



DEFENSE CIVILIAN INTELLIGENCE  
PERSONNEL SYSTEM

# ***How Do I...***

*A Guide to Completing Key Actions in DCIPS PAA*



**Fall 2011**

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## Using the Guide

Based on your role, *How Do I . . . : A Guide to Completing Key Actions in DCIPS PAA* provides step-by-step instruction for planning, managing, and rating performance. The guide is organized into seven sections:

- Section 1: Employee - How Do I . . . .
- Section 2: Rating Official - How Do I . . . .
- Section 3: Higher Level Reviewer - How Do I . . . .
- Section 4: Guest Rater - How Do I . . . .
- Section 5: Guest Reviewer - How Do I . . . .
- Section 6: Trusted Agent - How Do I . . . .
- Section 7: Troubleshooting

For the information to be most useful to you, refer to the appropriate section as you complete key activities. Each activity begins from the Performance Appraisal Application main page and provides the most efficient way to complete the activity.

**An important reminder:** Online help is available by selecting the Need Help link on each PAA page.

## Accessing the Defense Civilian Intelligence Personnel System (DCIPS) Performance Appraisal Application (PAA)

Employees can access DCIPS PAA through My Biz.

Rating officials access DCIPS PAA through My Workplace to manage and rate their employees.

If you do not have a My Biz or My Workplace account, contact your human resources administrator for assistance.

## Important Dates

**Establish an approved performance plan:** The performance plan should be completed by October 31 or within 30 days of being assigned to a DCIPS position.

**Complete a Midpoint Review:** The Midpoint Review is usually conducted in April, six months after the performance cycle begins. Components have discretion regarding the involvement of higher level reviewers.

**Complete an annual performance evaluation:**

- **No later than October 15** — Employees complete their self-assessment (also known as a self-accomplishment report) and transfer it to their rating officials.
- **No later than October 31** — Rating officials complete their recommended evaluations of record and transfer them to their higher level reviewers for approval.

- **No later than November 15** – Higher level reviewers approve the recommended evaluations and ratings and return the approved evaluations and ratings to rating officials, who return the approved evaluations and ratings to employees for acknowledgment. Note: The PM PRA must review the ratings before the higher level reviewers return approved ratings to the Rating Official.

**Complete a Closeout - DCIPS Performance Evaluation of Record** – If the employee and/or rating official is changing and the change occurs before 90 days from the end of the performance cycle, an evaluation of record is conducted. Consult with your Component or organization regarding specific timing requirements.

**Complete a Closeout – Early Annual - DCIPS Performance Evaluation** – If the employee and/or rating official is changing and the change occurs within 90 days of the end of the performance cycle, an evaluation is conducted. Consult with your Component or organization regarding specific requirements.

An important note: the processing of a performance plan or and evaluation of record is sequential and ownership of the performance plan and evaluation of record passes between the employee, evaluator and reviewer. It is important to understand that changes to the performance plan or evaluation of record cannot be accomplished by any of these three who do not own the plan in the PAA.

## Section 1: Employee – How Do I . . .

**An important note:** The first time the 'Go' button is selected for 'Create New Plan' or 'View' or 'Update' on the *Performance Appraisal Application* main page after selecting the Performance Appraisal Application (PAA) link, an 'Unclassified Information Only' page will display. You must agree that you will not enter any classified information by checking the box and selecting the 'Continue' button in order to continue. At this point you will be returned to the *Performance Appraisal Application* main page to reselect your action.

### *Employee Performance Plan*

#### Create or Copy My Performance Plan?

1. Begin at the *Performance Appraisal Application* main page.
2. Select 'Defense Civilian Intelligence Personnel System' from the 'Choose a Plan Type' drop-down menu.
3. Select the 'Go' link to display the *Create Performance Plan: Setup Details* page.
4. Review the information and make any necessary changes to the default values.
5. Select the 'Build New Performance Plan' link or 'Copy an Existing Performance Plan' link.
6. Select one of the following:
  - Select the 'Next' link to continue the 'Build New Performance Plan' process.
  - Select the 'Find' link after entering search criteria, select the 'Copy' link for the performance plan to be copied and then confirm your wish to copy the performance plan identified by selecting 'Yes' to continue the 'Copy an Existing Performance Plan' process.
  - Select the 'Logout' link to end your session.

