



# **(Performance Appraisal Application) PAA v3.0: Step-by-Step**

## **Establishing Performance Plans**

Kym Tran  
86 MSS/DPCS-B  
DSN: 480-2019  
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## Establishing Performance Plans

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### Establishing new Performance Plans:

- May be initiated by either Supervisor or Employee
- First, complete Mission and Organizational Goals
- Then, add Job Objectives

### Copying from previous Performance Plans:

- An Employee can copy own plan from previous rating cycle, or
- Supervisor can copy an employee's plan or a plan from any of his/her other employees

## Establishing Performance Plans

### Once created, the Rating Official (RO) has 2 options for obtaining higher level review:

- **Option A**: Transfer plan to the Higher Level Reviewer (HLR), who will review and either approve or return it for changes. This is the process used in this guide.
- **Option B**: Document that the HLR has approved the plan (without actually transferring it). This option requires printing out a copy of the plan and obtaining the higher level reviewer's signature
- The plan is considered approved once HLR has approved it.

# – Table of Contents –

## Sequence of Events

### ESTABLISHING PERFORMANCE PLANS

| WHO                   | ACTION <i>(Hyperlinked in Slide Show mode)</i>                                       | SLIDES  |
|-----------------------|--|---------|
| Employee              | <a href="#"><u>Create or Copy Performance Plan &amp; Transfer to RO</u></a>          | 5 – 15  |
| Rating Official       | <a href="#"><u>Review or Edit Proposed Plan &amp; Obtain Higher Level Review</u></a> | 16 – 27 |
| Higher Level Reviewer | <a href="#"><u>Review Performance Plan &amp; Approve or Return for Changes</u></a>   | 28 – 37 |
| Rating Official       | <a href="#"><u>Transfer Plan to Employee for Acknowledgement</u></a>                 | 38 – 43 |
| Employee              | <a href="#"><u>Acknowledge Performance Plan</u></a>                                  | 44 – 49 |



# Performance Plan: Employee Actions

- Create new performance Plan, or
- Copy existing performance plan, &
- Transfer plan to Rating Official

# EMPLOYEE – Create a Performance Plan

The screenshot shows a 'Navigator' sidebar with a 'My Biz' folder. A yellow callout points to the folder with the text '1. Select My Biz'. Another yellow callout points to the 'Performance Appraisal Application (PAA)' link in the main menu with the text '2. Select Performance Appraisal Application (PAA)'.

The screenshot shows the 'Employee' section of the 'Performance Appraisal Application Main Page'. It includes a warning message, instructions on how to create a plan, and a 'Create New Plan' button. A yellow callout points to the dropdown menu in the 'Create New Plan' section with the text '3. In the “Create New Plan” section, use the drop-down menu to select “National Security Personnel System,” then select <Go>’.

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete:

- Se
- Se

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

[Appraisals of Clopp, Neda J](#)

Create New Plan

National Security Personnel System

# EMPLOYEE – Build New Plan or Copy Existing Plan

## Create Performance Plan: Setup Details

Cancel and Return to Main Page

[Need Help?](#)

### Employee Information

Employee Name **Clopp, Neda J**

[▶ Show Employee Details](#)

### Setup Details

This screen provides information regarding your Appraisal Type and Dates. Update your Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your appraisal period. The Appraisal Period End Date represents the end of your appraisal period. The Appraisal Effective Date represents the start of your appraisal schedule and the date you will be evaluated. The Rating Official Name represents the name of the official who will be evaluating you. The Higher Level Reviewer Name represents the name of the official who will be reviewing the official who will be evaluating you.

1. Check (and change, if necessary) the plan dates, Rating Official, and Higher Level Reviewer names


2. To create, select **<Build New Plan>** -or-


- Select the 'Build New Plan' button to create a new performance plan.
- Select the 'Copy An Existing Plan' button to copy an existing performance plan.


Build New Plan


Copy An Existing Plan


Appraisal Type **Annual Appraisal - NSPS**

\* Appraisal Period Start Date **01-Oct-2009** 

\* Appraisal Period End Date **30-Sep-2010** 

\* Appraisal Effective Date **01-Jan-2011** 

\* Rating Official Name **Wattenberg, Britteny** 

\* Higher Level Reviewer Name **Arqueta, Floyd C** 

2. To copy a previous plan, select **<Copy Existing Plan>** (can be edited)

# EMPLOYEE – Copy Existing Plan

## Copy Performance Plan

[Return to Plan Setup](#)

Rating Officials and employees can copy a plan from one employee to another. Only Rating Officials can copy a plan from one

to the next. Only Rating Officials can copy a plan from one

[Need Help?](#)

### Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Select the "flashlight" icon to search for an employee. Select the "magnifying glass" icon to search for an appraisal. Note the difference in entering the employee name. You must select Employee Name or Appraisal Effective Date.

Employee Name

Appraisal Effective Date

(example: 28-Sep-2009)

1. Change date to the year for the Plan you want copy from

2. Select <Find>

3. Once Plan is located, select <Copy>

| Appraisal ID ▲ | Employee Name | Employee Number | Appraisal Effective Date | Plan Approval Date | Type                    | Plan Status | View | Copy                                |
|----------------|---------------|-----------------|--------------------------|--------------------|-------------------------|-------------|------|-------------------------------------|
| 32577          | Clopp, Neda J | 60157           | 01-Jan-2010              | 07-Oct-2009        | Annual Appraisal - NSPS | MODIFIED    |      | <input type="button" value="Copy"/> |

[Return to Plan Setup](#)

### Information

Do you wish to copy the plan of Clopp, Neda J using the Appraisal ID: 32577?

