



PAA v3.0: Step-by-Step

***Interim Reviews, Annual Ratings,
& Early Annual Ratings***

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PAA Actions Overview

INTERIM

ACTION (Hyperlinked)

SLIDES

Rating Official	Transfer Performance Plans to employees	5 – 9
Employee	Create Interim Review, add self-assessment, & transfer to Rating Official	10 – 17
Rating Official	Review employee assessment, add supervisory assessment, & obtain Higher Level Review	18 – 29
HLR	Review assessments, approve, or return for changes	30 – 35
Rating Official	Conduct Interim Review discussion & obtain employee acknowledgement	36 – 42
Employee	Acknowledge Interim Review	43 – 46

ANNUAL & EARLY ANNUAL

SLIDES

Rating Official	Transfer Performance Plans to employees	50 – 54
Employee	Add self-assessment & Transfer to Rating Official	55 – 63
Rating Official	Review employee assessment, add supervisory assessment and recommended ratings, & obtain Higher Level Review	64 – 75
HLR	Review assessments and recommended ratings; Approve or return for changes	76 – 82

REQUIREMENTS:

- Progress on performance
- Minimum – 1 per rating cycle
- Communication is Key!!

Who can initiate the Interim Review?

- Employee ([*begin on slide 10*](#))
- Rating Official ([*begin on slide 5*](#))
 - If Rating Official has ownership of plan, must first transfer back to the employee

Sequence of Events

INTERIM ASSESSMENT

WHO	ACTION (Hyperlinked)	SLIDES
Rating Official	<u>Transfer Performance Plans to employees</u>	5 – 9
Employee	<u>Create Interim Review, add self-assessment, & transfer to Rating Official</u>	10 – 17
Rating Official	<u>Review employee assessment, add supervisory assessment, & obtain Higher Level Review</u>	18 – 29
Higher Level Reviewer	<u>Review assessments, approve, or return for changes</u>	30 – 35
Rating Official	<u>Conduct Interim Review discussion & obtain employee acknowledgement</u>	36 – 42
Employee	<u>Acknowledge Interim Review</u>	43 – 46



Interim Review: Rating Official Actions

Transfer Performance Plans to employees

Interim Review – RO Transfer performance plans to employees

Department of Defense

ICE MyBiz ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help Personalize Page

Navigator

My Biz
My Workplace

Please select a responsibility.

1. Select My Workplace

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](#)

Department of Defense

ICE MyBiz ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help Personalize Page

Navigator

My Biz
My Workplace

My Workplace

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Apply Action(s) to Multiple Employees (PAA)

NSP Performance Management Reports

- Print Performance Management Reports
- Requests


2. Select Apply Actions to Multiple Employees (PAA)

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](#)

New Interactive Customer Evaluation (ICE) replaces My Biz Suggestions

Interim Review – RO Transfer performance plans to employees

 **Performance Appraisal Application (PAA)**
Version 3.0

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Apply Action(s) to Multiple Employees (PAA)

[Switch to HLR Actions on Multiple Employees](#) [Need Help?](#)

Available Actions

Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action


- Change Higher Level Reviewer
- Change Rating Official
- Copy Employee's Current Plan for Next Rating Cycle
- Copy One Active Plan to Multiple Employees
- Document Communication of the Plan (Must be Current Owner)
- Document Communication of the Final Rating (Must be Current Owner)
- Document Communication of the Interim Review (Must be Current Owner)
- Request or Document Higher Level Review of the Plan (Must be Current Owner)
- Request or Document Higher Lvl Review of Interim Review (Must be Current Owner)
- Retrieve Plan/Appraisal from Employee
- Retrieve Plan/Appraisal from Higher Level Reviewer
- Transfer to Employee (Must be Current Owner)
- View/Print Current Employee Appraisal Info

[Cancel](#) [Start](#)

Note other mass actions that you can use later in the Interim Review process: Higher Level Review and communication of the Interim Review.

Select "Transfer to Employee"

Interim Review – RO Transfer performance plans to employees



Performance Appraisal Application (PAA)


Version 3.0

[ICE MyBiz](#) [ICE PAA V2](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

Transfer to Employee

TIP Please enter the current Rating Official's name of the employees the action will be applied to. [Select the Find button](#)

* Indicates Required Field

* Current Rating Official 

Current PAA Status

Appraisal Year

[Need Help?](#)

Search Results

Select the records to which the action should be applied and select Next.

[Select All](#) | [Select None](#)

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input type="checkbox"/>	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	Interim in Progress
<input type="checkbox"/>	Nolda, Deangelo	Wattenberg, Britteny	2010	32538	15-Dec-2008	Approved	Closeout Completed

1. You must enter at least your name as the Rating Official (other items are optional).

2. Select <Find>

3. Select all or select individual employees, then <Next>

Interim Review – RO Transfer performance plans to employees

3. When you are done, select Logout

2. Then select <Transfer to Employee>

1. Enter the message that will accompany your email notification to your employees

Performance Appraisal Application (PAA)
Version 3.0

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Personalize Page

Transfer to Employee

Rating Official Notification to Employees

Click Transfer to Employee to share the appraisal with the employee. [Need Help?](#)

Notification Comments

Enter your message and click Transfer to Employee to share the appraisal with the employee.
Notice: You are about to contact the individuals below 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 action information in your e-mail.

Please create your interim review if you have not already done so, and enter your self-assessment, then return your plan to me NLT Friday. Thanks...

Selected Employees

Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	Interim in Progress
Nolda, Deangelo	Wattenberg, Britteny	2010	32538	15-Dec-2008	Approved	Closeout Completed

[Return to INTERIM Index](#)

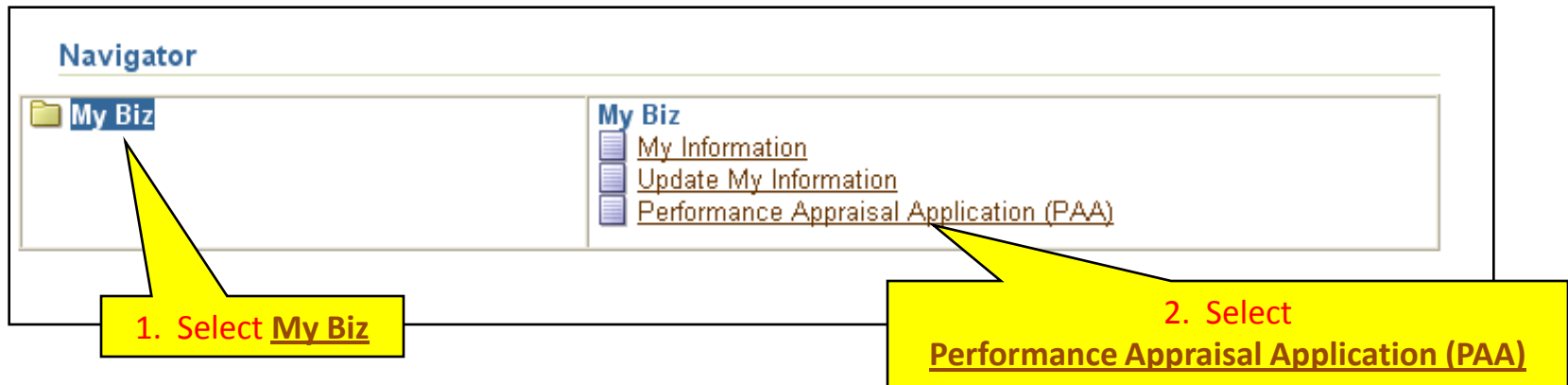


Interim Review: Employee Actions

- Create Interim Review
- Enter Interim Review self-assessment
- Transfer plan to Rating Official

