for Acknowledgment' button.

Additional comments may be added in the message block to be included in the email. Select 'Transfer to Employee with E-mail Notification' button to continue.

Information message:

Review the Status Log to insure your action(s) was successful. This completed Step 3 of the Performance Evaluation 'Approvals & Acknowledgments' tab for those selected. Select 'Return to Available Actions'.

You are returned to this screen where you can select another action, select Home or Logout.

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

Acknowledging Performance Evaluation:

The performance plan has been transferred to the employee for acknowledgment of the Performance Evaluation. The employee goes to Performance Appraisal Application (PAA) to acknowledge. Selects 'Go' with 'Track Progress' in the Action column.

Select the link 'Approvals & Acknowledgments' in Track Progress.

Note: The employee could also have selected the 'Go' button with the 'Update' in the Action column and then selected the 'Performance Evaluation' tab and then the 'Approvals & Acknowledgments' tab to get to Step 4.

Select the 'Acknowledge Receipt' button in Step 4.

Confirmation message: Select the 'Go' button.

Select the 'Show Completed Plans/Appraisals' link to view the completed Performance Evaluation.

Select the 'Find' button.

Select the Print Icon in the Reports/Forms column for the DCIPS Performance Evaluation to view/print the final DD Form 2906D.

Rating Official > My Workplace > Management Reports:

Reports are available for the Rating Official to obtain the status of their employees' performance plans, midpoint reviews, performance evaluations and closeout performance evaluations. These reports are also available to the Pay Pool Administrators/Pay Pool Managers at the pay pool level and to the DCIPS Performance Appraisal Administrator at the Region level. The same steps are used for all of the reports. In this example, the Rating Official will be requesting the report for the performance evaluations.

Rating Official - Performance Evaluation Status Report:

Select the 'View/Print Performance Management Reports' under Management Reports.
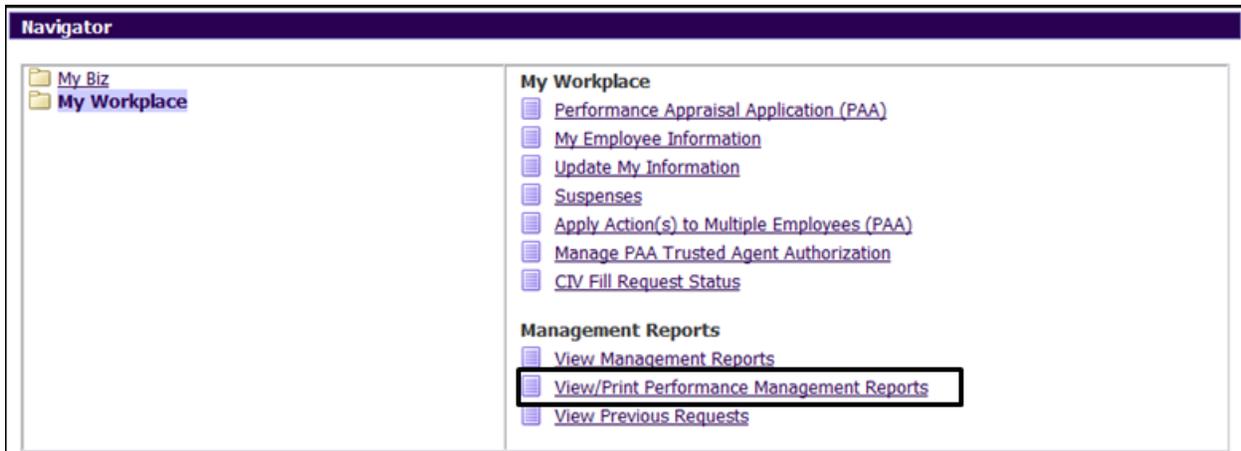
Enter '%DCIPS%' for the 'Report Name' to limit the list returned to DCIPS specific reports and then select the Magnifying Glass icon to the right of the 'Report Name'.