4. On the Information screen, select <Yes>

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

[About this Page](#)



# EMPLOYEE – Mission Goals Tab

NSPS PAA

Transfer to Rating Official Track Progress Return to Main Page

**Employee Information**  
Employee Name **Clopp, Neda J**  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details **Mission Goals** Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Mission Goals**

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Job Objectives' Tab. [Need Help?](#)

Provide the best Installations in the World, supporting the best Army in the World.  
Manage installations and facilities in support of the Army Manage Relevant and Ready Manpower through Army Force Generation (ARFORGEN).  
Enable the Training of Soldiers and Adaptive Leaders by providing and maintaining high-quality training areas, ranges and facilities.  
Support and Sustain the All Volunteer Force by providing a high quality of life; caring for Soldiers, Army Civilians, and Army Families; and improving Soldier and Family housing.  
Provide Infrastructure and Support by adjusting the Army's global footprint and by implementing Business Transformation initiatives to reduce operating costs while delivering better services on Army installations.

(Limit to 1400 characters)

Counter 750

<PREVIOUS NEXT>

1. Review **“Mission Goals”** & edit if necessary

2. Select **<Next>** (or use the **“Job Objectives”** tab above)

# EMPLOYEE – Job Objectives Tab

**Plan** Reports/Forms

Plan Details Mission Goals **Job Objectives** Component Unique (Optional) Approvals and Acknowledgments

### Job Objectives

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view approved [Need Help?](#) Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the action column. (**Important:** You must have ownership of your Performance Plan to update your Job Objectives).
- All 'Approved' Job Objectives with assigned weights must equal a total of 100%.
- To view an existing Job Objective, select the 'View' button under the Action Column.

**Important:** If your Job Objective is approved, only your Rating Official may change/edit it.

[▶ Show Applicable Performance Indicators](#)

[Add Job Objective](#)

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

| Details                | Number | Job Objective Title             | Contributing Factors     | Status  | Weight % (Optional) | Action                 | Delete |
|------------------------|--------|---------------------------------|--------------------------|---------|---------------------|------------------------|--------|
| <a href="#">▶ Show</a> | 1      | Industrial Property Inspections | Cooperation and Teamwork | PENDING | 40%                 | <a href="#">Update</a> |        |
| <a href="#">▶ Show</a> | 2      | Special Projects                | Customer Focus           | PENDING | 20%                 | <a href="#">Update</a> |        |
| <a href="#">▶ Show</a> | 3      | Industrial property evaluations | Critical Thinking        | PENDING | 40%                 | <a href="#">Update</a> |        |

Review each Job Objectives from the copied plan by selecting the **<Update>** action (see next page)...

#### OTHER ACTIONS:

- Select “**Add Job Objective**” to add an objective
- Select the “**Delete**” icon to delete an objective
- Change the weight of the objective using the drop-down tab

# EMPLOYEE – Update Job Objective

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 28-Sep-2009)

1. Change the default "Start Date" if necessary

Job Objective Status PENDING

Date Last Modified 28-Sep-2009

Job Objective

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

As required, effectively leads evaluation/inspection teams and study groups formed to evaluate industrial properties that support Army units/activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change within supervisor established suspense date.

2. Review the job objective & edit as needed (note the character limit counter)

3. Scroll down to bottom of screen

(Limit to 1000 characters)








Counter

# EMPLOYEE – Update Job Objective (cont'd)

(Limit to 1000 characters) Counter 384

### Select Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Technical Proficiency                | <b>1. Review the selected contributing factor(s) &amp; change if necessary</b> | <input type="checkbox"/> Customer Focus       |
| <input type="checkbox"/> Critical Thinking                    |  | <input type="checkbox"/> Resource Management  |
| <input checked="" type="checkbox"/> Cooperation and Teamwork  |  | <input type="checkbox"/> Leadership           |
| <input type="checkbox"/> Communication                        |  |  |
|  |  |  |

**2. Select <Save and Update Another> to look at the next objective, or select <Save and Return to Job Objectives Tab> when done**

# EMPLOYEE – Transfer Plan to Rating Official

NSPS PAA

Transfer to Rating Official

Track Progress

Return to Main Page

## Employee Information

Employee Name **Clopp, Neda J**

[Show Employee Details](#)

When done reviewing your plan, select the  
<Transfer to Rating Official> button

Plan Reports/Forms

Plan Details

Mission Goals

**Job Objectives**

Component Unique (Optional)

Approvals and Acknowledgments

## Job Objectives

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view [Need Help?](#) approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the action column.  
(**Important:** You must have ownership of your Performance Plan to update your Job Objectives).
- All 'Approved' Job Objectives with assigned weights must equal a total of 100%.
- To view an existing Job Objective, select the 'View' button under the Action Column.

**Important:** If your Job Objective is approved, only your Rating Official may change/edit it.

# EMPLOYEE – Complete Transfer to Rating Official

**Employee Notification to Rating Official - Wattenberg, Britteny**

[Need Help?](#)

**Message to Rating Official**

This screen allows you to transfer your performance plan to your rating official.

I have set up my proposed new performance plan for the new cycle.

**1. Enter a message to Rating Official, if desired**

**2. Select <Transfer...without E-mail notification> or <Transfer...with e-mail notification>, as appropriate**

Notice: You are about to contact Wattenberg, Britteny by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

**Confirmation**

The appraisal has been submitted to the rating official.

**Confirmation of transfer**

**Employee**

**Performance Appraisal Application Main Page**

[Need Help?](#)

# EMPLOYEE – PAA Main Page Status

Appraisals of Clopp, Neda J

Create New Plan

--Choose a Plan Type--

Table Size 10 ▾

| Employee Name | Current Owner        | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status | Action                                 |
|---------------|----------------------|----------------------|----------------|--------------|--------------------|------|-------------|--------------------|--|
| Clopp, Neda J | Wattenberg, Britteny | Wattenberg, Britteny | 2011           | 32690        |                    | NSPS | Pending     | Plan in Progress   | View <input type="button" value="Go"/> |
| Clopp, Neda J | Berrones, Pete       | Berrones, Pete       | 2010           | 32577        | 07-Oct-2009        | NSPS | Modified    | Plan Approved      | View <input type="button" value="Go"/> |

## At this point on the employee's main page:

- 'Current Owner' is the Rating Official to whom the plan has been transferred.
- 'Plan Status' is "Pending" and 'Current PAA Status' is "Plan in Progress."
- No approval date yet.
- Use the "Action" drop-down menu if you want to print a copy of the plan so far.



