

DCIPS Performance End-of-Cycle Process

For Employees/Supervisors

PAA TIPS

- Type assessments into MS Word first and then copy and paste into the PAA tool. This ensures you have a backup copy as the PAA tends to time out on users without warning and can result in a loss of data.
- Be aware of PAA character limitations (2,000) per assessment.
- Try to avoid using special characters (i.e., ●, ½, ≤, ∑, ☺, ➔) math symbols, bullets, etc in the PAA as they tend to not display correctly when printed).
- PAA Guides: <http://www.dami.army.pentagon.mil/site/dcips/PAAToolInfo.aspx>

CAC Login

DCPDS Portal

Common Access Card (CAC) Access
First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

[CACRegistration](#) [Login](#)

Authorized Non-CAC Login
Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

[Non-CAC Registration](#) [Reset Password](#) [Login](#)

[Login Help](#)

Reporting Problems
For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.
For technical problems with the system, select the [Contact List](#) for your organization's computer support Help Desk.

CPMS Contact Information
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology
Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil

MY BIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

MY WORKPLACE
SELF SERVICE HR
MY PERSONNEL INFORMATION

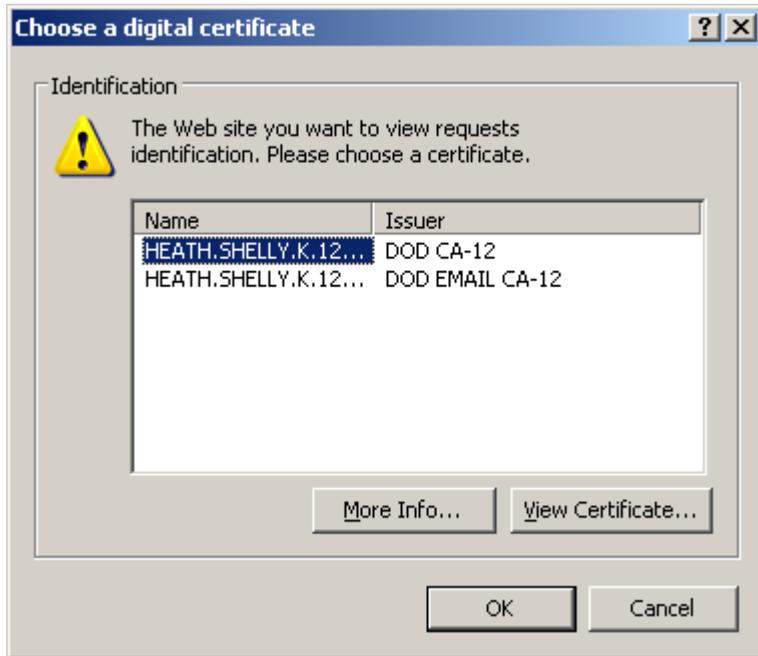
[Accessibility](#) | [Privacy and Security Policy](#)

Save link to your favorites for direct access:

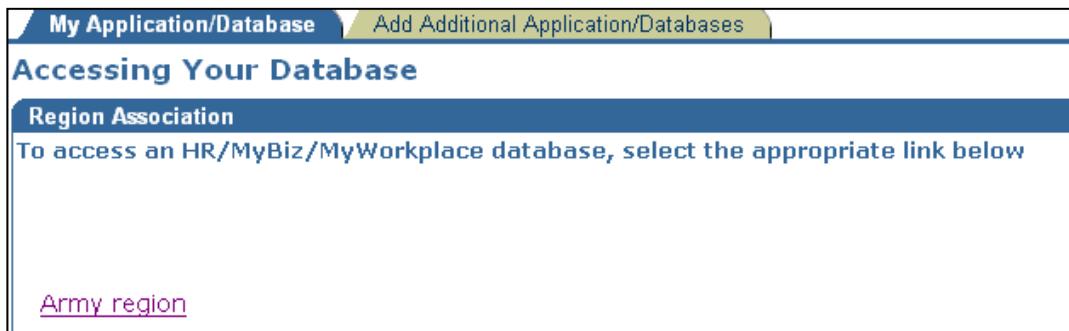
<https://compo.dcpds.cpms.osd.mil/>

If not already registered, refer to CAC registration guide first. Once CAC is registered, Login.

