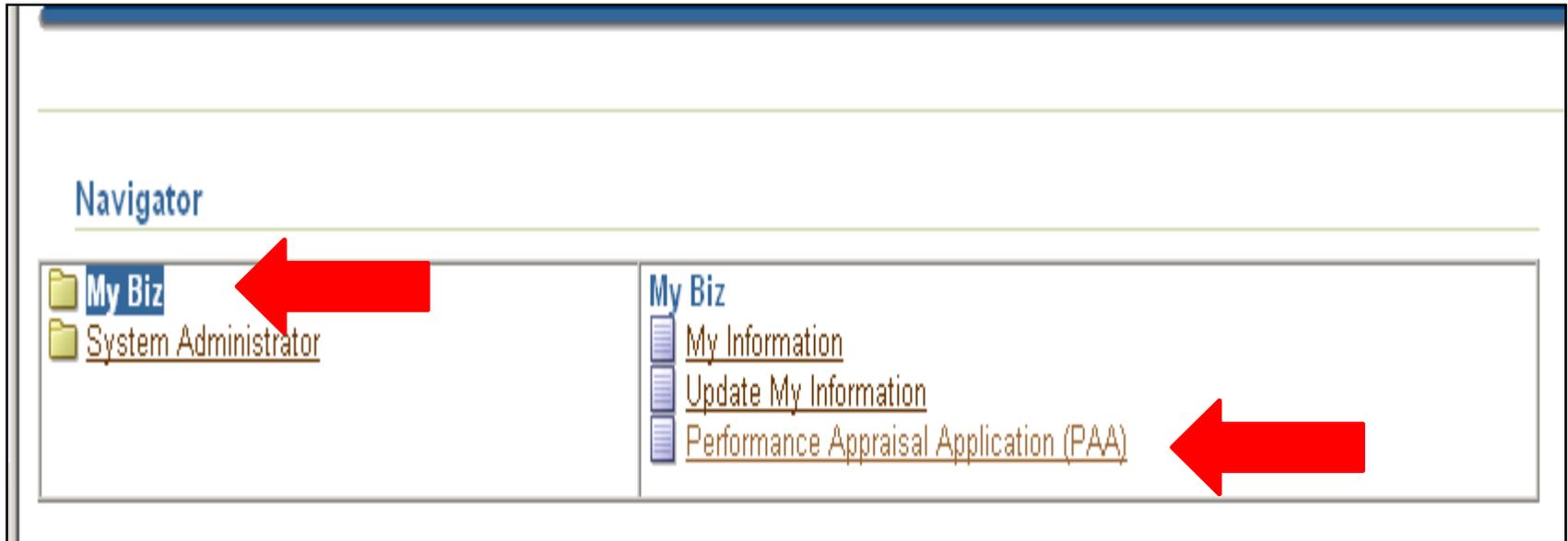


# **DCIPS Performance Midpoint PAA Process**

---

**DCIPS Employees /Supervisors**

# Employee Access to My Biz



My Biz/Performance Appraisal Application

My Biz = Employee Access  
My Workplace = Supervisor Access

# Creating a Midpoint

Employee

## Performance Appraisal Application Main Page

Need Help Assistance

[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](#)

Plan must be APPROVED!

Make sure employee is the owner and action column states 'update'

Table Size

Create New Plan

--Choose a Plan Type--

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	Plan Approved	<input type="text" value="Update"/> <input type="button" value="Go"/>

1. Midpoint starts by having an *approved plan*.
2. Employee begins midpoint process.
3. Press **GO** to the right of the action column.