# Performance Plan: Rating Official Actions

- Copy an existing plant
- Review /edit proposed performance plan
- Obtain Higher Level Review



# RATING OFFICIAL – Open PAA

**Navigator**

- My Biz
- My Workplace**

**My Workplace**

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

**View/Print Reports**

- View/Print Performance Management Reports
- View Previous Requests

**Favorites** Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

**1. Select My Workplace**

**2. Select Performance Appraisal Application (PAA)**

# RATING OFFICIAL – Review the Performance Plan

Select the plan you wish to review:

**Plans/Appraisals In Progress**

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

Show Me  Appraisal Year

Create New Plan

Table Size

| Employee Name    | Current Owner        | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status   | Action  |
|------------------|----------------------|----------------------|----------------|--------------|--------------------|------|-------------|----------------------|---|
| Nolda, Deangelo  | PPM                  | Wattenberg, Britteny | 2010           | 32538        | 15-Dec-2008        | NSPS | Approved    | Pending PPM Approval | <input type="text" value="View"/> <input type="button" value="Go"/>   |
| Clopp, Neda J    | Wattenberg, Britteny | Wattenberg, Britteny | 2011           | 32690        |                    | NSPS | Pending     | Plan in Progress     | <input type="text" value="Update"/> <input type="button" value="Go"/> |
| Mowery, Lesley N | Wattenberg, Britteny | Wattenberg, Britteny | 2010           | 32628        | 01-Nov-2008        | NSPS | Approved    | Plan Approved        | <input type="text" value="Update"/> <input type="button" value="Go"/> |

Select the link to search for Completed Plans.  
[▶ Show Completed Plans/Appraisals](#)

**Make sure 'Action' reads <Update> then select <Go>**

# RATING OFFICIAL – Review the Performance Plan

**Plan** Reports/Forms

**Plan Details** Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

### Plan Details

This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's appraisal period. Information such as the pay schedule and pay band will be populated on the appraisal form. For more information, click the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer if necessary.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, click the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' button.

**1. Verify plan dates, change if necessary**

**2. Click here to change the Rating Official or Higher Level Reviewer if necessary**

Change Rating Official and/or Higher Level Reviewer

|                               |                         |  |
|-------------------------------|-------------------------|--|
| * Appraisal Type              | Annual Appraisal - NSPS |  |
| * Appraisal Period Start Date | 01-Oct-2009             |  |
| * Appraisal Period End Date   | 30-Sep-2010             |  |
| * Appraisal Effective Date    | 01-Jan-2011             |  |
| Rating Official Name          | Wattenberg, Britteny    |  |
| Higher Level Reviewer Name    | Arqueta, Floyd C        |  |

Performance Plan Approval Date  
Plan Last Modified  
Created By **Clopp, Neda J**

**3. Select <Next>**

NEXT>

# RATING OFFICIAL – Review Mission Goals

Plan Reports/Forms

Plan Details **Mission Goals** Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Mission Goals**

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box, or it may be populated by your employee. [Need Help?](#)

**Relevant Organizational Mission/Strategic Goals**

Provide the best Installations in the World, supporting the best Army in the World.  
Manage installations and facilities in support of the Army Manage Relevant and Ready Manpower through Army Force Generation (ARFORGEN).  
Enable the Training of Soldiers and Adaptive Leaders by providing and maintaining high-quality training areas, ranges and facilities.  
Support and Sustain the All Volunteer Force by providing a high quality of life; caring for Soldiers, Army Civilians, and Army Families; and improving Soldier and Family housing.  
Provide Infrastructure and Support by adjusting the Army's global footprint and by implementing Business Transformation initiatives to reduce operating costs while delivering better services on Army installations.

(Limit to 1400 characters)

Counter 755

<PREVIOUS NEXT>

1. Review **“Mission Goals”** & edit if necessary

2. Select **<Next>**

# RATING OFFICIAL – Job Objectives Tab

Plan Reports/Forms

Plan Details

Mission Goals

**Job Objectives**

Component Unique (Optional)

Approvals and Acknowledgments

## Job Objectives

[Need Help?](#)

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

Review each of the job objectives by selecting the **<Update>** action (see next page)...

[▶ Show Applicable Performance Indicators](#)

Add Job Objective


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

| Details                | Number | Job Objective Title             | Contributing Factors     | Status  | Weight % (Optional) | Action                                | Delete |
|------------------------|--------|---------------------------------|--------------------------|---------|---------------------|---------------------------------------|--------|
| <a href="#">▶ Show</a> | 1      | Industrial Property Inspections | Cooperation and Teamwork | PENDING | 40%                 | <input type="button" value="Update"/> |        |
| <a href="#">▶ Show</a> | 2      | Special Projects                | Customer Focus           | PENDING | 20%                 | <input type="button" value="Update"/> |        |
| <a href="#">▶ Show</a> | 3      | Industrial property evaluations | Critical Thinking        | PENDING | 40%                 | <input type="button" value="Update"/> |        |

# RATING OFFICIAL – Review/Update Job Objectives

Job Objective Number 1

\* Job Objective Title

\* Start Date   **1. Verify the "Start Date", change if necessary**  
(example: 29-Sep-2009)

Job Objective Status PENDING

Date Last Modified 28-Sep-2009

Job Objective

If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

As required, effectively leads evaluation/inspection teams and study groups formed to evaluate industrial properties that support Army units/activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change within supervisor established suspense date.