[Return to INTERIM Index](#)

Employee: Create Interim Review



Employee: Create Interim Review

Employee

Performance Appraisal Application Main Page

[Need Help?](#)

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

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

To create a Performance Plan:

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

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

Appraisals of Newton, Vasiliki

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
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Plan Approved	Update

Select the link to search for completed plans.

[▶ Show Completed Plans/Appraisals](#)

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

Employee: Create Interim Review

NSPS PAA

Employee Information

Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

Transfer to Rating Official Track Progress Return to Main Page

1. Select the "Interim Reviews" 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?](#)

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

Interim Reviews [Need Help?](#)

Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is 'Not Started'.
- To complete other actions described above, select the button under the Action column.

2. Select <Create Interim Review>

Create Interim Review

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

Employee: Enter self-assessment

Radio buttons control which job objective is displayed

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Contributing Factor(s)

Cooperation and Teamwork, Communication

Employee Self Assessment

Enter self-assessment for job objective #1 here.

It is recommended to compose assessments in Word, then copy and paste the text for the first objective into this block.

(Limit to 2000 characters)

Counter

Employee: Enter self-assessment

Contributing Factor(s)

Cooperation and Teamwork, Communication

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

(Limit to 2000 characters)

Character limit: 2000

Counter

Counter 1197

Rating Official Assessment

When done, select
<Save and Return to Top of Page>
(or scroll up)

Save and Return to Top of Page

Employee: Enter self-assessment

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input type="radio"/>	1	Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and activities. Based on inspection, analysis, and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedure change (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

Select next objective...

Contributing Factor(s)

Resource Management

Employee Self Assessment


Enter self-assessment for job objective #2 here.

Continue until completion of self- assessments for each objective.

(Limit to 2000 characters)

Counter

Employee: Transfer your plan back to Rating Official

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[Return to Interim Reviews Tab](#)

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

1. Select

NSPS PAA

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

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

You will have an option to provide an email notification to your rating official.

[Plan](#) [Interim Reviews](#) [Annual Appraisal](#) [Other Assessments](#) [Reports/Forms](#)

2. Select

Appraisals of Newton, Vasiliki

[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
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	View Go

Rating Official is now the owner

Current status: "Interim in Progress"

[Return to INTERIM Index](#)

[Return to PAA Overview](#)



Interim Review: Rating Official Actions

- Review employee's self-assessment
- Add Rating Official assessment
- Obtain or document Higher Level Review

[Return to INTERIM Index](#)

Rating Official: Review employee's Interim self-assessment

The screenshot shows a web application interface with three main sections: Navigator, My Workplace, and Favorites. The Navigator section on the left contains a tree view with 'My Biz' and 'My Workplace' folders. The 'My Workplace' folder is highlighted with a blue background. A yellow callout box with a pointer to this folder contains the text '1. Select My Workplace'. The 'My Workplace' section in the center contains a list of links: 'All Actions Awaiting Your Attention', 'Performance Appraisal Application (PAA)', 'My Employee Information', 'Update My Information', and 'Apply Action(s) to Multiple Employees (PAA)'. A yellow callout box with a pointer to the 'Performance Appraisal Application (PAA)' link contains the text '2. Select Performance Appraisal Application (PAA)'. The Favorites section on the right contains a text box with instructions: 'After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser holds that information in memory (e.g. ... some web sites keep users to ...'. Below this text is a 'New' starburst icon and the text '(ICE) replaces My Biz Suggestions'. An 'Edit Favorites' button is located at the top right of the Favorites section.

1. Select My Workplace

2. Select Performance Appraisal Application (PAA)

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser holds that information in memory (e.g. ... some web sites keep users to ...)

New (ICE) replaces My Biz Suggestions

Rating Official: Review employee's Interim self-assessment

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

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

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

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

To create a Performance Plan:

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

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

Plans/Appraisals In Progress

Show Me Appraisal Year

--Choose a

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	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	<input type="text" value="Update"/> <input type="button" value="Go"/>
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>

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

Note Current PAA Status is "Interim in Progress"

Rating Official: Review employee's Interim self-assessment

NSPS PAA - Rating Official

Employee Information Transfer to Employee Track Progress Return to Main Page

Employee Name **Newton, Vasilij**
[Show Employee Details](#)

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

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

Plan Details Need Help?

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

- 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.

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

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

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

Change Rating Official and/or Higher Level Reviewer

Rating Official: Review employee's Interim self-assessment

Employee Information

Employee Name **Newton, Vasiliki**

[▶ Show Employee Details](#)

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

Interim Reviews

[Need Help?](#)

Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
- To complete other actions described above, select the button under the Action column.

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
2	Newton, Vasiliki	26-Feb-2009		Initiated				<input type="button" value="Update"/>	

Select <Update>

Rating Official: Review employee's Interim self-assessment

Assessments Approvals and Acknowledgments

Assessments

This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your assessment.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgements' button to begin the approvals process.

Important Note: If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be able to view your assessment.

[Need Help?](#)

Job Objectives

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Radio buttons control what job objective is displayed

Rating Official reviews employee's self-assessment and adds assessment for the Interim Review, one job objective at a time, by selecting the radio button for each one—doing so displays that job objective and its respective assessment blocks.

Rating Official: Add Interim assessment

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

Review employee's self-assessment for job objective #1 here.

Rating Official Assessment

Enter supervisory assessment for job objective #1 here.

It is recommended to compose assessment in Word, then copy and paste the text for the first objective into this block.

(Limit to 2000 characters)

Counter

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

Rating Official: Add Interim assessment

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. This objective is on track for successful completion during this rating cycle.

CF Cooperation and Teamwork was displayed by Mr. Newton's coordination of this project with the other team members.

CF Communication was demonstrated by his constant work with both the team and the office staff.

Character limit: 2000

Counter

(Limit to 2000 characters)

Counter 525

Save and Return to Top of Page

When done, select
<Save and Return to Top of Page>
(or scroll up)

Select Job Objective 2

Job Objectives

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input type="radio"/>	1	Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and 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 (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

Employee Self Assessment

I participated in two teams to evaluate logistics readiness at this installation, one in the supply department and one in the maintenance department. For both the studies I prepared the final reports containing our findings, obtained team concurrence on the conclusions, and submitted them to the management within the time frames established.