CAC Login

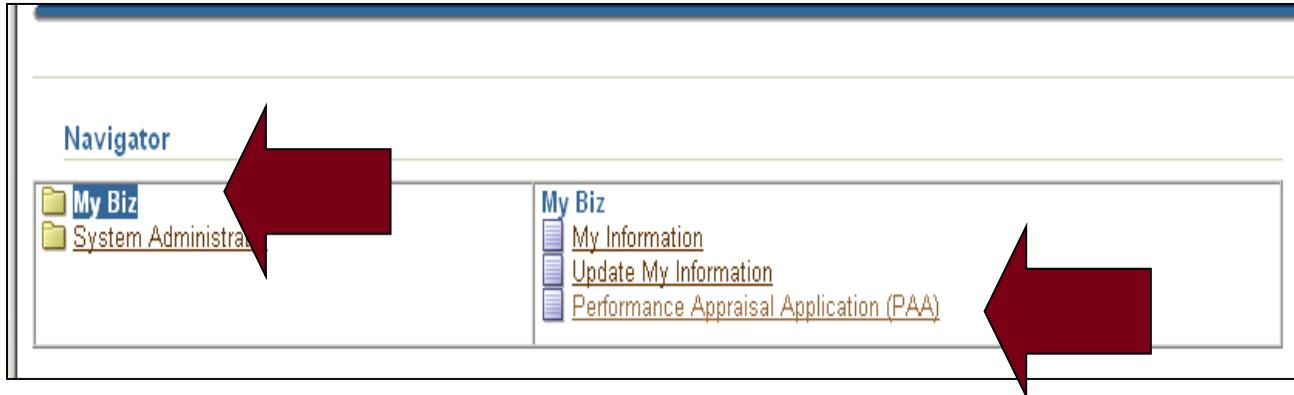


Select the non-email certificate & enter CAC pin.



Click **Army region** hyperlink.

Employee Access to My Biz



My Biz/Performance Appraisal Application

My Biz = Employee Access
My Workplace = Supervisor Access

PAA Main Page

Performance Appraisal Application (PAA)
Version 3.0

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

PAA Main Page Provide Guest Feedback

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. Release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update, delete, and track the status of a 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/Action' button.

To create a Performance Plan:

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

Important: To become familiar with the columns, click on the 'Appraisals of Elridge, Delmer N' link.

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
Elridge, Delmer N	Elridge, Delmer N	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Midpoint Review Completed	Update <input type="button" value="Go"/>

1. Employee begins end-of-year evaluation process.
2. If the 'owner' column reflects your rater, ask rater to transfer plan back to employee.
3. Press **GO** to the right of the action column.

Performance Evaluation Tab

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

Performance Objective Assessments Performance Element Assessments Performance Evaluation Approvals & Acknowledgments

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

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

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Program Evaluation	APPROVED
<input type="radio"/>	2	Management Analysis	APPROVED
<input type="radio"/>	3	Financial Management	APPROVED

Performance Objective

Evaluate program effectiveness of the Test -One Account. Run reports to determine variances in program. Eliminate/improve two inefficient processes by the end of the third quarter.

Employee Self Assessment

1. Navigate to the **Performance Evaluation** tab.
2. Ensure 'Performance Objective Assessment' tab is highlighted on second row.

Evaluation Objective Assessments

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

Performance Objective Assessments Performance Element Assessments Performance Evaluation Approvals & Acknowledgments

Performance Objective Assessments

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

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

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Program Evaluation	APPROVED
<input type="radio"/>	2	Management Analysis	APPROVED
<input type="radio"/>	3	Financial Management	APPROVED

Performance Objective

Evaluate program effectiveness of the Test -One end of the third quarter. s in program. Eliminate/improve two inefficient pro

Employee Self Assessment

Met objective by ...

Begin with **'met'** or **'exceeded'** objective by .

Limited to 2000 characters

- On the Performance Objective Assessments tab, insert employee self-assessment for each objective.

Evaluation Objective Assessments

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

Performance Objective Assessments Performance Element Assessments Performance Evaluation Approvals & Acknowledgments

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

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

Performance Objectives

Select	Number	Performance Objective Title	Status
<input type="radio"/>	1	Program Evaluation	APPROVED
<input checked="" type="radio"/>	2	Management Analysis	APPROVED
<input type="radio"/>	3	Financial Management	APPROVED

Performance Objective

Actions requiring management analysis are resolved in an accurate and timely fashion. Routine issues are addressed within three business days. Bimonthly updates are provided to leadership on complex issues until resolution is achieved. 90% of actions are completed by agreed to timeframes. Extensions are coordinated with supervisor prior to due date elapsing.