Select the Quick Select icon next to the 'Performance Evaluation Status Report (Rating Official) – DCIPS' in the Program Name column.

Enter a Request Name, if desired, and select the 'Next' button.

On the Report: Parameters page enter the following and then select the 'Next' button to continue the process:

- Enter 'Performance Year'.
- Enter your full name (Last Name, First Name and Middle Name) or partial name in 'Rating Official' and then select your name from the list that appears.
- Enter any additional parameters to further limit the report results, if desired.

Verify the information on the Report Request: Review page. Select the 'Submit' button if correct.

Note: Selecting the 'Cancel' button at this point cancels the report request.

Information message: Select the 'Ok' button.

When the Phase for your report shows as 'Completed' on the Requests page, right click on the Output icon and select 'Save Target As…' to save your report for viewing in Microsoft Excel or 'Open Link in New Window' to view the report prior to saving.

Note: Clicking the 'Refresh' button will update the Phase status for your report when it shows other than 'Completed'. If you exit this page prior to the status showing 'Completed', select the 'View Previous Requests' link under the menu items listed on the Navigator page to return to this Requests page. Your report will be available for 48 hours.

If desired, change the File name and then select the 'Save'.
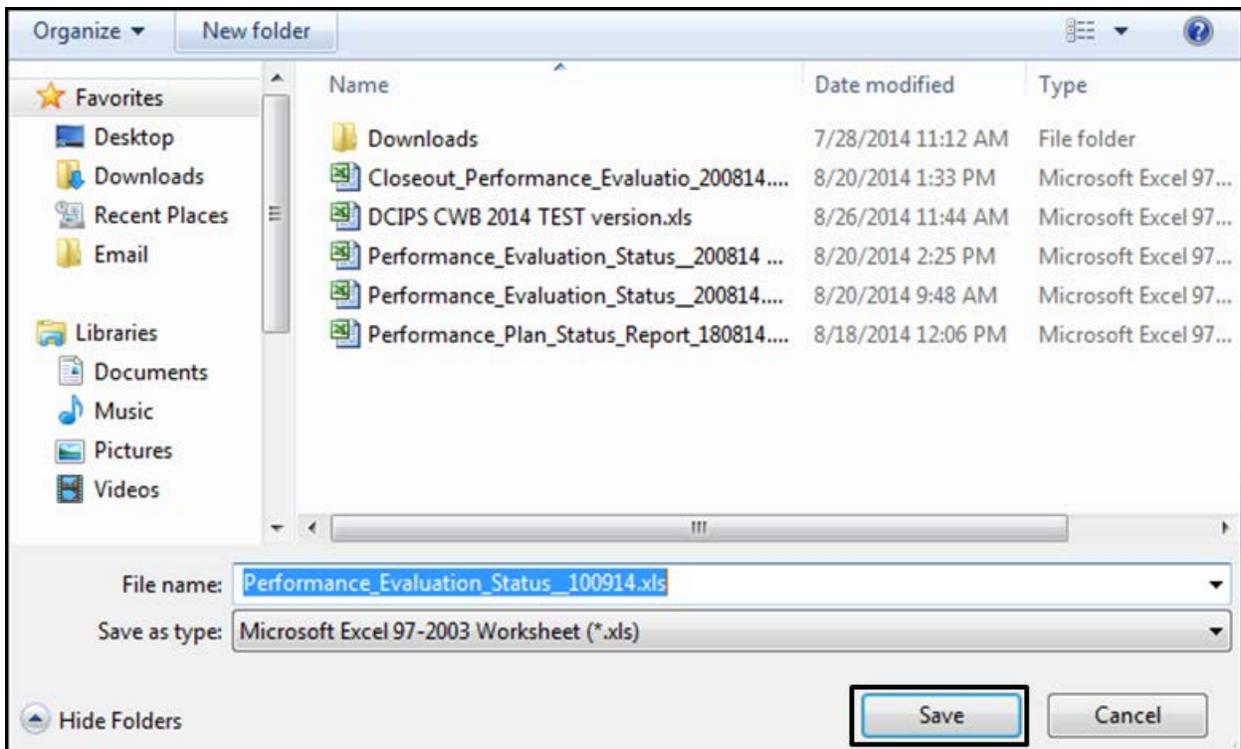
Open the file to view the report. Select 'Yes' if you see this warning when opening.
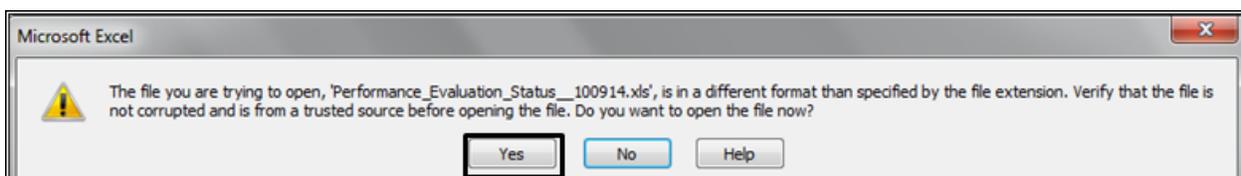
Some user desktops have a security setting which prevents viewing of a non-XLS file by Excel. These users will receive the below notice. When this occurs, right click on the Output icon again, select 'Save Target as..' and change the file extension to 'html' before selecting the 'Save'. Once opened, the report can be copied and pasted into Excel if desired.