CF Resource Management was above average in that the results of our team's work included sound recommendations that will improve logistical readiness and at the same time demonstrate fiscal responsibility.

...then review **employee's self-assessment** for job objective #2 here...

Rating Official Assessment

...and enter your **supervisory assessment** for job objective #2 here.

Continue until you have reviewed and added your assessments for all objectives.

Don't forget to <Save>

Rating Official: Initiate Higher Level Review process

Create/Update Interim Review Return To Interim Reviews Tab

Employee Information
 Employee Name **Newton, Vasiliki**
[▶ Show Employee Details](#)

Interim Review Initiator **Wattenberg, Britteny** Interim Review Number **2**
 Interim Review Status **Initiated**

Assessments **Approvals and Acknowledgments** *Select "Approvals and Acknowledgments" tab*

Assessments **Approvals and Acknowledgments**

Note: Higher Level Review requirements for official Interim Reviews is specific to each Pay Pool's Business Rules

Approvals and Acknowledgments [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.
 Select 'Show' to see the detailed information about the status of your employee's Interim Review.

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

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3.	Not Started	<input type="button" value="Start"/>
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Not Started	Step 1 must be completed
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Select <Start >

Higher Level Review (HLR) of official Interim Reviews – Check PP Business Rules

- **Option A:** Transfer the plan to the higher level reviewer, – or –
- **Option B:** Document that the higher level review has taken place (*without actually transferring the plan*)
 - Either option can be done for multiple employees at once (*see slide 6*)

The screenshot shows a web application interface for Higher Level Review (HLR). At the top, there are tabs for 'Details' and 'Tasks'. Below this, a table lists steps with columns for 'Status' and 'Action'. A yellow callout box points to the 'Option A' section, which includes a form for selecting a reviewer. A grey callout box points to a flashlight icon in the reviewer selection area. Below the 'Option A' section are two buttons: 'Transfer to Higher Level Review without E-mail Notification' and 'Transfer to Higher Level Review with E-mail Notification'. The 'Option B' section contains fields for 'Higher Level Reviewer', 'Review Date', 'Method of Review', and 'Other Method', along with 'Cancel' and 'Save' buttons. A yellow callout box points to the 'Review Date' field. At the bottom, a table shows the status of various steps.

Option A: Select one of the Transfer options (with or without email notification) – see next slide

Option A - Transfer to Higher Level Reviewer (HLR)

Name	Title
Wattenberg, Britteny	Rating Official
Arqueta, Floyd C	Higher Level Reviewer

Change Higher Level Reviewer:

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

Higher Level Reviewer: Method of Review:

Review Date: Other Method:


Option B: Enter review date and method of review, then select <Save>

Step	Status	Action
Step 1: Review (If Required)	Not Started	(Start)
Step 2: Higher Level Reviewer - Review (If Required)	Not Started	Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee	Not Started	(Start)
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Rating Official: Transfer Interim for HLR


Option A - Transfer to Higher Level Reviewer (HLR)

Name	Title
Wattenberg, Britteny	Rating Official
Arqueta, Floyd C	Higher Level Reviewer

Change Higher Level Reviewer 

Message to Higher Level Reviewer

Option A, continued: Enter your email message and select <Transfer to HLR>

 **Performance Appraisal Application (PAA)**
Version 3.0

[ICE MyBiz](#) [ICE PAA V2](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

Information

The interim review has been transferred to the Higher Level Reviewer.

Transfer verified, select <OK>

[Return to INTERIM Index](#)



Interim Review: Higher Level Reviewer Actions

- Review interim review assessments
- Approve the interim review, or return it for changes

[Return to INTERIM Index](#)

HLR Actions: Review Interim Review Assessments

1. Select My Workplace

2. Select Performance Appraisal Application (PAA)

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser will not hold that information in memory (e.g. some web sites keep users to...)

New (ICE) replaces My Biz Suggestions

3. Note Current PAA Status is "Interim Pending HLR Approval"

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

Plans/Appraisals In Progress

Show Me: All Appraisals Appraisal Year: ALL

Table Size: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Arqueta, Floyd C	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim Pending HLR Approval	Update <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	View <input type="button" value="Go"/>
Michelotti, Ermie U	Berrones, Pete	Berrones, Pete	2010	32550	08-Oct-2008	NSPS	Approved	Interim in Progress	View <input type="button" value="Go"/>

HLR Actions: Review Interim Review Assessments

NSPS PAA - Higher Level Reviewer Track Progress Return to Main Page

Employee Information
 Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

1. Select the "Interim Reviews" 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 employee's performance plan. Since you are in view mode you cannot make changes. [Need Help?](#)

Appraisal Type	Annual Appraisal - NSPS	Performance Plan Approval Date	16-Oct-2008
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Wattenberg, Britteny
Appraisal Effective Date	01-Jan-2010		
Rating Official Name	Wattenberg, Britteny		
Higher Level Reviewer Name	Arqueta, Floyd C		

NEXT>

NSPS PAA - Higher Level Reviewer Track Progress Return to Main Page

Employee Information
 Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

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

Interim Reviews
 This screen provides information about your employee's Interim Review. [Need Help?](#)

- To view a pending Interim Review, select the 'Update' button.
- To view a completed Interim Review, select the 'View History' button.

2. Select <Update>

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
2	Wattenberg, Britteny	26-Feb-2009		Initiated				Update	

HLR Actions: Review Interim Review Assessments

Assessments Approvals and Acknowledgments

Assessments

This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your assessment.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgements' button to begin the approvals process.

Important Note: If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be able to view your assessment.

[Need Help?](#)

Job Objectives

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Radio buttons control what job objective is displayed

HLR reviews Employee's self-assessment and Rating Official's assessment one job objective at a time by selecting the radio button for each one—doing so displays that job objective its respective assessment blocks

HLR Actions: Review Interim Review Assessments

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

Review Employee's self-assessment for this objective

Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. This objective is on track for successful completion during this rating cycle.

CF Cooperation and Teamwork was displayed by Mr. Newton's coordination of this project with the other team members.

CF Communication was demonstrated by his constant work with both the team and the office staff.

Review Rating Official's assessment

(Limit to 2000 characters)

Counter 525

Save and Return to Top of Page

**When done, select
<Save and Return to Top of Page button>
(or scroll up) & select the next job objective**

HLR Actions: Review Interim Review Assessments

- The HLR can either approve the assessment or return the Interim to the Rating Official for changes (the HLR cannot make changes).

Assessments Approvals and Acknowledgments

Approvals and Acknowledgments

[Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

If the 'Approve' or 'Return for Change' button is active under Step 2, select it to complete the process.

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

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required).	Completed	
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Pending Approval	<input type="button" value="Approve"/> or <input type="button" value="Return for Change"/>
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

1. Select <Approve> or <Return>

Higher Level Reviewer Notification to Rating Official - Wattenberg, Britteny

[Need Help?](#)

Note: this rating official does not have an email address registered in My Biz, so cannot receive email notification

The recipient does not have an e-mail address on file. Please contact the individual directly. Select Transfer To Rating Official without E-mail Notification to complete this task.