Employee Self Assessment

Exceeded objective by

- Continue with assessment for each objective until finished.

Evaluation Performance Elements

The screenshot shows a web application interface for 'Performance Element Assessments'. At the top, there are navigation tabs: 'Plan', 'Midpoint Review', 'Performance Evaluation' (which is active), 'Reports/Forms', and 'Mock Pay Pool Info'. Below these are sub-tabs: 'Performance Objective Assessments', 'Performance Element Assessments' (which is active), 'Performance Evaluation', and 'Approvals & Acknowledgments'. The main content area has a heading 'Performance Element Assessments' and a sub-heading 'Performance Elements'. A table lists six performance elements with radio buttons for selection. A red arrow points to the 'Performance Element Assessments' sub-tab. A blue callout box points to the first radio button, containing the text 'Switch radio icon to next objective'. A red callout box points to the text area below the table, containing the text 'Limited to 2000 characters'. Below the table is a text area for 'Performance Element' and an 'Employee Self Assessment' section.

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

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

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

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

Performance Elements

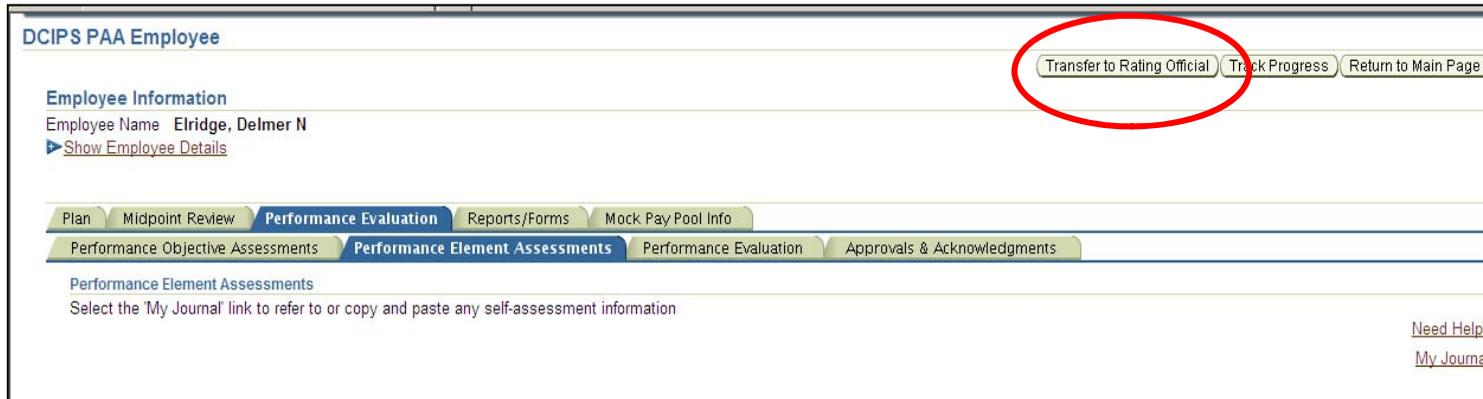
Select	Number	Performance Element
<input checked="" type="radio"/>	1	Accountability for Results
<input type="radio"/>	2	Communication
<input type="radio"/>	3	Critical Thinking
<input type="radio"/>	4	Engagement and Collaboration
<input type="radio"/>	5	Personal Leadership and Integrity
<input type="radio"/>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

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

Employee Self Assessment
Exceeded Accountability for Results by

Tab over to '**Performance Element Assessments**' tab and complete all employee self assessments for Performance Elements.

Transfer to Rating Official



DCIPS PAA Employee

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

Employee Information
Employee Name Elridge, Delmer N
[Show Employee Details](#)

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

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

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

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



DCIPS Performance Appraisal Application (PAA)

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

Employee Notification to Rating Official - Walley, Tasia F

[Cancel](#) [Transfer to Rating Official without E-mail Notification](#)

[Need Help?](#)