Sample of Report:

CIV Pay Pool Administrator (PPA) > DCIPS Appraisal Administration:

The following Current PAA Statuses can be changed through the DCIPS Appraisal Administration process if necessary: 1) Appraisal Pending HLR Approval can be changed back to Appraisal Returned for Change; 2) Appraisal Returned for Change can be changed back to Appraisal Pending HLR Approval; 3) Closed can be changed back to the status of the PAA prior to this status; 4) Midpoint Pending HLR Approval can be changed back to Midpoint Returned for Change; 5) Midpoint Returned for Change can be changed back to Midpoint Pending HLR Approval; 6) Plan Pending HLR Review can be changed back to Plan Returned for Change; and 7) Plan Returned for Change can be changed back to Plan Pending HLR Review. In addition, the following PAA Statuses can be changed through this process when the PAA identified is the most recent performance evaluation for the employee: 1) Approved by HLR; 2) Approved by RO; 3) Closeout Approved by HLR; 4) Closeout in Progress; 5) Completed. For additional DCIPS Performance Appraisal functionality available to the PAA and/or the CIV Pay Pool Manager (PPM) refer to the 'How Do I…A Guide to Completing Key Actions in DCIPS Performance Appraisal Application (PAA)'.

In this example, the Pay Pool Administrator will be changing the PAA Status on a completed Performance Evaluation back to 'Appraisal Pending HLR Approval' due to a pre-mature approval. Select the 'DCIPS Appraisal Administration' link from the Navigator to begin.

Note: PPA's access is restricted to employees in their pay pool. This process is also available for the 'DCIPS Performance Appraisal Administrator' under the 'SuperUser' link.

CIV Pay Pool Administrator – Resetting Performance Evaluation Status to Pending Approval:

The following PAA Statuses can be changed through this process when the PAA identified is the **most recent** performance evaluation for the employee: 1) Approved by HLR; 2) Approved by RO; 3) Closeout Approved by HLR; 4) Closeout in Progress; 5) Completed. Use caution when using this process as this un-does the Performance Evaluation approvals for all previously completed approval steps 2 through 4.

On the List of Plans/Appraisal page, enter the Appraisal ID or the name of the Rating Official, the Employee Name and the Appraisal Year and then select the 'Find' button to locate the employee's PAA. The Current PAA Status can also be entered to limit the search results.

Under the 'Action' column, select 'Go' next to 'Update' for the PAA to be changed to display the Change Plans/Appraisals page.