# Midpoint Review Tab

The screenshot displays the DCIPS Performance Appraisal Application (PAA) interface. At the top left is the DCIPS logo and the title 'Performance Appraisal Application (PAA)'. On the top right, there are navigation links: 'ICE MyBiz', 'ICE PAA V3', 'Home', 'Logout', 'Preferences', and 'Personalize Page'. Below the header, the page is titled 'DCIPS PAA Employee'. On the right side of this section, there are three buttons: 'Transfer to Rating Official', 'Track Progress', and 'Return to Main Page'. Under 'Employee Information', the name 'Elridge, Delmer N' is shown, with a link to 'Show Employee Details'. A red arrow points from this link towards the 'Midpoint Review' tab. The interface has a tabbed navigation system with 'Plan', 'Midpoint Review', 'Performance Evaluation', and 'Reports/Forms'. The 'Midpoint Review' tab is currently selected. Below the tabs, there is a 'Midpoint Review' section with a tip: 'TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)'. A 'Need Help?' link is located to the right of the tip. At the bottom right of this section is a button labeled 'Create Midpoint Review', which is highlighted with a red arrow. Below this is a table with the following columns: 'Number', 'Created By', 'Creation Date', 'Higher Level Review Date', 'Status', 'Communication Date', 'Communication Method', 'Employee Ack Date', 'Action', and 'Delete'. The table currently contains the text 'No results found.'

1. Navigate to the **Midpoint Review** tab.
2. Click **Create Midpoint Review**

# Midpoint Objective Assessments

## Midpoint Review Information

Midpoint Review Initiator **Elridge, Delmer N**  
Midpoint Review Status **Initiated**

Midpoint Review Number **1**

**Performance Objective Assessments** Performance Element Assessments 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 at the end of the third quarter. Identify and report on program variances in program. Eliminate/improve two in

Insert 'met' or 'exceed' objective.

Limited to 2000 characters

## Employee Self Assessment

Exceeded Objective. Managed the Test-One Account. Analyzed data from 10 historical quarters. Ran data pojections for losses. Submitted 3 process improvements of which 2 were submitted to HQDA for use by all commands. Process improvements were implemented MEDCOM wide by 2nd quarter.

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

# Midpoint Objective Assessments

## Midpoint Review Information

Midpoint Review Initiator **Elridge, Delmer N**  
Midpoint Review Status **Initiated**

Midpoint Review Number **1**

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

## Performance Objective Assessments

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

### 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

Switch Radio icon to next objective

### 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.

Insert assessment

### Employee Self Assessment

- Continue with assessment for each objective until finished.

# Midpoint Performance Elements

**Midpoint Review Information**

Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Number **1**  
Midpoint Review Status **Initiated**

[Performance Objective Assessments](#) **[Performance Element Assessments](#)** [Approvals & Acknowledgments](#)