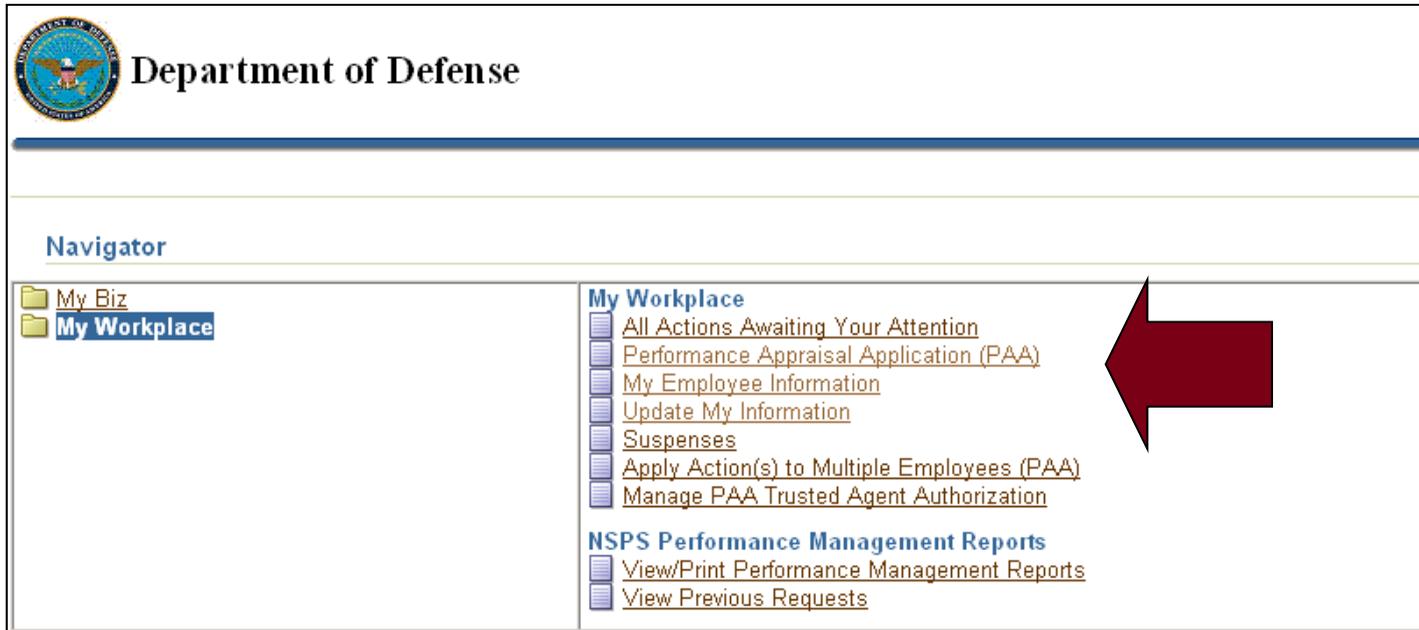
The recipient does not have an e-mail address on file. Please contact the individual directly. Select Transfer to Rating Official without E-mail Notification to complete this task.

[Cancel](#) [Transfer to Rating Official without E-mail Notification](#)

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

Click the **Transfer to Rating Official** icon. And then transfer with email notification if email address is on file, otherwise transfer w/o email.

Login as Rating Official



Department of Defense

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

Click on **My Workplace**
Performance Appraisal Application

PAA Main Page

version 3.0

PAA Main Page Provide Guest Feedback

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

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
Mccotter, Beulah X	Walley, Tasia F	Walley, Tasia F	2010	23	03-Feb-2010	DCIPS	Approved	Midpoint Review Approved by HLR	Update <input type="button" value="Go"/>
Elridge, Delmer N	Walley, Tasia F	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Midpoint Review Completed	Update <input type="button" value="Go"/>

Rater - Press **Go**

Plan Tab

DCIPS Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name Elridge, Delmer N
▶ Show Employee Details

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

Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments

Plan Details

Change Rating Official and/or Higher Level Reviewer

Appraisal Type Annual Appraisal - DCIPS

* Appraisal Period Start Date Annual Appraisal - DCIPS

* Appraisal Period End Date Closeout - Early Annual - DCIPS

Appraisal Effective Date Closeout - DCIPS

Rating Official Name Walley, Tasia F

Higher Level Reviewer Shonkwiler, Chuck W

Performance Plan Approval Date 01-Nov-2009

Plan Last Modified 01-Nov-2009

Created By Walley, Tasia F

Need Help?

Only change if 'early annual'.

NEXT>

If meets 'early annual' (i.e., change in rater or position during 1 Jul-30 Sep), rater should change appraisal type to reflect 'Closeout – Early Annual – DCIPS'. Otherwise, regular employee appraisal type should reflect 'Annual Appraisal – DCIPS'.