2. Select <Transfer>

i Information

Do you wish to approve the Interim Review for Newton, Vasiliki?

3. Select <Yes> if you approve the Interim Review

[Return to INTERIM Index](#)



Interim Review: Rating Official Actions

- Document Interim Review conversation with employee
- Obtain or document the employee's acknowledgment

[Return to INTERIM Index](#)

RO Actions: Document Interim Review conversation

- This step is done whether you use Option A or Option B to document Higher Level Review.
- Log into My Workplace and PAA version 3 as before, starting at the main page:

Plans/Appraisals In Progress

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
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim Review Approved by HLR	<input type="button" value="Update"/> <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Phaseout Completed	<input type="button" value="Update"/> <input type="button" value="Go"/>

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

1. Note current status is "Interim Review Approved by HLR"

RO Actions: Document Interim Review conversation

NSPS PAA - Higher Level Reviewer

Track Progress Return to Main Page

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

1. Select the "Interim Reviews" 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 employee's performance plan. Since you are in view mode you cannot make changes. [Need Help?](#)

Appraisal Type	Annual Appraisal - NSPS	Performance Plan Approval Date	16-Oct-2008
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Wattenberg, Britteny
Appraisal Effective Date	01-Jan-2010		
Rating Official Name	Wattenberg, Britteny		
Higher Level Reviewer Name	Arqueta, Floyd C		

NEXT>

Create/Update Interim Review

Return To Interim Reviews Tab

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

Interim Review Initiator **Wattenberg, Britteny** Interim Review Number **2**
Interim Review Status **Initiated**

2. Select "Approvals and Acknowledgements" tab

Assessments Approvals and Acknowledgments

RO Actions: Document Interim Review conversation

Assessments **Approvals and Acknowledgments**

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.


Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3.	Completed	Start
Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	Start
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

1. Select <Start>

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE	Completed	Start
Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	Start
Hide	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date 

Communication Method

Other Method

[Save and Transfer to Employee for Acknowledgement](#) [Save and go to Step 4](#)

Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed
----------------------	--	-------------	--------------------------

2. Enter communication date & method

3. Select appropriate option*

2 Options of documenting employee receipt:

- Transfer the plan to the employee for them to acknowledge, -or-
- Document that they receive the interim review without transferring the plan <Save and go to Step 4>

If transferring the plan to the employee, the email notification message is automatically prepared and tells the employee what to do:

Select <Transfer to Employee with email notification>

Rating Official Notification to Employee - Newton, Vasiliki

Cancel

Transfer to Employee without E-mail Notification

Transfer to Employee with E-mail Notification

[Need Help?](#)

Message To Employee

This screen provides space for you to send your employee a message regarding his or her Interim Review. 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 Interim Review tab and then the Approvals and Acknowledgments 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 Newton, Vasiliki 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 Employee without E-mail Notification

Transfer to Employee with E-mail Notification

Confirmation message

Confirmation

The appraisal has been submitted to the employee.

RO Actions: Document Interim Review conversation

If documenting employee receipt without transferring the plan*:

Assessments Approvals and Acknowledgments

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

Select <Start>

Show All Details Hide All Details		Status	Action
Details	Tasks		
Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3.	Completed	<input type="button" value="Start"/>
Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	<input type="button" value="Start"/>
Show	Step 3: Rating Official - Document Communication to Employee	Completed	<input type="button" value="Start"/>
Show	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	<input type="button" value="Start"/>

* This method would normally be used if the employee is unavailable (e.g., TDY, on leave, etc.), or refuses to acknowledge the Interim Review.

RO Actions: Document Interim Review conversation

▼ Hide Step 4: Rating Official - Document Employee Acknowledgment Pending Empl Acknowledgment Start

✓ TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgement
Other Method
Date

1. Complete the **Acknowledgement** ("Other" requires entering the actual method) and date

2. Enter Date

3. Select <Save>

Save

Create Interim Review

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
2	Wattenberg, Britteny	26-Feb-2009	02-Mar-2009	Completed	04-Mar-2009	Face to Face	04-Mar-2009	View History	

Status of this Interim Review is now "Completed"

Upon completion, a "snapshot" of the performance plan with the Interim Review is available under the [Show Completed Plans/Appraisals](#) link on the PAA main page (available to both Employee and the Rating Official).

[Return to INTERIM Index](#)



Interim Review: Employee Actions

- Acknowledge Interim Review after Rating Official completes action

[Return to INTERIM Index](#)

Employee: Acknowledging Interim Review

1. Log into My Biz
2. Select Performance Appraisal Application (PAA)
3. Select Performance Appraisal Application Version 3 *(see slide 11)*

Starting at the main page:

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

Appraisals of Newton, Vasiliki

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
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	Update <input type="button" value="Go"/>

1. Note status: "Interim in Progress"

Employee: Acknowledging Interim Review

NSPS PAA

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

1. Select "Interim Reviews" tab

Transfer to Rating Official Track Progress Return to Main Page

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?](#)

2. Select <Update>

04-Mar-2009	05-Mar-2009	Pending Empl Acknowledgment	05-Mar-2009	Face to Face	<input type="button" value="Update"/>	
-------------	-------------	-----------------------------	-------------	--------------	---------------------------------------	--

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

3. Select "Approvals and Acknowledgments" tab

Interim Review Initiator
Interim Review Status Pending Empl Acknowledgment

Interim Review Number

Assessments Approvals and Acknowledgments

Employee: Acknowledging Interim Review

Assessments | **Approvals and Acknowledgments**

Approvals and Acknowledgments

This screen provides information regarding the status of your Interim Review.
If the 'Acknowledge Receipt' button is active under Step 4, select it to complete the acknowledgment process.

Select 'Show' to see detailed information about the status of your Interim Review.