**2. Review the job objective & edit as needed (note the character limit counter)**

(Limit to 1000 characters)

**3. Scroll down to bottom of screen**

Counter

# RATING OFFICIAL – Review/Update Job Objectives (cont'd)

(Limit to 1000 characters) Counter 384

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### Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

|   |  |   |
|---|--|---|
| <input type="checkbox"/> Technical Proficiency <small>i</small>               | <b>1. Review the selected contributing factor(s) &amp; change if necessary</b> | <input type="checkbox"/> Customer Focus <small>i</small>      |
| <input type="checkbox"/> Critical Thinking <small>i</small>                   |  | <input type="checkbox"/> Resource Management <small>i</small> |
| <input checked="" type="checkbox"/> Cooperation and Teamwork <small>i</small> |  | <input type="checkbox"/> Leadership <small>i</small>          |
| <input type="checkbox"/> Communication <small>i</small>                       |  |   |

**2. Select <Save and Update Another> to look at the next objective, or select <Save and Return to Job Objectives Tab> when done**

# RATING OFFICIAL – Proceed to Approvals & Acknowledgements

## NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

### Employee Information

Employee Name **Clopp, Neda J**

[▶ Show Employee Details](#)

Select "Approvals and Acknowledgments" tab

**Plan**

Reports/Forms

Plan Details

Mission Goals

**Job Objectives**

Component Unique (Optional)

Approvals and Acknowledgments

### Job Objectives

[Need Help?](#)

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

[▶ Show Applicable Performance Indicators](#)

[Add Job Objective](#)

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

| Details                | Number | Job Objective Title             | Contributing Factors     | Status  | Weight % (Optional) | Action                 | Delete |
|------------------------|--------|---------------------------------|--------------------------|---------|---------------------|------------------------|--------|
| <a href="#">▶ Show</a> | 1      | Industrial Property Inspections | Cooperation and Teamwork | PENDING | 40%                 | <a href="#">Update</a> |        |
| <a href="#">▶ Show</a> | 2      | Special Projects                | Customer Focus           | PENDING | 20%                 | <a href="#">Update</a> |        |
| <a href="#">▶ Show</a> | 3      | Industrial property evaluations | Critical Thinking        | PENDING | 40%                 | <a href="#">Update</a> |        |

[<PREVIOUS](#)

[NEXT>](#)



# RATING OFFICIAL – Initiate Higher Level Review

## NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

### Employee Information

Employee Name **Clopp, Neda J**

[▶ Show Employee Details](#)

**Plan** Reports/Forms

[Plan Details](#) [Mission Goals](#) [Job Objectives](#) [Component Unique \(Optional\)](#) **Approvals and Acknowledgments**

### Approvals and Acknowledgments

This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Need Help?](#)

Select <Start>

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

| Details                | Tasks   | Status      | Action                               |
|------------------------|---|-------------|--------------------------------------|
| <a href="#">▶ Show</a> | Step 1: Rating Official - Request or Document Higher Level Review | Not Started | <input type="button" value="Start"/> |
| <a href="#">▶ Show</a> | Step 2: Higher Level - Review                                     | Not Started | Step 1 must be completed             |
| <a href="#">▶ Show</a> | Step 3: Rating Official - Document Communication to Employee      | Not Started | Step 2 must be completed             |
| <a href="#">▶ Show</a> | Step 4: Rating Official - Document Employee Acknowledgment        | Not Started | Step 3 must be completed             |

[<PREVIOUS](#)

# RATING OFFICIAL – Request Higher Level Review

- **Option A:** Transfer the plan to the Higher Level Reviewer, – or –
- **Option B:** Document higher level review without actually transferring the plan *(requires signature on hard copy of DD Form 2906)*

TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

**Option A - Transfer to the Higher Level Reviewer (HLR)**

| Name                 | Date                  |
|----------------------|-----------------------|
| Wattenberg, Britteny | Rating Official       |
| Arqueta, Floyd C     | Higher Level Reviewer |

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

**Message to Higher Level Reviewer**

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

**Option A: Select <Transfer ...with or without e-mail notification>**

Notice: You are about to contact Arqueta, Floyd C by e-mail. Due to the unencrypted nature of this e-mail communication, your e-mail may contain security numbers or privacy act information in your e-mail.

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

Important Note: The Higher Level Reviewer's signature must be obtained on a printed copy of the DD Form 2906 when using this option. A copy of the DD Form 2906 can be obtained on the Reports/Forms tab.

Higher Level Reviewer  Method of Review

Review Date  Other Method

**Option A:** If this is not the right HLR name, replace it with the correct HLR name

**Option B:**

1. Change HLR name if necessary
2. Enter review date
3. Enter method of review
4. Save

# RATING OFFICIAL – Confirmation of Transfer to HLR

## Information

The performance plan has been transferred to the Higher Level Reviewer.

OK

Select <OK >on confirmation screen

## Plans/Appraisals In Progress

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

Show Me  Appraisal Year

Create New Plan

--Choose a Plan Type--

Go

Table Size

| Employee Name    | Current Owner        | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status      | Action  |
|------------------|----------------------|----------------------|----------------|--------------|--------------------|------|-------------|-------------------------|---|
| Nolda, Deangelo  | PPM                  | Wattenberg, Britteny | 2010           | 32538        | 15-Dec-2008        | NSPS | Approved    | Pending PPM Approval    | <input type="text" value="View"/> <input type="button" value="Go"/>   |
| Clopp, Neda J    | Arqueta, Floyd C     | Wattenberg, Britteny | 2011           | 32690        |                    | NSPS | Pending     | Plan Pending HLR Review | <input type="text" value="View"/> <input type="button" value="Go"/>   |
| Mowery, Lesley N | Wattenberg, Britteny | Wattenberg, Britteny | 2010           | 32628        | 01-Nov-2008        | NSPS | Approved    | Plan Approved           | <input type="text" value="Update"/> <input type="button" value="Go"/> |

Plan is now owned by Higher Level Reviewer; 'Current PAA Status' is "Plan Pending HLR Review"



# Performance Plan: Higher Level Reviewer Actions

- Review performance plan
- Approve plan or return for changes

# HIGHER LEVEL REVIEWER – Open PAA



The screenshot displays the Department of Defense ICE MyBiz web application interface. At the top left is the Department of Defense seal and the text "Department of Defense". To the right are navigation links: "ICE MyBiz", "ICE PAA V3", "Logout", "Preferences", "Oracle Help", and "Personalize Page".

The main content area is divided into two sections: "Navigator" and "Favorites".