Performance Evaluation Tab



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

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating Approvals & Acknowledgments

Performance Objective Assessments [Need Help?](#)

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

Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
<input type="radio"/>	1	Program Evaluation	APPROVED	
<input checked="" type="radio"/>	2	Management Analysis	APPROVED	
<input type="radio"/>	3	Financial Management	APPROVED	

Performance Objective

Actions requiring management analysis are resolved in an accurate and timely fashion. Routine issues are addressed within three business days. Bimonthly updates are provided to leadership on complex issues until resolution is achieved. 90% of actions are completed by agreed to timeframes. Extensions are coordinated with supervisor prior to due date elapsing.

Employee Self Assessment

Exceeded objective by

Rater to review employee's self-assessment, then input rater's assessment for each objective. Identify if meeting or exceeding objective.

1. Navigate to the 'Performance Evaluation' Tab
2. Ensure the 'Performance Objective Assessment' Tab is highlighted
3. Review employee assessment then scroll to bottom

Rater Objective Assessment & Rating

Employee Self Assessment
Exceeded objective by

Rating Official Assessment
rater assessment . . .

Insert rater's assessment

Enter Objective Rating

5
4
3
2
1
NR

Performance Objective Rating

(Limit to 2000 characters)

Counter 22

Performance Objective Rating

When done with first objective assessment/rating, scroll to top and use radio icons for next objective.

Rater Element Assessment Input

The screenshot shows a web-based performance evaluation system. At the top, there are navigation tabs: Plan, Midpoint Review, Performance Evaluation (selected), Reports/Forms, Manage Guest Participants, and Mock Pay Pool Info. Below these are sub-tabs: Performance Objective Assessments, Performance Element Assessments (selected), Performance Evaluation Rating, and Approvals & Acknowledgments.

The main content area is titled "Performance Element Assessments". It includes a "Need Help?" link in the top right. The "Appraisal Type" is set to "Annual Appraisal - DCIPS" in a dropdown menu. The "Appraisal Period Start Date" is "01-Oct-2009" and the "Appraisal Period End Date" is "30-Sep-2010".

Under "Performance Elements", there is a table with the following data:

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

Below the table, the "Performance Element" section shows a description: "Defense Intelligence employees are expected to take responsibility for resources efficiently and effectively to achieve the desired results, and managers are expected to use these same skills to accept responsibility and their organization as a whole." To the right, there is a text box with the text "ng time and supervisors and their subordinates".

The "Employee Self Assessment" section shows the text "Exceeded Accountability for Results by . . .".

Two red callout boxes are present. The first box points to the "Performance Element Assessments" sub-tab and contains the text: "Navigate to the 'Performance Element Assessments' tab." The second box points to the "Performance Element" description and the "Employee Self Assessment" text, containing the text: "Rater to review employee's self assessment for each element, then input rater's assessment for each element."

Rater Element Rating Input

The screenshot shows a web form with the following sections:

- Exceeded Accountability for Results by**: A large text area for notes.
- Rating Official Assessment**: A section containing a text input field labeled "Rater input". A red callout box points to this field with the text "Insert rater's assessment".
- Performance Element Rating**: A section containing a vertical list of numbers 1 through 5. The number 3 is selected and highlighted. A red callout box points to this list with the text "Enter Element Rating".
- Performance Element Rating**: A dropdown menu below the list, currently showing "1".
- Character Limit**: A note "(Limit to 2000 characters)" is located below the "Rater input" field.
- Buttons**: A "Save and Return" button is located at the bottom right of the form.

When done with first element assessment/rating, scroll to top and use radio icons for next element.

Rater Element Rating Input

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

Employee Information
 Employee Name **Elridge, Delmer N**
[Show Employee Details](#)

[Plan](#) [Midpoint Review](#) **[Performance Evaluation](#)** [Reports/Forms](#) [Manage Guest Participants](#) [Mock Pay Pool Info](#)
[Performance Objective Assessments](#) **[Performance Element Assessments](#)** [Performance Evaluation Rating](#) [Approvals & Acknowledgments](#)

Performance Element Assessments [Need Help](#)

Appraisal Type: **Annual Appraisal - DCIPS**
 Appraisal Period Start Date: **01-Oct-2009**
 Appraisal Period End Date: **30-Sep-2010**
 Appraisal Effective Date:

Performance Elements

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

Use Radio buttons to move to next element.

Performance Element

Defense Intelligence employees are expected to acquire and apply... se, tradecraft, and/or technical competency necessary to achieve results.

Employee Self Assessment

Technical Expertise shown by ...