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

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required).	Completed	
Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
Show	Step 3: Rating Official - Document Communication to Employee	Completed	
Show	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt

1. Select
<Acknowledge Receipt >

Appraisals of Newton, Vasiliki

Create New Plan

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>

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

2. A "snapshot" of your appraisal with the Interim Review information is now available under the Show Completed Plans/Appraisals link on your PAA main page

[Return to INTERIM Index](#)



PAA v3.0: Step-by-Step

*Annual Ratings & *Early Annual Ratings*

- * Early Annual Appraisal – required if supervisor or employee moves on or after July 3rd
- Closeout Assessment – required if supervisor or employee moves on/before July 2nd
 - For closeout assessment, use the [“Other Assessments” tab \(slide 58\)](#)
 - For closeout, no recommended rating is given

Step-by-Step: Annual & Early Annual

REQUIREMENTS

- Annual recommended rating (*1 Oct – 30 Sep period*)
- Early Annual recommended rating (*see previous slide*)
- **“Recommended”** Rating
 - *Remember, Pay Pool has final say*

Initiating the annual rating process

- Employee
- Rating Official

Sequence of Events

ANNUAL & EARLY ANNUAL APPRAISAL

WHO	ACTION (HyperLinked)	SLIDES
Rating Official	<u>Transfer Performance Plans to employees</u>	50 – 54
Employee	<u>Add self-assessment & Transfer to Rating Official</u>	55 – 63
Rating Official	<u>Review employee assessment, add supervisory assessment and recommended ratings, & obtain Higher Level Review</u>	64 – 75
Higher Level Reviewer	<u>Review assessments and recommended ratings; Approve or return for changes</u>	76 – 82

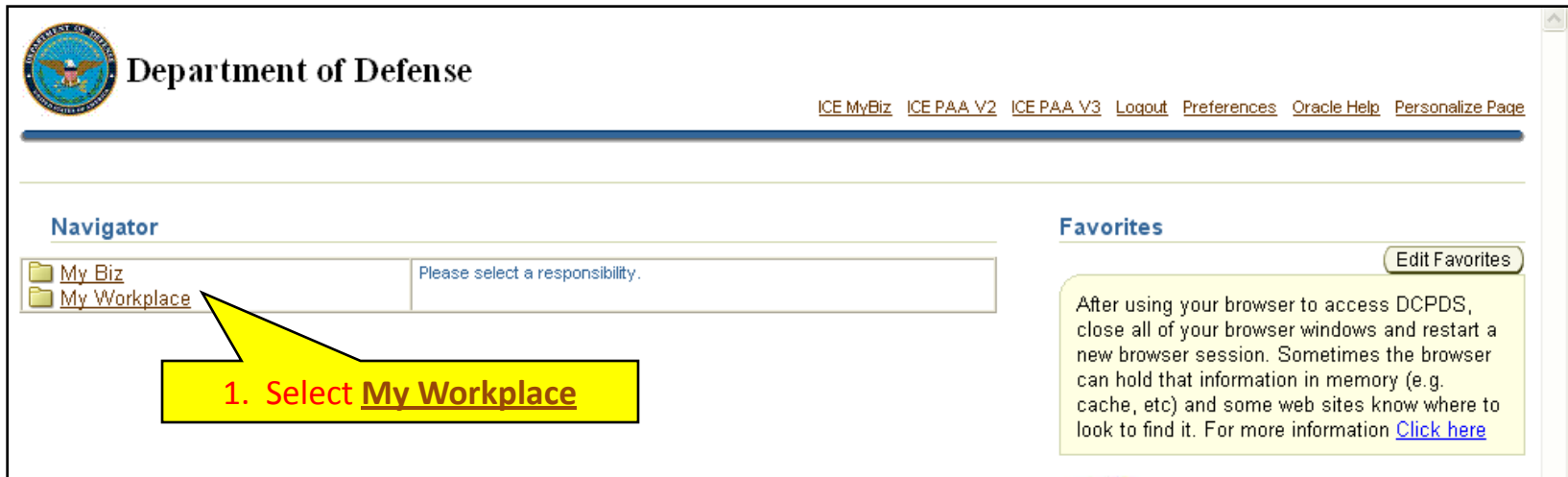


Annual / Early Annual Rating: Rating Official Action

- Transfer performance plans to employees

[Return to APPRAISAL Index](#)

Rating Official: Transfer performance plans to employees



Department of Defense

ICE MyBiz ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help Personalize Page

Navigator

My Biz
My Workplace

Please select a responsibility.

1. Select My Workplace

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](#)

Navigator



My Biz
My Workplace

My Workplace

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization

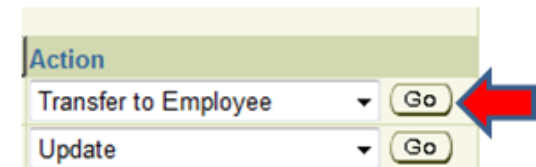
NSPS Performance Management Reports

- View/Print Performance Management Reports
- View Previous Requests

2. Select Apply Actions to Multiple Employees (PAA)

Note:

- To transfer just one plan, select **Performance Appraisal Application (PAA)** on the Navigator screen.
- On the PAA Main Page, find the employee, change the Action to **<Transfer to Employee>** and select the **<Go>** button:



Action	
Transfer to Employee	Go
Update	Go

Rating Official: Transfer performance plans to employees

Performance Appraisal Application (PAA)
Version 3.0

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Personalize Page

Apply Action(s) to Multiple Employees (PAA) Switch to HLR Actions on Multiple Employees [Need Help?](#)

Available Actions
Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action


- Change Higher Level Reviewer
- Change Rating Official
- Copy Employee's Current Plan for Next Rating Cycle
- Copy One Active Plan to Multiple Employees
- Document Communication of the Plan (Must be Current Owner)
- Document Communication of the Final Rating (Must be Current Owner)
- Document Communication of the Interim Review (Must be Current Owner)
- Request or Document Higher Level Review of the Plan (Must be Current Owner)
- Request or Document Higher Lvl Review of Interim Review (Must be Current Owner)
- Retrieve Plan/Appraisal from Employee
- Retrieve Plan/Appraisal from Higher Level Reviewer
- Transfer to Employee (Must be Current Owner)
- View/Print Current Employee Appraisal Info

Note other mass actions that you can use later in the process (document communication of the final rating, retrieve plan from employee or higher level reviewer, view/print appraisal info).

1. Select <Transfer to Employee>

2. Select <Start>

Rating Official: Transfer performance plans to employees



Performance Appraisal Application (PAA)


Version 3.0

[ICE MyBiz](#) [ICE PAA V2](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

Transfer to Employee

TIP Please enter the current Rating Official's name of the employees the action will be applied

* Indicates Required Field

* Current Rating Official 

Current PAA Status

Appraisal Year

[Need Help?](#)

Search Results

Select the records to which the action should be applied and select Next.

[Select All](#) | [Select None](#)

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input checked="" type="checkbox"/>	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	Plan Approved
<input type="checkbox"/>	Mada, Deangelo	Wattenberg, Britteny	2010	32538	15-Dec-2008	Approved	Closeout Completed
<input checked="" type="checkbox"/>	Clopper, J	Wattenberg, Britteny	2010	32577	07-Oct-2009	Approved	Plan Approved

1. You must enter at least your name as the Rating Official (other items are optional).

2. Then select <Find>

3. Select all, or select individual employees, then select <Next>

Rating Official: Transfer performance plans to employees



Performance Appraisal Application (PAA)

Version 3.0

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

Transfer to Employee

Rating Official Notification to Employees

Click Transfer to Employee to share the appraisal with the employee.

[Need Help?](#)

Notification Comments

Enter your message and click Transfer to Employee to share the appraisal with the employee.

Notice: You are about to contact the individuals below 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 action information in your e-mail.