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

**Performance Elements**

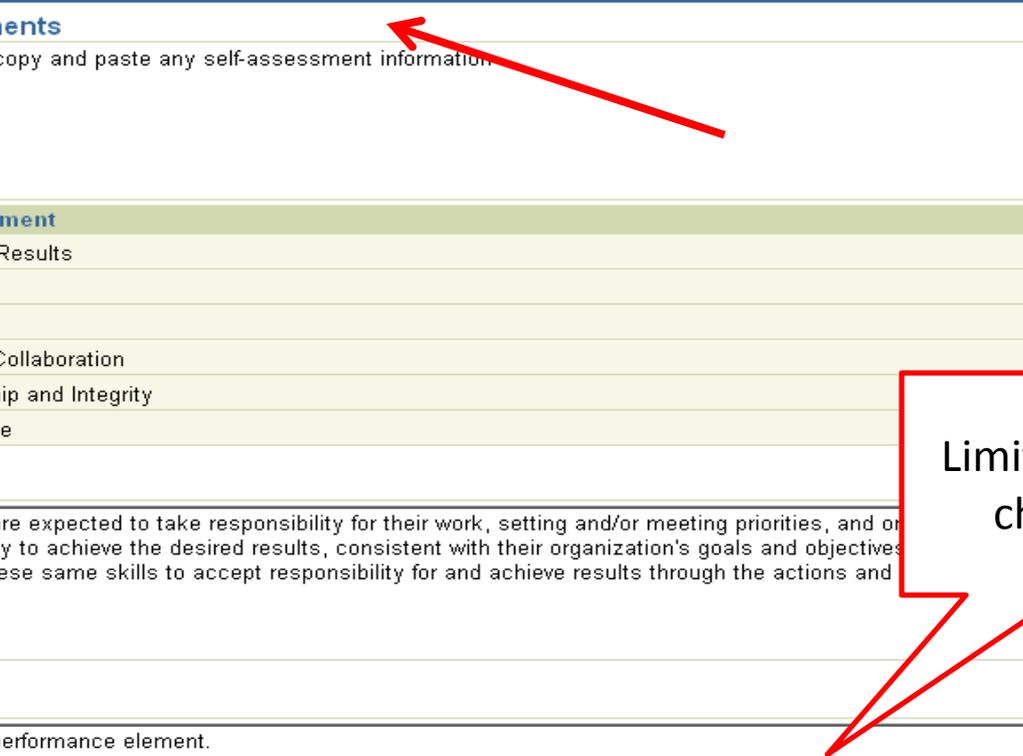
Select	Number	Performance Element
<input checked="" type="radio"/>	1	Accountability for Results
<input type="radio"/>	2	Communication
<input type="radio"/>	3	Critical Thinking
<input type="radio"/>	4	Engagement and Collaboration
<input type="radio"/>	5	Personal Leadership and Integrity
<input type="radio"/>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

**Performance Element**

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and on resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. Managers are expected to use these same skills to accept responsibility for and achieve results through the actions and their organization as a whole.

**Employee Self Assessment**

Employee self - assessment for performance element.



Tab over to **'Performance Element Assessments'** tab and complete all employee self assessments for Performance Elements. Use the radio icon to navigate to the next performance element.

# Return to Midpoint Reviews

[Return To Midpoint Reviews](#)

## Employee Information

Employee Name **Elridge, Delmer N**

[Show Employee Details](#)

## Midpoint Review Information

Midpoint Review Initiator **Elridge, Delmer N**  
Midpoint Review Status **Initiated**

Midpoint Review Number **1**

[Performance Objective Assessments](#) **[Performance Element Assessments](#)** [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 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 checked="" type="radio"/>	6	Technical Expertise

## Performance Element

Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and/or technical competency necessary to achieve results.

## Employee Self Assessment

Employee self - assessment for performance element

Press the **Return to Midpoint Reviews** icon at top right.

# Transfer to Rating Official

 **Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

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

**Midpoint Review** [Need Help?](#)

**TIP** Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Elridge, Delmer N	30-Dec-2009		Initiated				<input type="button" value="Update"/>	

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

<ul style="list-style-type: none"><li> <a href="#">My Biz</a></li><li> <a href="#">My Workplace</a></li></ul>	<p><b>My Workplace</b></p> <ul style="list-style-type: none"><li> <a href="#">All Actions Awaiting Your Attention</a></li><li> <a href="#">Performance Appraisal Application (PAA)</a></li><li> <a href="#">My Employee Information</a></li><li> <a href="#">Update My Information</a></li><li> <a href="#">Suspenses</a></li><li> <a href="#">Apply Action(s) to Multiple Employees (PAA)</a></li><li> <a href="#">Manage PAA Trusted Agent Authorization</a></li></ul> <p><b>NSPS Performance Management Reports</b></p> <ul style="list-style-type: none"><li> <a href="#">View/Print Performance Management Reports</a></li><li> <a href="#">View Previous Requests</a></li></ul>
---	--

Click on **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:                      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
Elridge, Delmer N	Walley, Tasia F	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Midpoint in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>

Rater -Press **Go**

# Midpoint Review 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

Midpoint Review [Need Help?](#)

**TIP** Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Elridge, Delmer N	30-Dec-2009		Initiated				<input type="button" value="Update"/>	