Performance Evaluation Rating Tab

DCIPS PAA Rating Official

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

Employee Information
Employee Name **Elridge, Delmer N**
[Show Employee Details](#)

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

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

Performance Evaluation Rating [Need Help?](#)

Appraisal Type: **Annual Appraisal - DCIPS**
Appraisal Period End Date: **30-Sep-2010**
Appraisal Period Start Date: **01-Oct-2009**
Appraisal Effective Date: **01-Oct-2009**

Performance Objective Ratings

Number	Performance Objective Title	Status	Rating
1	Program Evaluation	APPROVED	3
2	Management Analysis	APPROVED	3
3	Financial Management	APPROVED	4

Performance Elements Ratings

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

Performance Evaluation of Record

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

1. Navigate to the 'Performance Evaluation Rating' tab.
2. Review Overall Rating

Transferring to Higher Level Reviewer

DCIPS Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

DCIPS PAA Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information
Employee Name Elridge, Delmer N
[Show Employee Details](#)

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

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Show All Details | Hide All Details

Details	Status	Action
Show Step 1: Rating Official - Request or Document Higher Level Review	Not Started	<input type="button" value="Start"/>
Show Step 2: Higher Level - Review	Not Started	Step 1 must be completed
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

- Navigate to **Approvals & Acknowledgments** tab.
- Click **Start** on step 1.

Transfer to Higher Level

Employee Information
Employee Name Elridge, Delmer N
[Show Employee Details](#)

Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants Mock Pay Pool Info
Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

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

Details	Tasks	Status	Action
<input type="checkbox"/> Hide	Step 1: Rating Official - Request or Document Higher Level Review	Not Started	<input type="button" value="Start"/>

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) in the PAA.

Name	Date
Walley, Tasia F	Rating Official
Shonkwiler, Chuck W	Higher Level Reviewer

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

Change Higher Level Reviewer 

[Message to Higher Level Reviewer](#)

The recipient does not have an e-mail address on file. You can choose a different Higher Level Reviewer, Transfer to Higher Level Reviewer without E-mail Notification, or use Option B to manually document the Higher Level Review.

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



Rating Official **ONLY** selects Option A in the PAA to transfer the appraisal to the Reviewing Official/HLR for review and approval

Transfer to Higher Level

 **Performance Appraisal Application (PAA)**

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

i Information

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

Performance Appraisal Application Main Page

[Need Help?](#)

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

To create a Performance Plan: To complete the process, you must:

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

Important: To become familiar with the columns, select the 'Plans/Appraisals In Progress' link.

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

Show Me Appraisal Year

Create New Plan

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Mccotter, Beulah X	Walley, Tasia F	Walley, Tasia F	2010	23	03-Feb-2010	DCIPS	Approved	Midpoint Review Approved by HLR	<input type="text" value="Update"/> <input type="button" value="Go"/>
Elridge, Delmer I	Shonkwiler, Chuck W	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Appraisal Pending HLR Approval	<input type="text" value="View"/> <input type="button" value="Go"/>

Higher Level now owns the evaluation'.

Reviewing Official/Higher Level Reviewer Logs In



The screenshot shows the Department of Defense web portal. At the top left is the Department of Defense seal and the text "Department of Defense". Below this is a "Navigator" section. On the left side of the Navigator, there is a list of folders: "CIV Pay Pool Administrator", "DCIPS Performance Appraisal Administrator", "My Biz", and "My Workplace". The "My Workplace" folder is highlighted with a blue background. On the right side of the Navigator, there are two sections: "My Workplace" and "View/Print Reports". The "My Workplace" section contains several links: "Performance Appraisal Application (PAA)", "My Employee Information", "Update My Information", "Suspenses", "Apply Action(s) to Multiple Employees (PAA)", and "Manage PAA Trusted Agent Authorization". The "View/Print Reports" section contains two links: "View/Print Performance Management Reports" and "View Previous Requests". A large red arrow points from the right towards the "Performance Appraisal Application (PAA)" link.

Select My Workplace, then Performance Appraisal Application.

Higher Level Reviewer – PAA Main Page

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

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- 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

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
Mccotter, Beulah X	Walley, Tasia F	Walley, Tasia F	2010	23	03-Feb-2010	DCIPS	Approved	Midpoint Review Approved by HLR	<input type="text" value="View"/> <input type="button" value="Go"/>
Elridge, Delmer N	Shonkwiler, Chuck W	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Appraisal Pending HLR Approval	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select **Go**.