Please go to the Performance Appraisal Application to view or update your plan/appraisal. Please prepare and enter your self-assessment for each of your job objectives in the Annual Appraisal area of the PAA and transfer the plan back to me. This should be completed by 7 Oct 2009. Thank you.

1. Enter the message that will accompany your e-mail notification to your employees

Transfer to Employee

Cancel

Selected Employees

Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	PAA Status
Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	P
Clopp, Neda J	Wattenberg, Britteny	2010	32577	07-Oct-2008	Approved	P

2. Then select <Transfer to Employee>

[Return to APPRAISAL Index](#)



Annual / Early Annual Ratings: Employee Actions

- Enter self-assessment for annual appraisal
- Transfer plan to rating official

[Return to APPRAISAL Index](#)

Employee: Enter self-assessment for Annual appraisal

Navigator

My Biz

- My Information
- Update My Information
- Performance Appraisal Application (PAA)

1. Select My Biz

2. Select Performance Appraisal Application (PAA)

Follow the same steps for an Annual
– OR –
Early Annual Appraisal

Employee: Enter self-assessment for Annual appraisal

Employee

Performance Appraisal Application Main Page

[Need Help?](#)

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

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

To create a Performance Plan: 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.

Appraisals of Newton, Vasiliki

Create New Plan

--Choose a Plan Type--

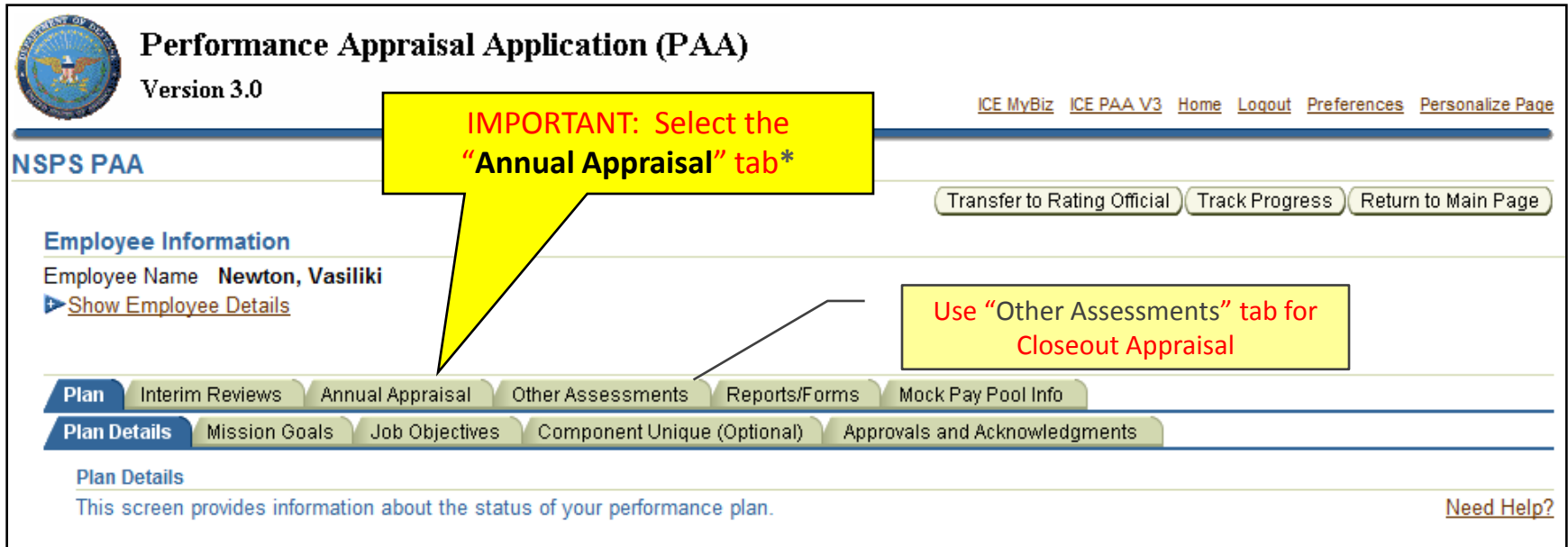
Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Plan Approved Current PAA Status	Action
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	Update <input type="button" value="Go"/>

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

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

Employee: Enter self-assessment for Annual appraisal



Performance Appraisal Application (PAA)
Version 3.0

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

NSPS PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Mock Pay Pool Info

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?](#)

IMPORTANT: Select the "Annual Appraisal" tab*

Use "Other Assessments" tab for Closeout Appraisal

- Use the "Annual Appraisal" tab for an Annual Appraisal
- —OR— an Early Annual Appraisal

Employee: Enter self-assessment for Annual appraisal

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Mock Pay Pool Info

Assessments

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

[Need Help?](#)
[My Journal](#)

This screen allows you to write your self-assessment. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your self-assessment.

- Select the 'Radio' button next to the Job Objective you want to update.
- Once you have completed your self-assessment for each Job Objective, select the 'Transfer to Rating Official' button.

Radio buttons

Appraisal Type: Annual Appraisal - NSPS
Appraisal Effective: 01-Jan-2010
Appraisal Period Start Date: 01-Oct-2008
Appraisal Period End Date: 30-Sep-2009

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Add self-assessment, one job objective at a time, by selecting the radio button, which will displays specific job objective and the respective assesment block.

Employee: Enter self-assessment for Annual appraisal

Radio buttons control which job objective is displayed

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Contributing Factor(s)

Cooperation and Teamwork, Communication

Employee Self Assessment

Enter self-assessment for job objective #1 here.

It is recommended to compose assessments in Word, then copy and paste the text for the first objective into this block.

(Limit to 2000 characters)

Counter

Employee: Enter self-assessment for Annual appraisal

Contributing Factor(s)
Cooperation and Teamwork, Communication
Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

(Limit to 2000 characters) **Character limit: 2000** **Counter** Counter 1197

Rating Official Assessment

When done, select
<Save and Return to Top of Page >
(or scroll up)

Save and Return to Top of Page

Employee: Enter self-assessment for Annual appraisal

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input type="radio"/>	1	Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and activities. Based on inspection review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and organizational change (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

Select next objective...

Contributing Factor(s)

Resource Management

Employee Self Assessment

Enter self-assessment for job objective #2 here.

Continue until completion of self- assessments for each objective.

(Limit to 2000 characters)

Counter

Employee: Transfer plan back to Rating Official

1. When done with all objectives, select
<Save and Return to Top of Page>

(Limit to 2000 characters)

Counter 370

Save and Return to Top of Page

2. Select <Transfer to Rating Official>

NSPS PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

You will have an option to provide an email notification to your rating official.

