



DEFENSE CIVILIAN INTELLIGENCE

PERSONNEL SYSTEM (DCIPS)

Performance Appraisal Application (PAA)

Mock Pay Pool Information

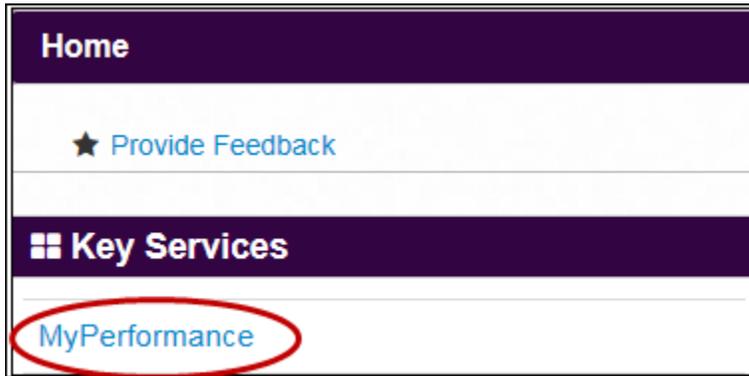
User Guide

August 2015

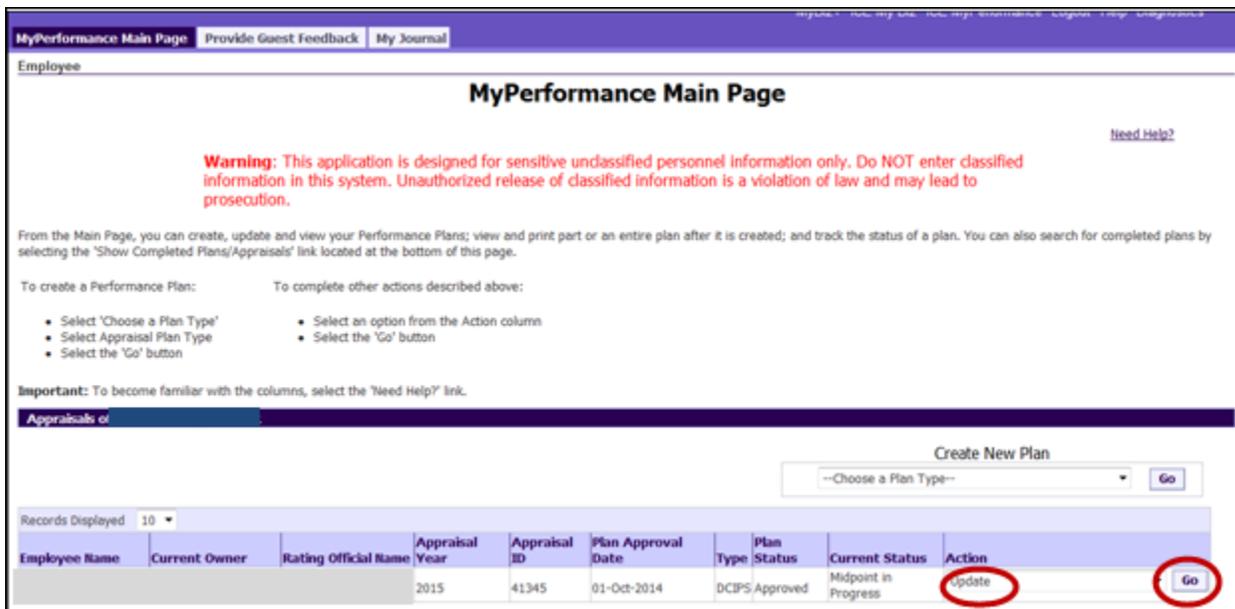
Important Note: The Mock Pay Pool Info tab is only available from February 1st through August 31st.