Select the Appraisal Status 'Appraisal Pending HLR Approval' for Appraisal Types 'Annual Appraisal – DCIPS' and 'Closeout – Early Annual – DCIPS' or the Appraisal Status 'Closeout Pending HLR Approval' for Appraisal Type 'Closeout – DCIPS'.
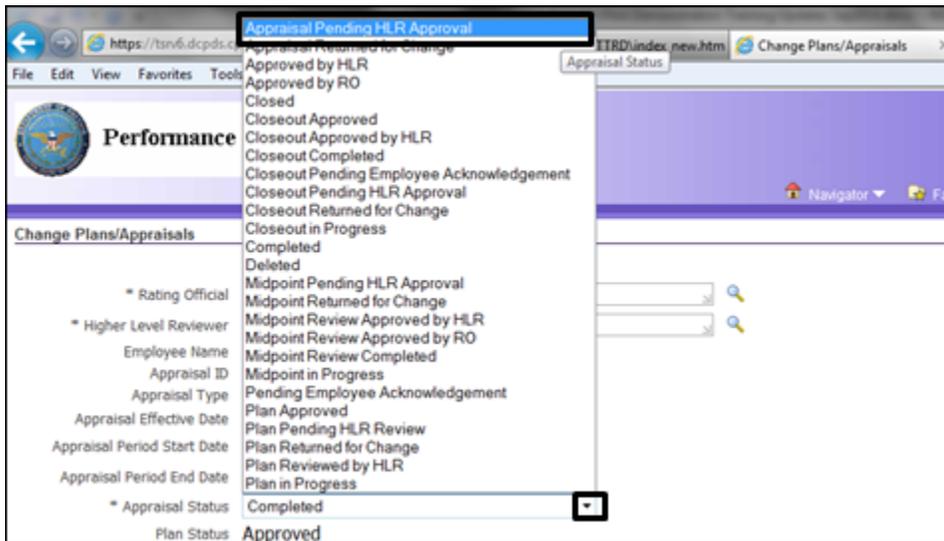
Select 'Apply' to complete the action.

The List of Plans/Appraisals page will then display. Verify that the Current PAA Status was changed.

Note: Ownership of the PAA is returned to the Reviewing Official with the Status for Step 2 of the 'Approvals & Acknowledgments' process changed to 'Not Started' unless the Rating Official had documented the higher level review by completing Option B in Step 1. In that case, the ownership is returned to the Rating Official with the Status for Step 1 changed to 'Not Started'.

Reviewing Official (Higher Level Reviewer)> My Workplace > Performance Appraisal Application (PAA) > Performance Evaluation:

The Performance Plan is now available in the 'Plans/Appraisals In Progress' section for the Reviewing Official (HLR) with the Current PAA Status as 'Appraisal Pending HLR Approval'. Select 'Go' with 'Update' in the Action column and then the 'Performance Evaluation' tab.

Select the 'Approvals & Acknowledgments' tab. Follow the steps above to either return the Performance Evaluation to the Rating Official for change or to approve the Performance Evaluation and subsequent completion of Steps 3 and 4 to re-complete this Performance Evaluation.

CIV Pay Pool Administrator (PPA) > Manage Pay Pool IDs > View PP Rating Official/Member :

To view the members assigned to your pay pool, select the 'Manage Pay Pool IDs' link.