**Navigator:**

- CIV Pay Pool Manager
- My Biz
- My Workplace** (highlighted with a blue bar)

**My Workplace:**

- Performance Appraisal Application (PAA)** (highlighted with a yellow callout box and a yellow arrow pointing to it)
- My Employee Information
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization

**View/Print Reports:**

- View/Print Performance Management Reports
- View Previous Requests

**Favorites:**

- Edit Favorites

A yellow callout box with the text "1. Select My Workplace" points to the "My Workplace" folder in the Navigator. Another yellow callout box with the text "2. Select Performance Appraisal Application (PAA)" points to the "Performance Appraisal Application (PAA)" link in the My Workplace list.

At the bottom right, there is a "New" starburst icon and a red link: "Update Your Completed Training Via Self Service".

Below the Favorites section, there is a text box with the following text: "After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. the .etc) and some web sites know where to".

# HIGHER LEVEL REVIEWER – Review Performance Plan

Select a plan to review:

**Performance Appraisal Application Main Page**

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

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

You can also view all completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Appraisal, follow the steps described above:

- Select 'Choose a Rating Official' from the dropdown menu
- Select 'Appraisal Pending HLR Review' from the dropdown menu
- 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  Appraisal Year

Table Size

| Employee Name       | Current Owner        | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | PAA                     | Action                                   |
|---------------------|----------------------|----------------------|----------------|--------------|--------------------|------|-------------|-------------------------|--|
| Nolda, Deangelo     | PPM                  | Wattenberg, Britteny | 2010           | 32538        | 15-Dec-2008        | NSPS | Approved    | Plan Approved           | View <input type="button" value="Go"/>   |
| Michelotti, Ernie U | Berrones, Pete       | Berrones, Pete       | 2010           | 32550        | 08-Oct-2008        | NSPS | Approved    | In Progress             | View <input type="button" value="Go"/>   |
| Clopp, Neda J       | Berrones, Pete       | Berrones, Pete       | 2010           | 32577        | 07-Oct-2009        | NSPS | Modified    | Plan Approved           | View <input type="button" value="Go"/>   |
| Clopp, Neda J       | Arqueta, Floyd C     | Wattenberg, Britteny | 2011           | 32690        |                    | NSPS | Pending     | Plan Pending HLR Review | Update <input type="button" value="Go"/> |
| Mowery, Lesley N    | Wattenberg, Britteny | Wattenberg, Britteny | 2010           | 32628        | 01-Nov-2008        | NSPS | Approved    | Plan Approved           | View <input type="button" value="Go"/>   |

**Optional filters available (e.g., view HLR Appraisals only)**

**2. Make sure Action shows "Update," then select <Go>**

**1. Current PAA Status is "Plan Pending HLR Review"**

# HIGHER LEVEL REVIEWER – Verify Plan Details

**Plan** Reports/Forms

**Plan Details** Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Plan Details**

This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes. [Need Help?](#)

[Change Rating Official and/or Higher Level Reviewer](#)

|                             |                         |                                |               |
|-----------------------------|-------------------------|--------------------------------|---------------|
| Appraisal Type              | Annual Appraisal - NSPS | Performance Plan Approval Date |               |
| Appraisal Period Start Date | 01-Oct-2009             | Plan Last Modified             |               |
| Appraisal Period End Date   | 30-Sep-2010             | Created By                     | Clopp, Neda J |
| Appraisal Effective Date    | 01-Jan-2011             |                                |               |
| Rating Official Name        | Wattenberg, Britteny    |                                |               |
| Higher Level Reviewer Name  | Arqueta, Floyd C        |                                |               |

**2. Select <Next>**

[NEXT>](#)

**Plan** Reports/Forms

**Plan Details** **Mission Goals** Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Mission Goals**

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box, or it may be populated by your employee. When done, select the 'Next' button or 'Job Objective' tab. [Need Help?](#)

**Relevant Organizational Mission/Strategic Goals**

Provide the best Installations in the World, supporting the best Army in the World.  
Manage installations and facilities in support of the Army Manage Relevant and Ready Manpower through Army Force Generation (ARFORGEN).  
Enable the Training of Soldiers and Adaptive Leaders by providing and maintaining high-quality training areas, ranges and facilities.  
Support and Sustain the All Volunteer Force by providing a high quality of life; caring for Soldiers, Army Civilians, and Army Families; and improving Soldier and Family housing.  
Provide Infrastructure and Support by adjusting the Army's global footprint and by implementing Business Transformation initiatives to reduce operating costs while delivering better services on Army installations.

(Limit to 1400 characters)

**1. Review "Mission Goals"**

**2. Select <Next>**

[<PREVIOUS](#) [NEXT>](#)

# HIGHER LEVEL REVIEWER – Review/Update Job Objectives

Plan Reports/Forms

Plan Details Mission Goals **Job Objectives** Component Unique (Optional) Approvals and Acknowledgments

**Job Objectives**

This screen allows you to view your employee's Job Objectives. Select the 'View' button next to the Job Objective you wish to review.

[Show Applicable Performance Indicators](#)

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

| Details              | Number | Job Objective Title             | Contributing Factors     | Status  | Weight % (Optional) | Action                              | Delete |
|----------------------|--------|---------------------------------|--------------------------|---------|---------------------|-------------------------------------|--------|
| <a href="#">Show</a> | 1      | Industrial Property Inspections | Cooperation and Teamwork | PENDING | 40%                 | <input type="button" value="View"/> |        |
| <a href="#">Show</a> | 2      | Special Projects                | Customer Focus           | PENDING | 20%                 | <input type="button" value="View"/> |        |
| <a href="#">Show</a> | 3      | Industrial property evaluations | Critical Thinking        | PENDING | 40%                 | <input type="button" value="View"/> |        |

Review each of the job objectives by selecting the **<View>** action (see next page)...



# HIGHER LEVEL REVIEWER – Review/Update Job Objectives

## View Job Objective

\* Indicates required field

[Return to Job Objectives Tab](#)

[Need Help?](#)

### ▶ [Show Applicable Performance Indicators](#)

This screen allows you to update a Job Objective and select the appropriate Contributing Factor.

- A Job Objective Title is required.
- Make sure you use the appropriate Performance Indicator when writing the Job Objective.