Mock Pay Pool Info – **Employee View**

Employee logs in to DCPDS “MyBiz+” and selects the “MyPerformance” link. The 'PAA' link under the Active Appraisals section under the 'Performance' Detail Page may also be used to navigate to the MyPerformance Main Page.



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



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

DCIPS Performance Appraisal Application (PAA)
MyBiz+ ICE My Biz ICE MyPerformance FAQ Logout

DCIPS PAA Employee

Employee Information

Employee Name

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

Mock Performance Objectives
Mock Performance Elements
Mock Approvals and Acknowledgments

Mock Assessments and Ratings [Need Help?](#)

This screen allows you to write your mock self assessment.

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

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

Performance Objective Mock Assessments

Mock Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Technical Guidance	Objective Approved
<input type="radio"/>	2	Reports	Objective Approved
<input type="radio"/>	3	Evaluation Reporting	Objective Approved

Mock Performance Objective

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.

Employee Mock Self Assessment

(Limit to 2000 characters) Counter

Rating Official Mock Assessment

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

DCIPS Performance Appraisal Application (PAA)

MyBiz+ ICE My Biz ICE MyPerformance FAQ Logout

DCIPS PAA Employee

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

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

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

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

Mock Performance Elements

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

This screen allows you to write your mock self assessment.

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

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

Performance Element Mock Assessments

Mock Performance Elements

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

Mock Performance Element

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

Employee Mock Self Assessment

Employee assessment PE 1.

(Limit to 2000 characters) Counter

Rating Official Mock Assessment

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

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

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

The screenshot shows the DCIPS Performance Appraisal Application (PAA) interface. The top navigation bar includes the DCIPS logo and the title 'Performance Appraisal Application (PAA)'. Below the navigation bar, there are links for 'MyBiz+', 'ICE My Biz', 'ICE MyPerformance', 'FAQ', and 'Logout'. The main content area is titled 'DCIPS PAA Employee' and contains a table with columns for 'Details', 'Tasks', 'Status', and 'Action'. The 'Mock Approvals and Acknowledgments' tab is selected and circled in red. The 'Complete' button in the 'Action' column is also circled in red.

Details	Tasks	Status	Action
Show	Employee Document completion of mock self-assessment	Not Started	Complete

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

The screenshot shows a warning message in the DCIPS Performance Appraisal Application (PAA) interface. The message reads: "Warning: Your self assessment is missing on one or more approved performance objectives. Do you want to continue?" Below the message are two buttons: "No" and "Yes".

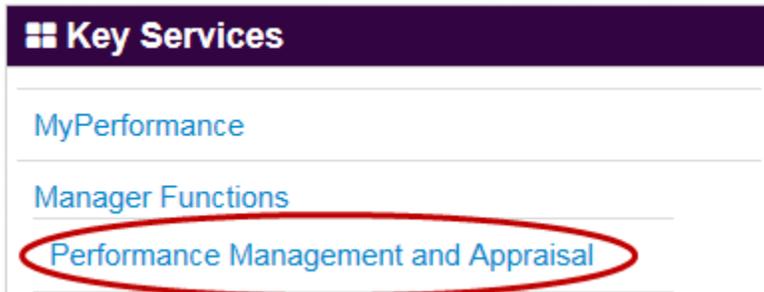
The Status will change to “Completed” once the ‘Complete’ button is selected.

The screenshot shows the DCIPS Performance Appraisal Application (PAA) interface after the 'Complete' button was selected. The 'Mock Approvals and Acknowledgments' tab is selected. The 'Status' column now shows 'Completed' and the 'Action' column shows 'Complete'. The 'Complete' button is circled in red.