Performance Evaluation Tab

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

Performance Evaluation

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating Approvals & Acknowledgments

Performance Objective Assessment [Need Help?](#)

Appraisal Type **Annual Appraisal - DCIPS** Appraisal Period Start Date **01-Oct-2009**
Appraisal Period End Date **30-Sep-2010** Appraisal Effective Date

Performance Objectives

Select	Number	Performance Objective Title	Status	Rating
<input checked="" type="radio"/>	1	Program Evaluation	APPROVED	3
<input type="radio"/>	2	Management Analysis	APPROVED	3
<input type="radio"/>	3	Financial Management	APPROVED	4

Performance Objective

Evaluate program effectiveness of the Test -One Account. Run reports to determine variances in program. Eliminate/improve two inefficient processes by the end of the third quarter.

Employee Self Assessment

Met objective by

1. Navigate to the 'Performance Evaluation' tab.
2. Review assessments by employee and rater to include objective ratings.

Performance Element Tab

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

Performance Element Assessments [Need Help?](#)

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

Performance Elements

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

Performance Element

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

Employee Self Assessment

Exceeded Accountability for Results by

Read through Performance Elements tab. Collaborate with Rating Official to discuss areas of disagreement. Reviewing Official may direct a change in the rating if necessary to ensure consistency in the application of standards and guidance; however, PAA does not allow for Reviewing Official to make direct changes. Changes require transfer of eval back to Rating Official to make changes.

Performance Evaluation Rating (Summary)

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

Performance Evaluation

Performance Objective Assessments Performance Element Assessments **Performance Evaluation Rating** Approvals & Acknowledgments

Performance Evaluation Rating [Need Help?](#)

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

Performance Objective Ratings

Number	Performance Objective Title	Status	Rating
1	Program Evaluation	APPROVED	3
2	Management Analysis	APPROVED	3
3	Financial Management	APPROVED	4

Performance Elements Ratings

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

Performance Evaluation of Record

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

Navigate to the 'Performance Evaluation Rating' tab to review overall rating.

Higher Level Approval/PM PRA Approval

DCIPS PAA HLR Track Progress Return to Main Page

Employee Information
 Employee Name Elridge, Delmer N
[Show Employee Details](#)

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

Performance Evaluation
 Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review	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: 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

Only press Approval AFTER PM PRA has approved statistical review.



DO NOT PRESS APPROVE – Send email to your Data Administrator when you have completed review. Data Admin will submit pre-decisional statistical review to PM PRA for approval prior to Higher level approval. Data Admin will notify Higher Level/Reviewing Officials when the PM PRA has completed review in order to proceed. Once data admin informs HLR to proceed, then press ‘approve’.

Transfer back to Rating Official

 **Performance Appraisal Application (PAA)**

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Higher Level Reviewer Notification to Rating Official - Walley, Tasia F

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

 **Performance Appraisal Application (PAA)**

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Information

Do you wish to approve the Performance Evaluation for Elridge, Delmer N?

Transfer to Rating official. State **yes** to approving Evaluation then logout.

Rating Official Logs In

The screenshot displays a web application interface with a 'Navigator' section on the left and a 'Favorites' section on the right. In the 'Navigator', 'My Biz' and 'My Workplace' are listed as folders, with 'My Workplace' highlighted. Below this, under the heading 'My Workplace', there is a list of links: 'Performance Appraisal Application (PAA)', 'My Employee Information', 'Update My Information', 'Suspenses', 'Apply Action(s) to Multiple Employees (PAA)', and 'Manage PAA Trusted Agent Authorization'. Under the heading 'View/Print Reports', there are links for 'View/Print Performance Management Reports' and 'View Previous Requests'. A large red arrow points from the 'Performance Appraisal Application (PAA)' link towards the 'Favorites' section. The 'Favorites' section includes an 'Edit Favorites' button and a yellow notification box with the text: 'After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)'. Below the notification is a 'New' starburst icon and a link: 'Add/Delete Your Certification/License Via My Biz'.

Rater logs back into **My Workplace/Performance Appraisal Application**

Rating Official PAA Main Page

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

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

Show Me Appraisal Year

Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Mccotter, Beulah X	Walley, Tasia F	Walley, Tasia F	2010	23	03-Feb-2010	DCIPS	Approved	Midpoint Review Approved by HLR	<input type="text" value="Update"/> <input type="button" value="Go"/>
Elridge, Delmer N	Walley, Tasia F	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Approved by HLR	<input type="text" value="Update"/> <input type="button" value="Go"/>

Rater - press **GO**.