Rater -Navigate to **Midpoint Review** tab, press **Update**

# Rater Objective Assessment Input

Create/Update Midpoint Review Back To Midpoint Reviews

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

**Midpoint Review Information**  
**TIP** A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.  
Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Number **1**  
Midpoint Review Status **Initiated**

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

**Performance Objective Assessments** [Need Help?](#)

**Performance Objectives**

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

**Performance Objective**  
Evaluate program effectiveness of the Test -One Account. end of the third quarter. two inefficient processes by the

**Employee Self Assessment**  
Exceeded Objective. Managed the Test-One Account. Analyzed data from 10 improvements of which 2 were submitted to HQDA for use by all commands. process arter.

**Rating Official Assessment**  
Concur. Exceed objective by . . . . .

Auto saving in about 14 minute(s) Trusted sites

Use Radio buttons to move to next objective

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

Insert 'met' or 'exceed' objective

# Rater Element Assessment Input

**Midpoint Review Information**  
✔ TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments.

Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Number **1**  
Midpoint Review Status **Initiated**

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

### Performance Element Assessments

**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**

Employee self - assessment for performance element.

**Rating Official Assessment**

Use Radio buttons to move to next objective

Navigate to the 'Performance Element Assessments' tab

Rater to review employee's self-assessment for each element, then input rater's assessment for each element.

# Transferring to Higher Level Reviewer

Create/Update Midpoint Review [Back To Midpoint Reviews](#)

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

**Midpoint Review Information**  
✔ **TIP** A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator **Elridge, Delmer N**  
Midpoint Review Status **Initiated** Midpoint Review Number **1**

[Performance Objective Assessments](#) | [Performance Element Assessments](#) | **[Approvals & Acknowledgments](#)**

**Approvals & Acknowledgments** [Need Help?](#)

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

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

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

# Transfer to Higher Level

Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Status **Initiated** Midpoint Review Number **1**

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

## Approvals & Acknowledgments

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

Details	Tasks	Status	Action
<input type="checkbox"/> Hide	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"/>

**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:**

Review Date  Approver

Method of Review  Other

<input type="checkbox"/> Show	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
<input type="checkbox"/> Show	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
<input type="checkbox"/> Show	Step 4: Rating Official - Document Employee - Acknowledgment	Not Started	Step 3 must be completed

**Option A:** Transfers midpoint to Higher Level Reviewer (HLR) electronically through the PAA tool. Requires HLR to log into PAA and approve midpoint.

OR

**Option B:** Rater does not transfer plan to HLR, but documents HLR's approval done outside of the PAA (i.e., phone, email, etc.). Insert communication method with HLR, date of communication and 'save'. (requires hardcopy signature of HLR).

