Q: Which version of PAA do I use?

A: Beginning September 28, 2008, PAA will be available in two versions:

- PAA v2.0 is used to complete FY08 annual appraisal activities
- PAA v3.0 is used to build FY09 performance plans

Q: Why do it this way?

A: We recognize that the end of the fiscal year can be stressful. Using v2.0 allows you to accomplish your activities using a familiar tool – the one you started with – while still taking advantage of the v3.0 enhancements as soon as possible.

Q: What are the major v3.0 enhancements?

A: Enhancements include:

- **A new look and feel** with tabs that display key tasks in the order they are performed.
- **The ability to copy plans from year to year.**
- **Improved copy and paste functionality** that converts most MS Word format characters.
- **An improved character counter** that provides an accurate count of the number of characters entered or pasted.
- **An enhanced Email notification process** that provides employees, Rating Officials and Higher Level Reviewers status information within the email.
- **Easy and standardized approvals and acknowledgement processes** for establishing plans and conducting Interim Reviews and Appraisals.
- **A Track Progress page** that lets you know where you are in the process.
- **Assessment by Job Objective** that allows employees and Rating Officials to enter an assessment for each job objective, rather than in one block as done in v2.0.

Q: How can I learn about using PAA v3.0?

A: To help you become familiar with v3.0, we created *Introducing PAA v3.0 – Establishing a Performance Plan* a self-paced presentation of the application, including how to create and approve a performance plan.

** Once the presentation prompt appears, please select read only (button to the right) to view the presentation.

** Printing the Presentation – After opening, to print the slides, please right click on the mouse and select print.

CLICK HERE to view the presentation.

In addition, a **Need Help?** function is embedded in the tool so that you may select it at any time to learn what to do on the screen or how to complete a process.

Q: How do I select the right version of PAA?

A: Beginning September 28, 2008, when you log on to *MyBiz* or *MyWorkplace*, select Performance Appraisal Application. A splash screen comes up to direct you to the appropriate version:

- Use v2.0 to complete FY08 annual appraisal activities
- Use v3.0 to build FY09 performance plans

Q: Who can I contact if I need help?

A: Please contact your HR servicing organization if you need assistance.

Q: I am using the paper-based version (DD Form 2906). What do I need to do?

A: Use your existing DD Form 2906 to complete FY08 annual appraisal activities. Use the "NSPS Performance Appraisal" (DD Form 2906 Effective October 2008) to build your FY09 performance plan.

Q: What if I have already started my FY09 performance plan in v2.0?

A: Do not worry. Your information will migrate into v3.0 and be available on the main page under Plans in Progress. Select the '**Update**' icon to continue work on your plan.

Q: Will any of my information be lost between v2.0 and v3.0?

A: No. There will be no loss of data. In v3.0, you will have access to your previous performance plans from the main page so you may copy information for your FY09 performance plan. If you started an FY09 performance plan in v2.0 before September 28, 2008, your information automatically moves to v3.0.

Q: When does v2.0 go away?

A: PAA v2.0 is available through March 31, 2009, to allow sufficient time to complete FY08 activities.

Q: What if I accidentally use the wrong version?

A: We have built safeguards into the system. Beginning September 28, 2008, a warning prompt appears so that you use the appropriate version.