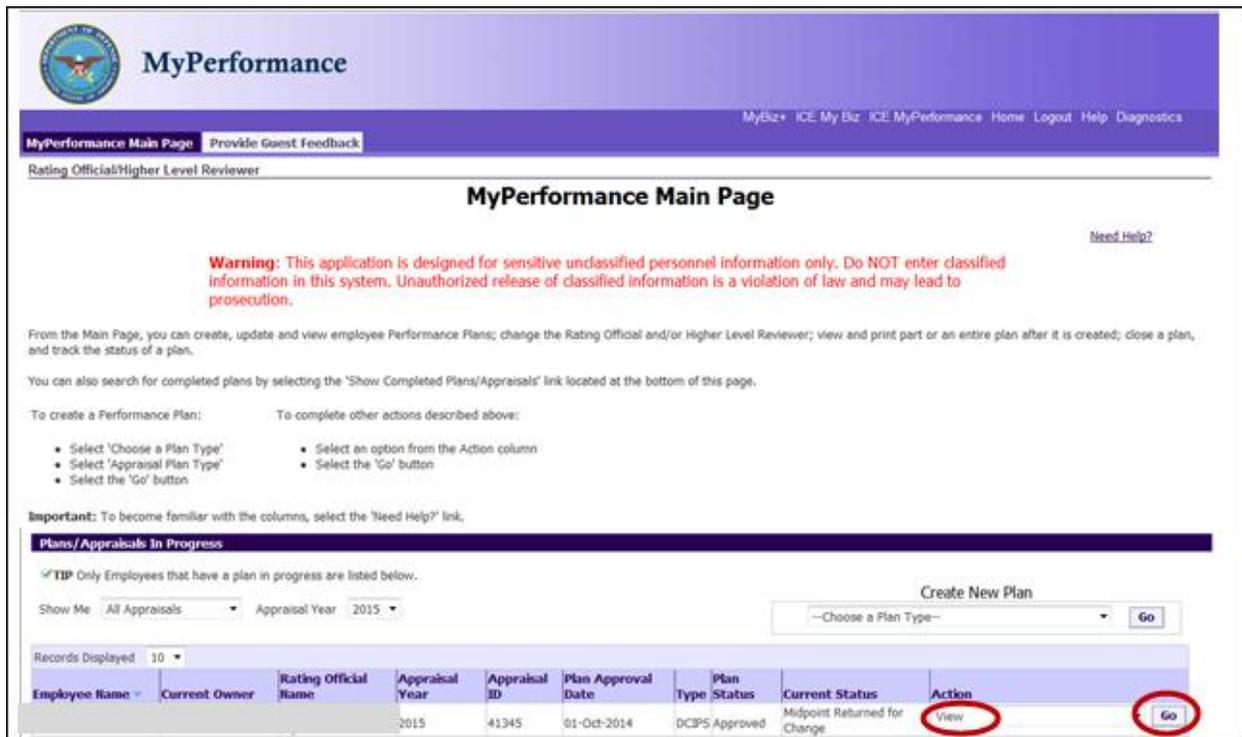
Details	Tasks	Status	Action
Show	Employee Document completion of mock self-assessment	Completed	Complete

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

Rating Official logs in to DCPDS "MyBiz+" and selects "Performance Management and Appraisal" link under "Manager Functions".



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



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

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

DCIPS PAA Rating Official

Employee Information

Employee Name

[Show Employee Details](#)

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

[Mock Performance Objectives](#)
[Mock Performance Elements](#)
[Mock Performance Evaluation Ratings](#)
[Mock Approval and Acknowledgments](#)

Mock Assessments and Ratings

[Need Help?](#)

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

- Select the Radio button next to the performance objective you want to evaluate.
- Mock assessments can be entered manually or imported from the most recent midpoint review. The most recent review may be one that is currently in progress.

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

Performance Objective Mock Assessments

Appraisal Type: **Annual Appraisal - DCIPS** Appraisal Period Start Date: **01-Oct-2014**
 Appraisal Period End Date: **30-Sep-2015** Appraisal Effective Date:

Mock Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
<input checked="" type="radio"/>	1	Technical Guidance	Objective Approved	
<input type="radio"/>	2	Reports	Objective Approved	
<input type="radio"/>	3	Evaluation Reporting	Objective Approved	

Mock Performance Objective

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.