Job Objective Number 1

\* Job Objective Title Industrial Property Inspections

\* Start Date 01-Oct-2009

Job Objective Status PENDING

Date Last Modified 28-Sep-2009

### Job Objective

If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

(Limit to 1000 characters)

As required, effectively leads evaluation/inspection teams and study groups formed to evaluate industrial properties that support Army units/activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change within supervisor established suspense date.

1 . Review the job objective

2. Scroll down to bottom of screen

# HIGHER LEVEL REVIEWER – Review/Update Job Objectives

## Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

- |  |  |
|--|--|
| <input type="checkbox"/> Technical Proficiency ⓘ               | <input type="checkbox"/> Customer Focus ⓘ      |
| <input type="checkbox"/> Critical Thinking ⓘ                   | <input type="checkbox"/> Resource Management ⓘ |
| <input checked="" type="checkbox"/> Cooperation and Teamwork ⓘ | <input type="checkbox"/> Leadership ⓘ          |
| <input type="checkbox"/> Communication ⓘ                       |  |

**1. Review the selected contributing factor(s)**

**2. Select <Return to Job Objectives Tab> button and continue reviewing remaining objectives**

Return to Job Objectives Tab

**4. When done, select the “Approvals and Acknowledgments” tab**

Plan Reports/Forms

Plan Details Mission Goals **Job Objectives** Component Unique (Optional) Approvals and Acknowledgments

**Job Objectives**

This screen allows you to view your employee's Job Objectives. [Need Help?](#)

▶ [Show Applicable Performance Indicators](#)

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

| Details                | Number | Job Objective Title             | Contributing Factors     | Status  | Weight % (Opt) | Action               | Delete |
|------------------------|--------|---------------------------------|--------------------------|---------|----------------|----------------------|--------|
| ▶ <a href="#">Show</a> | 1      | Industrial Property Inspections | Cooperation and Teamwork | PENDING | 40%            | <a href="#">View</a> |        |
| ▶ <a href="#">Show</a> | 2      | Special Projects                | Customer Focus           | PENDING | 20%            | <a href="#">View</a> |        |
| ▶ <a href="#">Show</a> | 3      | Industrial property evaluations | Critical Thinking        | PENDING | 40%            | <a href="#">View</a> |        |

<PREVIOUS NEXT>

**3. Continue reviewing remaining objectives by selecting the <View> button for each**

# HIGHER LEVEL REVIEWER – Approve or Return for Change

**NSPS PAA - Higher Level Reviewer**

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

**Employee Information**  
Employee Name **Clopp, Neda J**  
[▶ Show Employee Details](#)

**Plan** Reports/Forms  
Plan Details Mission Goals Job Objectives Comp

**Approvals and Acknowledgments**

This screen provides details about the status of your employee's performance plan. Select 'Show' to see the details about the status of your employee's performance plan. [Need Help?](#)

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

| Details                | Tasks   | Status           | Action   |
|------------------------|---|------------------|--|
| <a href="#">▶ Show</a> | Step 1: Rating Official - Request or Document Higher Level Review | Completed        |  |
| <a href="#">▶ Show</a> | Step 2: Higher Level - Review                                     | Pending Approval | <a href="#">Approve</a> or <a href="#">Return for Change</a> |
| <a href="#">▶ Show</a> | Step 3: Rating Official - Document Communication to Employee      | Not Started      | Step 2 must be completed                                     |
| <a href="#">▶ Show</a> | Step 4: Rating Official - Document Employee Acknowledgment        | Not Started      | Step 3 must be completed                                     |

[<PREVIOUS](#)

Select **<Approve>** to approve the plan or **<Return for Change>** to have Rating Official make changes

# HIGHER LEVEL REVIEWER – Transfer back to Rating Official

## Higher Level Reviewer Notification to Rating Official - Wattenberg, Britteny

Cancel

Transfer to Rating Official without E-mail Notification

Transfer to Rating Official with E-mail Notification

[Need Help?](#)

### Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Plan Reapproval. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments tab under the Plan tab to complete Step 3.

1. Select <Transfer to rating official...With or Without E-mail Notification>

Notice: You are about to contact Wattenberg, Britteny by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Cancel

Transfer to Rating Official without E-mail Notification

Transfer to Rating Official with E-mail Notification

### Information

Do you wish to approve the performance plan job objectives for Clopp, Neda J?

2. Select <Yes> to approve or <No> to disapprove the performance plan

No

Yes

# RATING OFFICIAL – Confirmation of Approval & Transfer



## Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#) [Personalize Page](#)

[PAA Main Page](#)

[Provide Guest Feedback](#)

### Confirmation

The appraisal has been submitted to the Rating Official.

**Rating Official/Higher Level Reviewer**

**Confirmation of transfer back to Rating Official**

### Plans/Appraisals In Progress

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

Show Me  Appraisal Year

Create New Plan

--Choose a Plan Type--

Go

Table Size

Plan status is now "Plan Reviewed by HLR"

| Employee Name       | Current Owner        | Rating Official Name | Appraisal Year | Appraisal ID | Approval Date |               | Current PAA Status   | Action                                 |
|---------------------|----------------------|----------------------|----------------|--------------|---------------|---------------|----------------------|--|
| Nolda, Deangelo     | PPM                  | Wattenberg, Britteny | 2010           | 32538        | 15-Dec-2008   | NSP           | Pending PPM Approval | View <input type="button" value="Go"/> |
| Michelotti, Ernie U | Berrones, Pete       | Berrones, Pete       | 2010           | 32550        | 08-Oct-2008   | NSPS App      | Interim in Progress  | View <input type="button" value="Go"/> |
| Clopp, Neda J       | Berrones, Pete       | Berrones, Pete       | 2010           | 32577        | 07-Oct-2009   | NSPS Modified | Plan Approved        | View <input type="button" value="Go"/> |
| Clopp, Neda J       | Wattenberg, Britteny | Wattenberg, Britteny | 2011           | 32690        |               | NSPS Pending  | Plan Reviewed by HLR | View <input type="button" value="Go"/> |
| Mowery, Lesley N    | Wattenberg, Britteny | Wattenberg, Britteny | 2010           | 32628        | 01-Nov-2008   | NSPS Approved | Plan Approved        | View <input type="button" value="Go"/> |



# Performance Plan: Rating Official Actions

- Transfer plan to employee for acknowledgement

# RATING OFFICIAL – Transfer to Employee for Acknowledgement

1. Log into My Biz
2. Select Performance Appraisal Application (PAA)

Starting at the main page:

NSPS PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**  
Employee Name Clopp, Neda J  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Plan Details**

This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay schedule and pay band will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

# RATING OFFICIAL – Document Communication to Employee

**Plan** Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) **Approvals and Acknowledgments**

### Approvals and Acknowledgments

This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.)