# Rater Returns to PAA Main Page

**Confirmation**  
The appraisal has been submitted to the Higher Level Reviewer.

**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

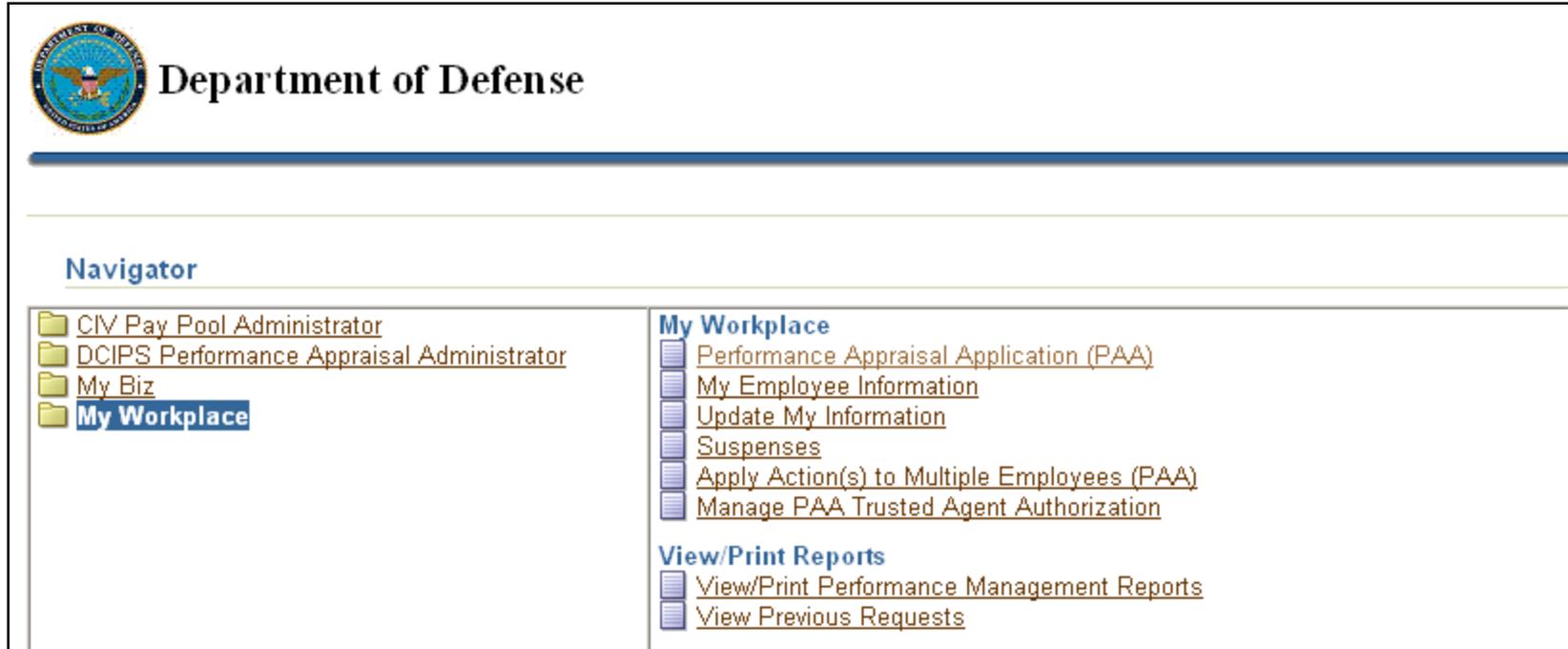
Create New Plan

Table Size

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

Assuming Option A was done on previous screen, Midpoint is now with the higher level reviewer (HLR).

# Higher Level Reviewer Logs In



The screenshot shows the Department of Defense web portal. At the top left is the Department of Defense seal, followed by the text "Department of Defense". Below this is a horizontal blue line. Underneath the line is the word "Navigator" in blue. The main content area is divided into two columns. The left column contains 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. The right column contains two sections: "My Workplace" and "View/Print Reports". The "My Workplace" section lists 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 lists two links: "View/Print Performance Management Reports" and "View Previous Requests".

 Department of Defense

---

**Navigator**

- [CIV Pay Pool Administrator](#)
- [DCIPS Performance Appraisal Administrator](#)
- [My Biz](#)
- [My Workplace](#)**

**My Workplace**

- [Performance Appraisal Application \(PAA\)](#)
- [My Employee Information](#)
- [Update My Information](#)
- [Suspenses](#)
- [Apply Action\(s\) to Multiple Employees \(PAA\)](#)
- [Manage PAA Trusted Agent Authorization](#)

**View/Print Reports**

- [View/Print Performance Management Reports](#)
- [View Previous Requests](#)

Click on **My Workplace** , then **Performance Appraisal Application**

# Higher Level Reviewer –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:

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
Elridge, Delmer N	Shonkwiler, Chuck W	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Midpoint Pending HLR Approval	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select Go

# HLR –Midpoint Review Tab

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

Midpoint Review [Need Help?](#)