Employee Mock Self Assessment

Rating Official Mock Assessment

(Limit to 2000 characters) Counter:

Performance Objective Mock Rating

Performance Objective Mock Rating:

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

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

DCIPS PAA Rating Official

[Retrieve Appraisal](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name
[Show Employee Details](#)

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

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

Mock Performance Elements

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

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

- Select the 'Radio' button next to the performance element you want to update.
- Mock assessments can be entered manually or imported from the most recent Interim Review. The most recent Interim Review may be one that is currently in progress.
- Once all Mock Assessments and Mock Ratings have been assigned to performance element, select the Mock Performance objective Assessments tab or Mock Performance Evaluation Ratings tab.

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

Performance Element Mock Assessments

Appraisal Type: Annual Appraisal - DCIPS
Appraisal Period End Date: 30-Sep-2015
Appraisal Period Start Date: 01-Oct-2014
Appraisal Effective Date:

Mock Performance Elements

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

Mock Performance Element

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

Employee Mock Self Assessment

Employee assessment PE 1.

Rating Official Mock Assessment

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

Performance Element Mock Rating

Performance Element Mock Rating ▾

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

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

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

DCIPS PAA Rating Official

Retrieve Appraisal | Track Progress | Return to Main Page

Employee Information

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

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

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

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

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

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

Mock Performance Evaluation

Appraisal Type: Annual Appraisal - DCIPS
 Appraisal Period End Date: 30-Sep-2015
 Appraisal Start Date: 01-Oct-2014
 Appraisal Effective Date:

Mock Performance Objective Ratings

Order	Objective Title	Status	Rating
1	Technical Guidance	APPROVED	4
2	Reports	APPROVED	3
3	Evaluation Reporting	APPROVED	3

Mock Performance Elements Ratings

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

Mock Performance Evaluation Rating

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

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

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

DCIPS PAA Rating Official

Retrieve Appraisal | Track Progress | Return to Main Page

Employee Information

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

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

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

Mock Approvals and Acknowledgments [Need Help?](#)

This screen provides information regarding the status of your employee's mock self assessment.

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

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

Show All Details | Hide All Details

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

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

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

DCIPS PAA Rating Official

Retrieve Appraisal Track Progress Return to Main Page

Employee Information

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

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

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

Mock Approvals and Acknowledgments

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

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

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

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

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

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

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

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

Mock Approvals and Acknowledgments

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

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

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

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

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

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

OR

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

Higher Level Reviewer [Redacted] Method of Review [Dropdown]
Review Date [Text] Other Method [Text] [Cancel](#) [Save](#)

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

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

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

DCIPS PAA Rating Official

Retrieve Appraisal Track Progress Return to Main Page

Employee Information

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

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

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

Mock Approvals and Acknowledgments

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

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

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

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

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

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

DCIPS Performance Appraisal Application (PAA)

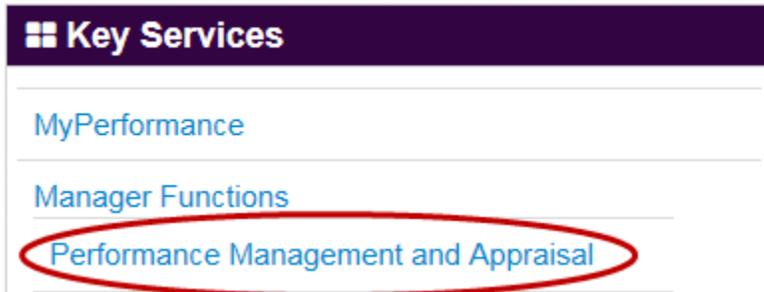
MyBiz+ ICE My Biz ICE MyPerformance FAQ Logout

Warning
Employee self assessment is missing on one or more approved performance objectives.
Do you want to continue?