Select the 'View PP Rating Official/Member' tab. Enter your Pay Pool ID and then select the 'Find Pay Pool Members'. The list of pay pool members will then display.
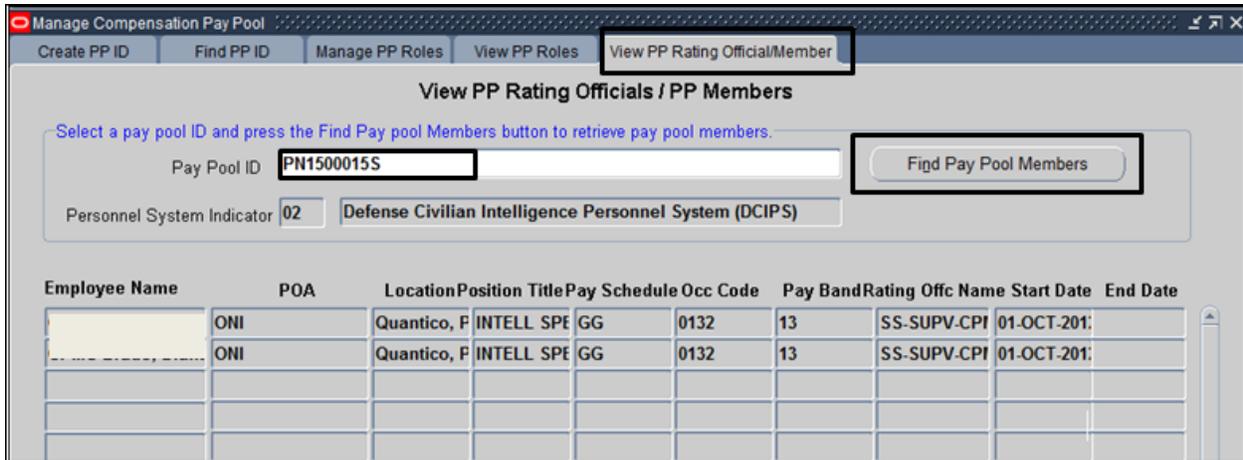
CIV Pay Pool Administrator (PPA) > Manage Employee Pay Pool ID:

Pay pool members can be added in mass by using the 'Manage Pay Pool Members' link. To add or update the employee's assignment individually, select the 'Manage Employee Pay Pool ID' link.