Performance Evaluation/Approvals & Ackn Tab

DCIPS Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

DCIPS PAA Rating Official

Retrieve Appraisal Track Progress Return to Main Page

Employee Information
Employee Name Elridge, Delmer N
[Show Employee Details](#)

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

Performance Objective Assessments Performance Element Assessments Performance Evaluation Rating **Approvals & Acknowledgments**

Approvals & Acknowledgments [Need Help?](#)

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

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

1. Navigate to Performance Evaluation Tab/Approvals & Acknowledgements
2. Press Start at step 3

Rating Official Documents Employee Discussion

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Plan, Midpoint Review, Performance Evaluation (selected), Reports/Forms, Manage Guest Participants, and Mock Pay Pool Info. Below this is a sub-navigation bar with tabs: Performance Objective Assessments, Performance Element Assessments, Performance Evaluation Rating, and Approvals & Acknowledgments (selected). The main content area is titled 'Approvals & Acknowledgments' and includes a 'Need Help?' link. A table with columns 'Details', 'Tasks', 'Status', and 'Action' is displayed. The table has four rows: Step 1 (Completed), Step 2 (Completed), Step 3 (Pending Approval), and Step 4 (Not Started). A red circle highlights the 'Communication Date' (04-Nov-2010) and 'Communication Method' (Face to Face) fields in the form below the table. A red arrow points from the 'Status' column of Step 3 to the 'Save and Transfer to Employee for Acknowledgment' button. The 'Other' field is empty. The 'Save and go to Step 4' button is also visible.

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level - Review	Completed	
Hide	Step 3: Rating Official - Document Communication to Employee	Pending Approval	Start
Show	Step 4: Rating Official - Document Employee - Acknowledgment	Not Started	Step 3 must be completed

Communication Date: 04-Nov-2010
Communication Method: Face to Face
Other:

Save and Transfer to Employee for Acknowledgment | Save and go to Step 4

1. Rater discuss rating with employee.
2. Rater to input date/method of communication with employee about rating, then press **Save & Transfer to Employee to Acknowledge.**

Employee Log-in

Navigator



My Biz

- My Information
- Update My Information
- Performance Appraisal Application (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](#)

Employee – Press **My Biz**, then **Performance Appraisal Application**

Employee Acknowledgement

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

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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 Elridge, Delmer N](#)

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
Elridge, Delmer N	Elridge, Delmer N	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Midpoint Review Completed	Update <input type="button" value="Go"/>

Press **Go**.

Employee – Acknowledge Receipt

DCIPS Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

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

Employee Information
Employee Name Elridge, Delmer N
[Show Employee Details](#)

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

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

Approvals & Acknowledgments [Need Help?](#)

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

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

Navigate to **Approvals & Acknowledgments** Tab/press **Acknowledge Receipt**. You are now Done!

Return to Main Page.

Completed Plans/Appraisals

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

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

Employee

[Need Help?](#)

Performance Appraisal Application Main Page

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
No results found.									

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

Completed Plans/Appraisals

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

Appraisal Year

Event

Table Size

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2010	22	DCIPS	DCIPS Performance Evaluation	28-Aug-2010	

To Print or save electronic copy, press the **Completed Plans/Appraisals** hyperlink, enter year **2010** and type as **DCIPS Performance Evaluation**.

Printing/Saving Copy of Evaluation

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

Reports/Forms [Need Help?](#)

Information to support the mock pay pool deliberation process can be obtained by selecting 'Mock Report' from the drop down menu. This report reflects information that has been entered into the Mock Pay Pool tab.

Select Report Type:

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.

Select / Deselect All

<input type="checkbox"/> Relevant Organization Mission Goals	<input type="checkbox"/> Performance Elements with Performance Evaluation Assessments
<input type="checkbox"/> Performance Objectives Only	<input type="checkbox"/> Performance Evaluation of Record
<input type="checkbox"/> Performance Objectives with Midpoint Review Assessments	
<input type="checkbox"/> Performance Objectives with Performance Evaluation Assessments	
<input type="checkbox"/> Performance Elements Only	
<input type="checkbox"/> Performance Elements with Midpoint Review Assessments	

View/Print Working Copy of DD Form 2906-D

Select the "View/Print Working Copy Form" button:

- To view or print the in-progress Performance Plan, Midpoint Review(s), and Performance Evaluation.
- For the purpose of obtaining signatures during the approvals process when an approval will be documented in the PAA on behalf of either the Rating Official or Higher Level Reviewer.

Allows print/saving of specific areas or entire evaluation form.