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Mock Pay Pool Info

Assessments

Assessments

Appraisals of Newton, Vasiliki

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
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Plan Approved	View Go

Rating Official is now the owner

[Return to APPRAISAL Index](#)

[Return to PAA Overview](#)



Recommended Ratings: Rating Official Actions

- Review employee's self-assessment
- Add your assessment, recommended ratings, and recommended shares and distribution
- Obtain or document higher level review

[Return to APPRAISAL Index](#)

Rating Official: Review employee's Annual Self-Assessment

The screenshot shows a web application interface with a 'Navigator' pane on the left and a 'Favorites' pane on the right. The 'Navigator' pane contains a tree view with 'My Biz' and 'My Workplace' folders. The 'My Workplace' folder is expanded, showing a list of links: 'All Actions Awaiting Your Attention', 'Performance Appraisal Application (PAA)', 'My Employee Information', 'Update My Information', and 'Apply Action(s) to Multiple Employees (PAA)'. Below this list is a section for 'NSPS Performance Management Reports' with links for 'View/Print Performance Management Reports' and 'View Previous Requests'. The 'Favorites' pane has an 'Edit Favorites' button and a text box with instructions: '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...'. A yellow callout box on the left points to 'My Workplace' with the text '1. Select My Workplace'. A yellow callout box on the right points to 'Performance Appraisal Application (PAA)' with the text '2. Select Performance Appraisal Application (PAA)'. A small blue starburst icon is located below the 'Performance Appraisal Application (PAA)' link, and a note below it says '(ICE) replaces My Biz Suggestions'.

1. Select My Workplace

2. Select Performance Appraisal Application (PAA)

(ICE) replaces My Biz Suggestions

Rating Official: Review employee's Annual Self-Assessment

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

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

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

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

To create a Performance Plan:

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 Appraisal Year

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Plan Approved	Update <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	Update <input type="button" value="Go"/>
Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2010	32577	07-Oct-2009	NSPS	Approved	Plan Approved	View <input type="button" value="Go"/>

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

Rating Official: Review employee's Annual Self-Assessment

NSPS PAA - Rating Official

Employee Information
Employee Name **Newton, Vas...**
[Show Employee Details](#)

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

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 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.

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

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

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

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

NOTE: For **Early Annual** recommended ratings, the Rating Official must **change the Appraisal Period End Date** (on the Plan Details tab) to the day before the event that is requiring the Early Annual appraisal (*i.e.*, Employee or Rating Official movement).

See next slide

Rating Official: Review employee's Annual Self-Assessment

NSPS PAA - Rating Official

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

Employee Information

Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Manage Guest Participants Mock Pay Pool Info

Assessments and Ratings Shares and Payout Distribution Approvals and Acknowledgments

Assessments and Ratings

This screen allows you to view your employee's job objectives and self-assessment and write your evaluations. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your self-assessment. [Need Help?](#)

- Select the job objective to evaluate
- Once you have selected a job objective, select the Shares and Payout Distribution

Important: When an employee changes duties that require he/she be placed on a new job objective, the Rating Official must update the Appraisal Period End Date to one day prior to the event that necessitated the Early Annual Appraisal.

Appraisal Type: **Annual Appraisal - NSPS**
Appraisal Start Date: **01-Jan-2010**
Appraisal Period Start Date: **01-Oct-2008**
Appraisal Period End Date: **30-Sep-2009**

Select	Number	Job Objective Title	Status	Weight % (Optional)	Adjusted Weight %	Rating	Contributing Factor Impact	Adjusted Rating
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40			0	
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30			0	
<input type="radio"/>	3	Industrial property software	APPROVED	30			0	

Radio buttons control what job objective is displayed

Change date for Early Annual Appraisal to the day before [Employee's or RO's] move

Rating Official reviews employee's self-assessment and adds assessment, one job objective at a time, by selecting the radio button for each one—doing so displays that job objective and its respective assessment blocks.

Rating Official: Add Annual Appraisal Assessment

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

1. Review employee's self-assessment for job objective #1 here.

Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. The group submitted a list of best practices to the Logistics Steering Committee which was well received, and all the recommendations were approved. This was accomplished despite a tight deadline. We anticipate further improvements as a result of the initiative.

CF: Cooperation and Teamwork: Was displayed by Mr. Newton's coordination of this project with other team members.

CF: Communication: Was demonstrated by his constant work with both the team and the office staff.

2. Enter supervisory assessment for job objective #1 here.

- It is recommended to compose assessment in Word, then copy and paste the text for the first objective into this block.*

(Limit to 2000 characters)

Character limit: 2000

Counter

Counter 709

Job Objective Rating

Weight % (Optional) 40

Adjusted Weight %

Job Objective Rating

Adjusted Rating 3

Contributing Factor Impact

[Show Applicable Performance Indicators](#)

Link to Performance Indicators

3. Use drop-downs to select job objective rating and contributing factor impact

Save and Return to Top of Page

4. When complete, select

Rating Official: Add Annual Appraisal Assessment

Job Objectives

Select Job Objective 2

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input type="radio"/>		Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and 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 (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

Employee Self Assessment

I participated in two teams to evaluate logistics readiness at this installation, one in the supply department and one in the maintenance department. For both the studies I prepared the final reports containing our findings, obtained team concurrence on the conclusions, and submitted them to the management within the time frames established.

CF Resource Management was above average in that the results of our team's work included sound recommendations that will improve logistical readiness and at the same time demonstrate fiscal responsibility.

...then review **employee's self-assessment** for job objective #2 here...

Rating Official: Add Annual Appraisal Assessment

Rating Official Assessment

1. Enter your **supervisory assessment** for job objective #2 here.

(Limit to 2000 characters)

Counter

Job Objective Rating

Weight % (Optional) 30

Adjusted Weight %

Job Objective Rating

Adjusted Rating

Contributing Factor Impact 0 (Neutral)

[Show Applicable Performance Indicators](#)

3. When done with all objectives, select
<Save and Return to Top of Page>

2. Use drop-downs to select job objective
rating and contributing factor impact

Save and Return to Top of Page

Continue until you have reviewed and added your assessments and recommended ratings for all objectives.

RO: Add recommended ratings & share payout

NSPS PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name **Newton, V**

Show Employee Details

1. Select the "Shares and Payout Distribution" tab

Plan Interim Reviews **Annual Appraisal** Career Assessments Reports/Forms Manage Guest Participants Mock Pay Pool Info

Assessments and Ratings **Shares and Payout Distribution** Approvals and Acknowledgments

Shares and Payout Distribution

This screen allows you to review and update Job Objective ratings and document your recommended Shares and Payout distribution Split. Once you have completed your updates, select the 'Approvals and Acknowledgments' tab to complete the process.

[Need Help?](#)

Important Note: Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5.