[No](#) [Yes](#)

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

Reviewing Official logs into DCPDS "MyBiz+" and selects "Performance Management and Appraisal" link under "Manager Functions". Note: It is not necessary to have 'update' in the Action column to complete the Reviewing Official Approval of the mock assessments and ratings. Reviewing Official will select "Go" on either "View" or "Update" in the Action column to proceed.



The screenshot shows the 'MyPerformance Main Page' for a 'Rating Official/Higher Level Reviewer'. It features a purple header with the DCPS logo and navigation links. A red warning message is displayed, followed by instructions on how to create and manage performance plans. Below the instructions is a table titled 'Plans/Appraisals In Progress' with columns for Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Plan Type, Plan Status, Current Status, and Action. The table contains two rows of data, with the 'Go' button in the Action column of the second row circled in red.

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

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

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

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

Plans/Appraisals In Progress

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

Show Me: All Appraisals Appraisal Year: 2015

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current Status	Action
			2015	41375		DCIPS Pending		Plan in Progress	View Go
			2015	41345	01-Oct-2014	DCIPS Approved		Midpoint Returned for Change	View Go

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

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information

Employee Name [Show Employee Details](#)

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

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

Mock Performance Objectives [Need Help?](#)

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

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

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

Mock Performance Objective Assessments

Appraisal Type **Annual Appraisal - DCIPS** Appraisal Period Start Date **01-Oct-2014**
 Appraisal Period End Date **30-Sep-2015** Appraisal Effective Date

Mock Performance Objectives

Mock Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
<input checked="" type="radio"/>	1	Technical Guidance	Objective Approved	4
<input type="radio"/>	2	Reports	Objective Approved	3
<input type="radio"/>	3	Evaluation Reporting	Objective Approved	3

Mock Performance Objective

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.

Employee Mock Self Assessment

Employee assessment PO 1.

Rating Official Mock Assessment

RO assessment PO 1.

Performance Objective Mock Rating

Performance Objective Mock Rating 4

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

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

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information

Employee Name
[Show Employee Details](#)

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

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

Mock Performance Elements [Need Help?](#)

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

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

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

Performance Element Mock Assessments

Appraisal Type **Annual Appraisal - DCIPS** Appraisal Period Start Date **01-Oct-2014**
 Appraisal Period End Date **30-Sep-2015** Appraisal Effective Date

Mock Performance Elements

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

Mock Performance Element

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

Employee Mock Self Assessment

Employee assessment PE 1.

Rating Official Mock Assessment

RO assessment as TA for PE 1.

Performance Element Mock Rating

Performance Element Mock Rating 4

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

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

DCIPS PAA HLR [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name [Show Employee Details](#)

[Performance Plan](#)
[Midpoint Review](#)
[Performance Evaluation](#)
[Reports/Ferms](#)
[Manage Guest Participants](#)
[Mock Pay Pool Info](#)

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

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

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

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

Mock Performance Evaluation

Appraisal Type: **Annual Appraisal - DCIPS** Appraisal Period Start Date: **01-Oct-2014**
 Appraisal Period End Date: **30-Sep-2015** Appraisal Effective Date:

Mock Performance Objective Ratings

Order	Objective Title	Status	Rating
1	Technical Guidance	APPROVED	4
2	Reports	APPROVED	3
3	Evaluation Reporting	APPROVED	3