**TIP** Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Elridge, Delmer N	30-Dec-2009		Initiated				Update	

Navigate to **Midpoint Review** tab, press **Update**

# HLR –Midpoint Review Tab



Performance Appraisal Application (PAA)

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

## Create/Update Midpoint Review

[Back To Midpoint Reviews](#)

### Employee Information

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

### Midpoint Review Information

**TIP** A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator **Elridge, Delmer N**  
Midpoint Review Status **Initiated** Midpoint Review Number **1**

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

### Performance Objective Assessments

[Need Help?](#)

#### 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

Exceeded Objective. Managed the Test-One Account. Analyzed data from 10 historical quarters. Ran data pojections for losses. Submitted 3 process improvements of which 2 were submitted to HQDA for use by all commands. Process improvements were implemented MEDCOM wide by 2nd quarter.

HLR read through Performance Objectives and Performance Elements tabs, then navigate to **Approvals & Acknowledgments** tab. Note HLR cannot make any changes –for changes to be made, rater must make changes.

# Higher Level Approval

DCIPS Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences Personalize Page

Create/Update Midpoint Review [Back To Midpoint Reviews](#)

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

**Midpoint Review Information**  
TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Number **1**  
Midpoint Review Status **Initiated**

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

**Approvals & Acknowledgments**

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

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

HLR press **approve** or **return for change**. Either way the midpoint returns back to the rating official.

# Transfer back to Rating Official

 **Performance Appraisal Application (PAA)**

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

---

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)**

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

---

[Information](#)

Do you wish to approve the Midpoint Review for Elridge, Delmer N?

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

**Official Transfer to Rating official.** State **yes** to approving Midpoint then logout.

# Rating Official Logs In

## Navigator

My Biz  
My Workplace

**My Workplace**

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

**View/Print Reports**

- View/Print Performance Management Reports
- View Previous Requests

## Favorites

Edit Favorites

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](#)



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

Select **Go**

# Rating Official Midpoint Review 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

**Midpoint Review**

TIP Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Elridge, Delmer N	30-Dec-2009	02-Feb-2010	Initiated				Update	

Rater -press **Midpoint Review** tab, press **Update**

# Rating Official Approvals Tab

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

---

Create/Update Midpoint Review [Back To Midpoint Reviews](#)

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

**Midpoint Review Information**  
 TIP A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Number **1**  
Midpoint Review Status **Initiated**

[Performance Objective Assessments](#) [Performance Element Assessments](#) **[Approvals & Acknowledgments](#)**

**Approvals & Acknowledgments** [Need Help?](#)

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

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>
<a href="#">Show</a>	Step 4: Rating Official - Document Employee - Acknowledgment	Not Started	Step 3 must be completed

Rater -press **Approvals & Acknowledgements** Tab, then **start** on step 3.

# Rating Official Documents Employee Midpoint

[Back To Midpoint Reviews](#)

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

**Midpoint Review Information**  
✔ **TIP** A Midpoint Review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Number **1**  
Midpoint Review Status **Initiated**

[Performance Objective Assessments](#) [Performance Element Assessments](#) **[Approvals & Acknowledgments](#)**

**Approvals & Acknowledgments** [Need Help?](#)

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

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Review (If Required) - NOTE: If not required, Go to Step 3	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	
<a href="#">Hide</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>

Communication Date  

Communication Method

Other

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

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

Rater inputs midpoint date/method of communication with employee, then press **Save & Transfer to Employee to Acknowledge**.