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

| Details                | Tasks   | Status      | Action                               |
|------------------------|---|-------------|--------------------------------------|
| <a href="#">▶ Show</a> | Step 1: Rating Official - Request or Document Higher Level Review | Completed   | <input type="button" value="Start"/> |
| <a href="#">▶ Show</a> | Step 2: Higher Level - Review                                     | Completed   |                                      |
| <a href="#">▶ Show</a> | Step 3: Rating Official - Document Communication to Employee      | Not Started | <input type="button" value="Start"/> |
| <a href="#">▶ Show</a> | Step 4: Rating Official - Document Employee Acknowledgment        | Not Started | Step 3 must be completed             |

**Select <Start> button for Step 3**

[Need Help?](#)




# RATING OFFICIAL – Document Communication to Employee

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

| Details                | Tasks   | Status      | Action                               |
|------------------------|---|-------------|--------------------------------------|
| <a href="#">▶ Show</a> | Step 1: Rating Official - Request or Document Higher Level Review | Completed   | <input type="button" value="Start"/> |
| <a href="#">▶ Show</a> | Step 2: Higher Level - Review                                     | Completed   |                                      |
| <a href="#">▼ Hide</a> | Step 3: Rating Official - Document Communication to Employee      | Not Started | <input type="button" value="Start"/> |

Communication Date  

Communication Method

Other Method

|                        |  |             |                          |
|------------------------|--|-------------|--------------------------|
| <a href="#">▶ Show</a> | Step 4: Rating Official - Document Employee Acknowledgment | Not Started | Step 3 must be completed |
|------------------------|--|-------------|--------------------------|

1. Enter Communication Date & Method

2. Select <Save & Transfer to Employee for Acknowledgment > or document that employee has acknowledged\* (by selecting <Save and go to Step 4>)

\* Documenting that the employee has acknowledged is normally done when the employee is not available

# RATING OFFICIAL – Transfer Plan to Employee

**Rating Official Notification to Employee - Clopp, Neda J**

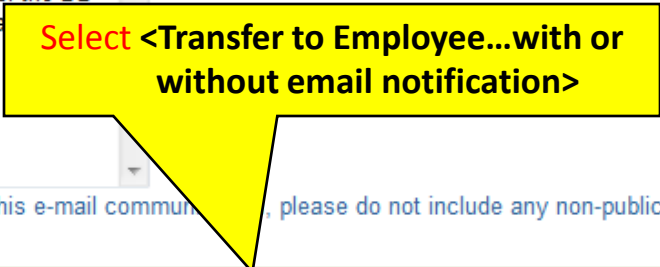
[Need Help?](#)

**Message to Employee**

This screen provides space for you to send your employee a message regarding his or her Performance Plan. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application and select the Approvals and Acknowledgments tab located under the Plan tab and complete Step 4. Once you have acknowledged, a copy of the DD Form 2906 will be available in the Completed Plans/Appraisals area of the Performance Appraisal Application Main Page.

Notice: You are about to contact Clopp, Neda J by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.



# RATING OFFICIAL – Confirmation of Approval & Status

## Confirmation

The appraisal has been submitted to the employee.

Confirmation of transfer to employee

Rating Official/Higher Level Reviewer

## Performance Appraisal Application Main Page

### Plans/Appraisals In Progress

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

Show Me  Appraisal Year

**'Plan Status' is now "Approved"**

Table Size

| Employee Name    | Current Owner        | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status   | Action  |
|------------------|----------------------|----------------------|----------------|--------------|--------------------|------|-------------|----------------------|---|
| Nolda, Deangelo  | PPM                  | Wattenberg, Britteny | 2010           | 32538        | 15-Dec-2008        | NSPS | Approved    | Pending PPM Approval | <input type="text" value="View"/> <input type="button" value="Go"/>   |
| Clopp, Neda J    | Clopp, Neda J        | Wattenberg, Britteny | 2011           | 32690        | 29-Sep-2009        | NSPS | Approved    | Plan Approved        | <input type="text" value="View"/> <input type="button" value="Go"/>   |
| Mowery, Lesley N | Wattenberg, Britteny | Wattenberg, Britteny | 2010           | 32628        | 01-Nov-2008        | NSPS | Approved    | Plan Approved        | <input type="text" value="Update"/> <input type="button" value="Go"/> |



# Performance Plan: Employee Actions

- Acknowledge receipt of plan

# EMPLOYEE – Acknowledge Performance Plan

1. Log into My Biz
2. Select Performance Appraisal Application (PAA)

Starting at the main page:

2. Make sure action reads "Update," then select <Go>

Appraisals of Clopp, Neda J

Create New Plan

--Choose a Plan Type--

Go

Table Size 10 ▾

| Employee Name | Current Owner  | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status | Action      |
|---------------|----------------|----------------------|----------------|--------------|--------------------|------|-------------|--------------------|-------------|
| Clopp, Neda J | Clopp, Neda J  | Wattenberg, Britteny | 2011           | 32690        | 29-Sep-2009        | NSPS | Approved    | Plan Approved      | Update ▾ Go |
| Clopp, Neda J | Berrones, Pete | Berrones, Pete       | 2010           | 32577        | 07-Oct-2009        | NSPS | Modified    | Approved           | View ▾ Go   |