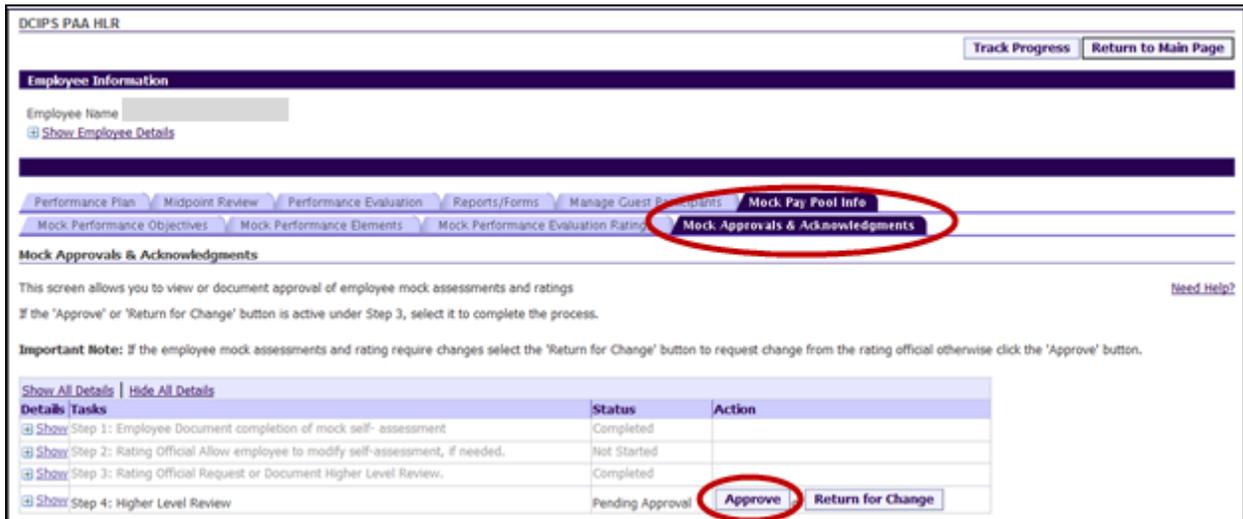
Mock Performance Elements Ratings

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

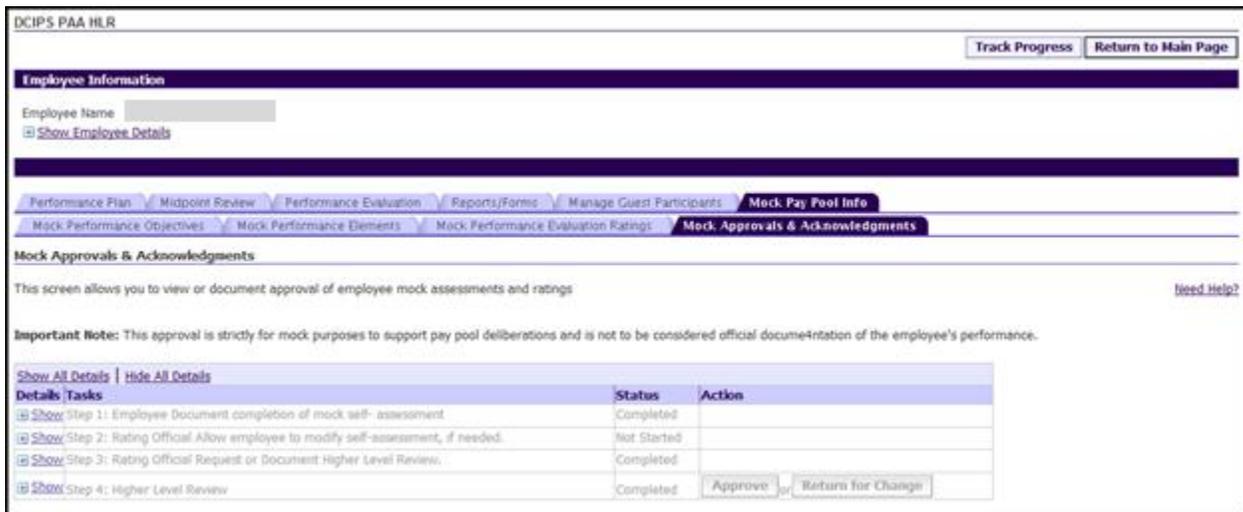
Mock Performance Evaluation Rating

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

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



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



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