# Employee Log-in

The screenshot displays a web application interface with two main sections: a Navigator on the left and a Favorites section on the right. The Navigator is titled "Navigator" and contains a folder icon labeled "My Biz". Inside this folder, there is a sub-section titled "My Biz" which lists three items: "My Information", "Update My Information", and "Performance Appraisal Application (PAA)". The Favorites section is titled "Favorites" and includes an "Edit Favorites" button. Below the button is a yellow callout box containing the following text: "After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. 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



## 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

--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
Elridge, Delmer N	Elridge, Delmer N	Walley, Tasia F	2010	22	01-Nov-2009	DCIPS	Approved	Midpoint in Progress	Update

Select Go

# Employee –Midpoint Review Tab

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

---

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

**Midpoint Review** [Need Help?](#)

**TIP** Midpoint Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a Closeout Assessment or Performance Evaluation)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Elridge, Delmer N	30-Dec-2009	02-Feb-2010	Pending Empl Acknowledgment	02-Feb-2010	Face to Face		<a href="#">Update</a>	

Employee –Midpoint Review Tab/press update.

# Employee –Acknowledge Receipt

[Return To Midpoint Reviews](#)

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

**Midpoint Review Information**  
Midpoint Review Initiator **Elridge, Delmer N** Midpoint Review Number **1**  
Midpoint Review Status **Pending Empl Acknowledgment**

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

**Approvals & Acknowledgments** [Need Help?](#)

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

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

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

Return to Midpoint Reviews tab/Return to Main Page/Logout.

# Print and/or Saving Desktop Copy

**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 Mccotter, Beulah X**

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
Mccotter, Beulah X	Mccotter, Beulah X	Walley, Tasia F	2009	1	21-Jul-2009	DCIPS	Approved	Plan Approved	<input type="text" value="Update"/> <input type="button" value="Go"/> Update ----- Transfer to Rating Official Reports/Forms Track Progress

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



To Print or save electronic copy, press the Reports/Forms from Action drop-down menu.

# Printing and/or Saving Desktop Copy

The screenshot shows the DCIPS Performance Appraisal Application (PAA) interface. At the top left is the DCIPS logo and the text 'Performance Appraisal Application (PAA)'. At the top right are navigation links: 'ICE MyBiz', 'ICE PAA V3', 'Home', 'Logout', 'Preferences', and 'Personalize Page'. Below the header is a 'DCIPS PAA' breadcrumb and a 'Return to Main Page' button. A 'Need Help?' link is also present. The main content area is titled 'Employee Information' and contains an 'Employee Name' field. Below this is the 'View/Print Selected Sections' section, which includes a descriptive sentence: 'Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections.' A list of checkboxes follows: 'Select / Deselect All' (unchecked), 'Relevant Organization Mission Goals' (checked), 'Performance Objectives Only' (checked), 'Performance Objectives with Midpoint Review Assessments' (unchecked), 'Performance Objectives with Performance Evaluation Assessments' (unchecked), 'Performance Elements with Midpoint Review Assessments' (unchecked), 'Performance Elements with Performance Evaluation Assessments' (unchecked), and 'Performance Evaluation of Record' (unchecked). A red arrow points to the 'View/Print Selected Section(s)' button at the bottom right of the interface.

Select all or individual portions, then 'view/print selected sections' icon.

# Printing and/or Saving Desktop Copy

DD2906\_SS[1].PDF - Adobe Reader

View Document Tools Window Help

1 / 10 117% Find

For Official Use Only  
Personal Data - Privacy Act of 1974

 **Performance Appraisal Application (PAA)**

Performance Appraisal Form (Selectable Sections)

<b>Employee Name</b> [REDACTED]	<b>Employee Number</b> [REDACTED]	<b>Position</b> GG-0080-12, SECURITY SPECIALIST (PERSONNEL)
<b>Base Salary as of Appraisal Period Start Date</b> [REDACTED]	<b>Base Salary as of 30-SEP-2009</b> [REDACTED]	
<b>Rating Official</b> Walley, Tasia F	<b>Pay Band Range</b>	
<b>Appraisal ID</b> 1	<b>Appraisal Period</b> 19-JUL-2009 to 30-SEP-2009	

Form retrievable in adobe acrobat. User can print and/or save copy.