Enter the employee's name (Last name, first) or partial name and click on the [...] for list to select from.
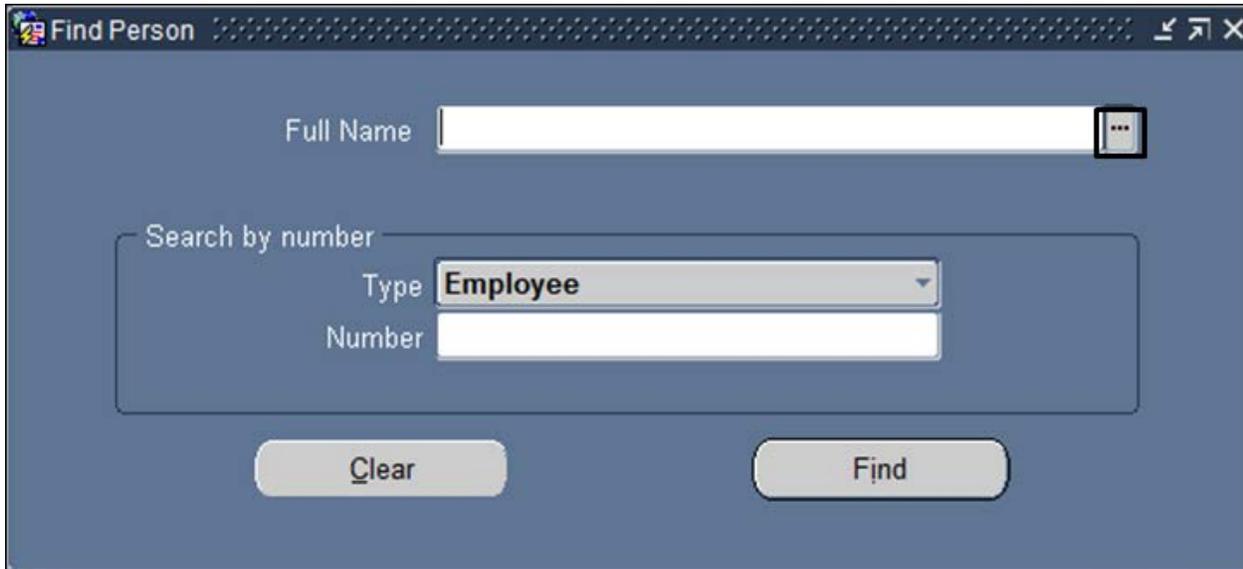
Once the Full Name is found/selected, the Full Name and Number will be populated. Select the 'Find' button.
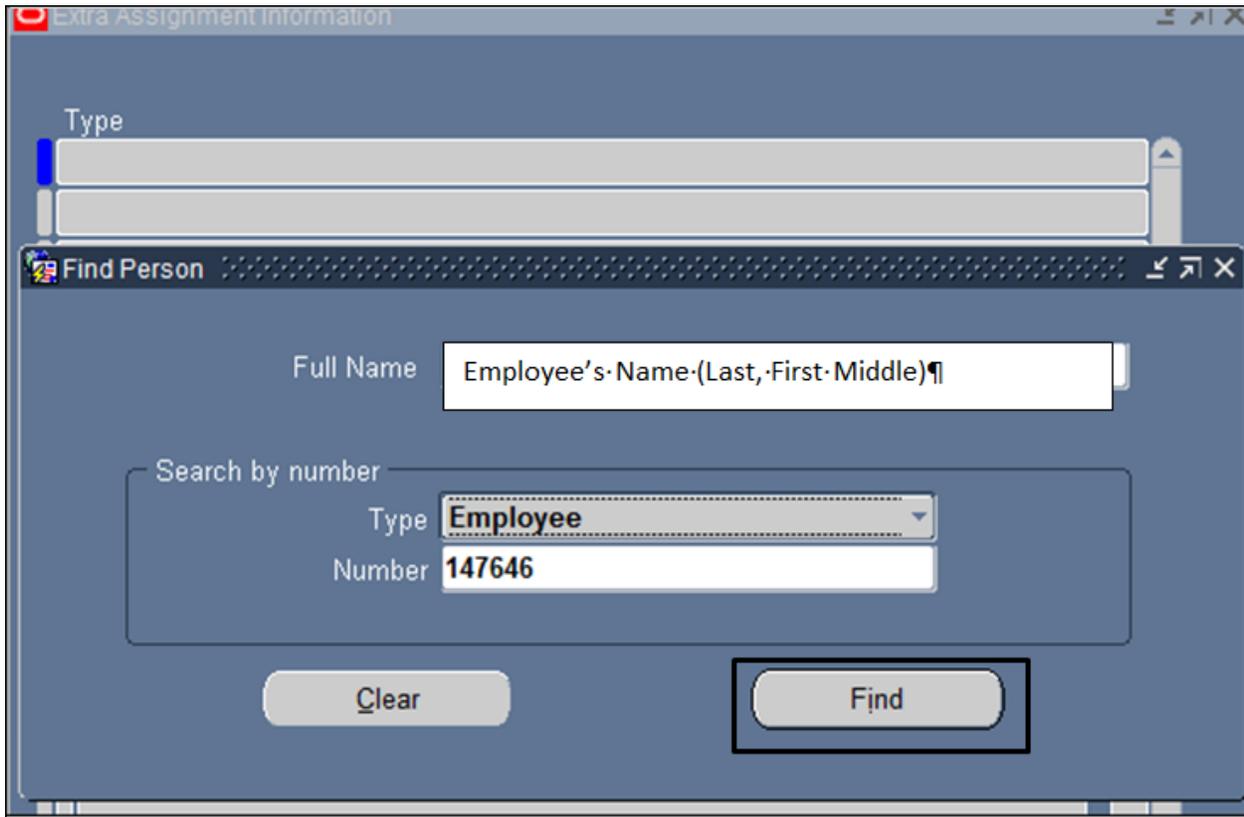
Enter the 'Start Date' and the 'Pay Pool ID' to assign to your Pay Pool and then select 'OK'. Select the 'Save' icon to complete the update. If the employee is already assigned to a pay pool, enter the 'End Date' to end that assignment, click on the next line in the 'Details' area and then enter the 'Start Date' and 'Pay Pool ID' for the new pay pool. Then select 'OK' and 'Save' to complete.