Job Objective Ratings

Number	Job Objective Title	Status	Weight % (Optional)	Adjusted Weight %	Rating	Contributing Factor Impact	Adjusted Rating
1	Program review and analysis	APPROVED	40		3	0 (Neutral)	3
2	Evaluation and inspection	APPROVED	30		4	0 (Neutral)	4
3	Industrial property software	APPROVED	30		3	0 (Neutral)	3

Rating of Record, Shares and Payout Distribution

Average Score **3.3**
 Rating of Record **3 - Valued Performer**

Shares
 Payout Distribution Split
 Salary Increase %
 Bonus %

2. Select your recommended number of shares & your recommended salary increase percent

Rating Official: Obtain HLR Review

* Air Force requires HLR for Annual & Early Annual appraisals

NSPS PAA - Rating Official

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

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

1. Select "Approvals and Acknowledgements" tab

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Manage Guest Participants Mock Pay Pool Info

Assessments and Ratings Shares and Payout Distribution **Approvals and Acknowledgments**

Approvals and Acknowledgments
This screen provides information regarding the status of your employee's Appraisal.
If the 'Start' button is active, select it to complete the process.
Select 'Show' to see the detailed information about the status of your Annual Appraisal.

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

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	Start
Show	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Show	Step 3: Pay Pool - Review	Not Started	Step 2 must be completed
Show	Step 4: Rating Official - Document Communication to Employee	Not Started	Step 3 must be completed

2. Select <Start > for Step 1


[Need Help?](#)

- **Option A:** Transfer the plan to the higher level reviewer, – or –
- **Option B:** Document that the higher level review has taken place (*without actually transferring the plan*)

✓ 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

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 Annual Appraisal. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.


Floyd, recommended rating for Vasiliki is ready for your review.


Option A: Select one of the <Transfer> options (with or without email notification) – see next slide

Notice: You are about to contact null by e-mail. Due to the unencrypted nature of e-mail communication, please do not include any non-public information such as social 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 printed 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 B: Enter review date and method of review, then select <Save> (NOTE: Hard copy of DD Form 2906 with HLR's signature required with Option B)

▶ Show Step 2: Higher Level - Review	started	Step 1 must be completed
▶ Show Step 3: Pay Pool - Review	started	Step 2 must be completed
▶ Show Step 4: Rating Official - Document Commu	started	Step 3 must be completed

Rating Official: Obtain HLR Review



Performance Appraisal Application (PAA)

Version 3.0

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

Information

The annual appraisal has been transferred to the Higher Level Reviewer.

Transfer verified, select **<OK>**

OK

NSPS PAA - Rating Official

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

Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

Select **<Return to Main Page>**, then continue with another employee, or **Logout**

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms Manage Guest Participants Mock Pay Pool Info

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?](#)

[Return to APPRAISAL Index](#)



Recommended Ratings: Higher Level Reviewer Actions

- Review assessments and recommended ratings
- Approve recommendations or return for changes

[Return to APPRAISAL Index](#)

HLR: Review Assessments & Ratings

Navigator

- My Biz
- My Workplace**

My Workplace

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)**
- My Employee Information
- Update My Information
- Apply Action(s) to Multiple Employees (PAA)

NSPS Performance Management 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 holds that information in memory (e.g. some web sites know where to

1. Select My Workplace

2. Select Performance Appraisal Application (PAA)

New (ICE) replaces My Biz Suggestions

HLR: Review Assessments & Ratings

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

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

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

You can also search for Performance Plans/Appraisals using the 'Performance Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan, you must complete the following steps:

- 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 Appraisal Year

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Arqueta, Floyd C	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Appraisal Pending HLR Approval	<input type="text" value="Update"/> <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	<input type="text" value="View"/> <input type="button" value="Go"/>

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

2. Current PAA Status is "Appraisal Pending HLR Approval"

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

HLR: Review Assessments & Ratings

NSPS PAA - Higher Level Reviewer

Track Progress Return to Main Page

Employee Information

Employee Name **Newton, Val**

Show Employee Details

1. Select "Annual Appraisal" tab

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Mock Pay Pool Info

Assessments and Ratings Shares and Payout Distribution Rating of Record Approvals and Acknowledgments

Assessments and Ratings

This screen allows you to view your employee's Job Objective and Self-Assessment and the Rating Official's evaluation information and recommended rating. Use the appropriate Performance Indicators and Contributing Factor benchmark descriptors to help determine if the recommended rating is appropriate. [Need Help?](#)

- Select the
- Select the

2. Radio buttons control which job objective is displayed

Appraisal Title **Annual Appraisal - NSPS**
Appraisal Effective Date **01-Jan-2010**

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

Job Objective

Select	Number	Job Objective Title	Status	Weight % (Optional)	Adjusted Weight %	Rating	Contributing Factor Impact	Adjusted Rating
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40		3	0	3
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30		4	0	4
<input type="radio"/>	3	Industrial property software	APPROVED	30		3	0	3

HLR Reviews Employee's self-assessment and Rating Official's assessment and recommended rating, one job objective at a time by selecting the radio button for each one—doing so displays that job objective its respective assessment blocks

HLR: Review Assessments & Ratings

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

Employee's self-assessment for this objective

Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. The group submitted a list of best practices to the Logistics Steering Committee which was well received, and all the recommendations were approved. This was accomplished despite a tight deadline. We anticipate further improvements as a result of the initiative.

CF: Cooperation and Teamwork: Was displayed by Mr. Newton's coordination of this project with other team members.

CF: Communication: Was demonstrated by his constant work with both the team and the office staff.

Rating Official's assessment & recommended rating

Objective Rating

Weight % (Optional) 40

Job Objective Rating 3.0

Contributing Factor Impact 0.0

Adjusted Weight %

Adjusted Rating 3

[Show Applicable Performance Indicators](#)

[Return to Top of Page](#)

When done reviewing the assessments and rating, select **<Return to Top of Page >** (or scroll up) and select the next job objective

HLR: Approve or return recommended ratings for changes

- The HLR can either approve the recommended ratings or return the appraisal to the Rating Official (the HLR cannot make changes).

NSPS PAA - Higher Level Reviewer

Track Progress Return to Main Page

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reporting Forms Mock Pay Pool Info

Assessments and Ratings Shares and Payout Distribution Rating of Record **Approvals and Acknowledgments**


Approvals and Acknowledgments
This screen provides information regarding the status of your employee's Appraisal. [Need Help?](#)
Select 'Show' to see the detailed information about the status of your employee's Appraisal.
[Show All Details](#) | [Hide All Details](#)

1. Select "Approvals and Acknowledgments" tab

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer	Completed	
Show	Step 2: Higher Level - Review	Pending Approval	<input type="button" value="Approve"/> or <input type="button" value="Return for Change"/>
Show	Step 3: Pay Pool - Review	Not Started	Step 2 must be completed
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

2. Select <Approve > or <Return for Change>

HLR: Approve or return recommended ratings for changes



Performance Appraisal Application (PAA)
Version 3.0

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

Information
Do you wish to approve the Appraisal for Newton, Vasiliki?

1. Select <Yes> to approve the recommended rating

No Yes

Plans/Appraisals In Progress
TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

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

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	PPM	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Pending PPM Approval	View Go

2. New status: **Pending PPM Approval**

WARNING: Once the HLR has approved the recommended rating, the appraisal is “owned” by the Pay Pool Manager, and no further changes can be made.

[Return to APPRAISAL Index](#)



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



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