1. Note status: "Plan Approved"

# EMPLOYEE – Acknowledge Performance Plan

Select "Approvals and Acknowledgments" tab

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

**Plan Details** Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

### Plan Details

This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

|                             |                         |   |
|-----------------------------|-------------------------|---|
| * Appraisal Type            | Annual Appraisal - NSPS | <a href="#">Change Rating Official and/or Higher Level Reviewer</a> |
| Appraisal Period Start Date | 01-Oct-2009             | Performance Plan Approval Date 29-Sep-2009                          |
| Appraisal Period End Date   | 30-Sep-2010             | Plan Last Modified  |
| Appraisal Effective Date    | 01-Jan-2011             | Created By Clopp, Neda J  |
| Rating Official Name        | Wattenberg, Britteny    | <a href="#">NEXT&gt;</a>  |
| Higher Level Reviewer Name  | Arqueta, Floyd C        |   |

# EMPLOYEE – Acknowledge Performance Plan

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) **Approvals and Acknowledgments**

### Approvals and Acknowledgments

This screen provides information regarding the detailed status of your performance plan. [Need Help?](#)

- Select 'Show' to see detailed information about an approval (dates, method, etc.).
- If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Job Objectives.
- Select the 'Acknowledge Receipt' button if highlighted.

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

| Details                | Tasks   | Status                      | Action   |
|------------------------|---|-----------------------------|--|
| <a href="#">▶ Show</a> | Step 1: Rating Official - Request or Document Higher Level Review | Completed                   |  |
| <a href="#">▶ Show</a> | Step 2: Higher Level - Review                                     | Completed                   |  |
| <a href="#">▶ Show</a> | Step 3: Rating Official - Document Communication to Employee      | Completed                   |  |
| <a href="#">▶ Show</a> | Step 4: Employee - Acknowledgment                                 | Pending Empl Acknowledgment | <input type="button" value="Acknowledge Receipt"/> |

[<PREVIOUS](#)

**Select <Acknowledge Receipt>**

**Note: Acknowledging receipt does not mean that you necessarily agree or disagree with the performance plan and job objectives; it means only that you have received it**

# EMPLOYEE – Confirmation

## Confirmation

Acknowledge Receipt date is 29-Sep-2009.

Is this correct?

No Yes

Select <Yes> to acknowledge date of receipt

## Appraisals of Clopp, Neda J

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

| Employee Name | Current Owner  | Revisor Name         | Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Plan Type | Plan Status | Current PAA Status | Action    |
|---------------|----------------|----------------------|---------------|----------------|--------------|--------------------|-----------|-------------|--------------------|-----------|
| Clopp, Neda J | Clopp, Neda J  | Wattenberg, Britteny |               | 2011           | 32690        | 29-Sep-2009        | NSPS      | Approved    | Plan Approved      | Update Go |
| Clopp, Neda J | Berrones, Pete | Berrones, Pete       |               | 2010           | 32577        | 07-Oct-2009        | NSPS      | Modified    | Plan Approved      | View Go   |

'Plan Status' is "Approved"  
Employee is the 'Current Owner'

To view Plan at any time as it was when approved, select the **Show Completed Plans/Appraisals link** (See next slide)

Select the link to search for completed plans.

Show Completed Plans/Appraisals



# EMPLOYEE – View/Save Performance Plan

▼ Hide Completed Plans/Appraisals

## Completed Plans/Appraisals


1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

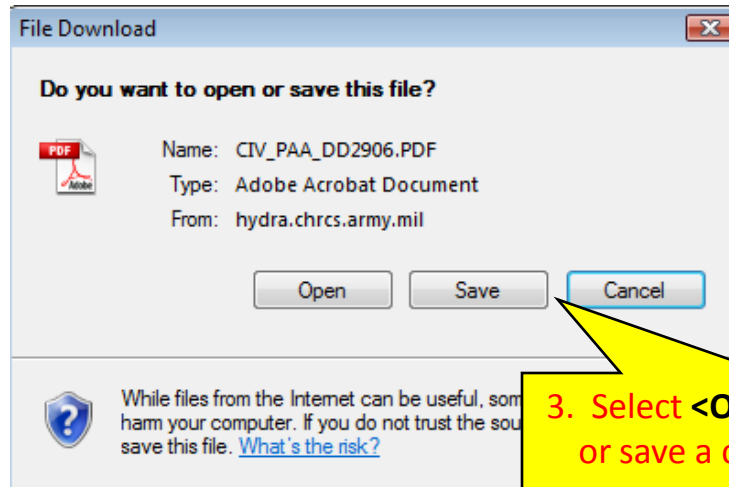
Appraisal Year

Event

1. Enter filter criteria (or leave blank), then select <Find>

Table Size

| Appraisal Year | Appraisal ID | Type | Event                 | Event Completion Date | Reports/Forms   |
|----------------|--------------|------|-----------------------|-----------------------|---|
| 2011           | 32690        | NSPS | NSPS Performance Plan | 29-Sep-2009           |  |



2. Select printer icon to generate a copy of the DD Form 2906

3. Select <Open> or <Save> to view or save a copy of DD Form 2906



# Useful Links

<http://www.cpms.osd.mil/nsps/>

- **NSPS Connect**

<http://www.cpms.osd.mil/nsps/nspsconnect/>

- **NSPS Connect for Managers/Supervisors**

<http://www.cpms.osd.mil/nsps/nspsconnect/manager.html>

- **NSPS Connect for Employees**

<http://www.cpms.osd.mil/nsps/nspsconnect/employee.html>

- **DoD 1400.25-M, Civilian Personnel Manual (NSPS: Chapter 1900)**

<http://www.cpms.osd.mil/forms/cpm/cpmlistings.aspx?by=chapter>

- **5 USC, Chapter 99 – DoD NSPS**

<http://www.cpms.osd.mil/forms/cpm/cpmlistings.aspx?by=chapter>

- **5 CFR §9901 – DoD NSPS**

[http://www.access.gpo.gov/nara/cfr/waisidx\\_09/5cfr9901\\_09.html](http://www.access.gpo.gov/nara/cfr/waisidx_09/5cfr9901_09.html)



# RAMSTEIN CIVILIAN PERSONNEL FLIGHT

<http://www.ramstein.af.mil/ramsteincivilianpersonnelflight.asp>

KYM TRAN

86 MSS/DPCS-B

DSN: 480-2019

kym.tran@ramstein.af.mil