#### Add Mission/Strategic Goals?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an existing performance plan by selecting 'Update' from the 'Action' drop-down menu for the plan and select the 'Go' link.
3. Select the *Mission Goals* tab.
4. Enter your organization's goals and priorities.

If information is not included about your component's goals and priorities, employees are encouraged to provide this information. It helps you write effective performance objectives that align with your component's mission goals and priorities.

You may type directly into the text box or copy and paste from another document.

5. Select the 'Next' link or Performance Objectives tab to continue with the process, or select the 'Logout' link to end your session.

### Add Performance Objectives?

1. Begin at the *Performance Appraisal Application* main page.
  - Open an existing performance plan:
  - Select 'Update' from the 'Action' drop-down menu for the performance plan listed.
  - Select the 'Go' link.
3. Select the *Performance Objectives* tab.
4. Select the 'Add Performance Objective' link to create a new performance objective.
5. Enter a meaningful performance objective title.
6. Change the start date if the default value is incorrect.
7. Enter your draft performance objective text.
8. Select one of the following links:
  - Select 'Save' periodically to save the performance objective and continue writing.
  - Select 'Save and Add Another Performance Objective' to save and begin writing another performance objective.
  - Select 'Save and Return to Performance Objectives Tab' when you are finished entering performance objectives.
9. After you have completed adding performance objectives and selected 'Save and Return to Performance Objectives Tab,' select the 'Next' link to continue with the process, or select the 'Logout' link to end your session.

### Delete Performance Objectives?

**Note:** You may not delete a performance objective once it is approved by your Rating and Reviewing Officials.

1. Begin at the *Performance Appraisal Application* main page.
2. Open an existing performance plan by selecting 'Update' from the 'Action' drop-down menu for the plan listed.
3. Select the 'Go' link.
4. Select the *Performance Objectives* tab to list your performance objectives.
5. Select the 'Delete' icon for the performance objective you want to delete.
6. Select the 'Next' link to continue with the process, or select the 'Logout' link to end your session.

### Update Performance Objectives?

**Note:** You may not update an approved performance objective. Changes to approved objectives must be made by your Rating Official. Employees can add new performance

objectives after plan has been approved.

1. Begin at the *Performance Appraisal Application* main page.
2. Open your current performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.
4. Select the *Performance Objectives* tab to list your performance objectives.
5. Select the 'Update' link for the performance objective you want to update.
6. Update any of the performance objective information:
  - Performance objective title
  - Start date
  - Performance objective text
7. Select one of the following links when your performance objective information is complete:
  - Select 'Save' to save the performance objective and continue writing.
  - Select 'Save and Update Another Performance Objective' to save and begin updating another performance objective.
  - Select 'Save and Return to Performance Objectives Tab' when you are finished updating performance objectives.
8. After you have completed updating performance objectives and selected 'Save and Return to Performance Objectives Tab,' select the 'Next' link to continue with the process, or select the 'Logout' link to end your session.

#### **Transfer My Performance Plan to My Rating Official?**

1. Begin at the *Performance Appraisal Application* main page.
2. Select 'Transfer to Rating Official' from the 'Action' drop-down menu for the plan listed. You may also transfer your plan to your Rating Official by selecting the 'Transfer to Rating Official' button in upper right hand corner of screen at any time during the process.
3. Select the 'Go' link.
4. Write an e-mail message to the rating official indicating that you are transferring the performance plan.
5. Select the 'Transfer to Rating Official' link at the top of the *E-Mail Notification* page.

#### **Acknowledge My Performance Plan?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open your current performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

4. Select the *Performance Plan* tab, followed by *Approvals & Acknowledgments* tab.
5. In 'Step 4: Employee Acknowledgment,' select the 'Acknowledge Receipt' link.
6. Select the 'Return to Main Page' link to continue with the process, or select the 'Logout' link to end your session.

### ***Midpoint Review***

#### **Create My Self-Assessment for My Midpoint Review?**

1. Begin at the *Performance Appraisal Application Main page*.
2. Open your current performance plan by selecting 'Update' from the 'Action' drop down menu for the plan listed.
3. Select the 'Go' link.  
**Note:** The DCIPS PAA status is 'Plan Approved.'
4. Select the *Midpoint Review* tab.
5. Select the 'Create Midpoint Review' link.
6. Select the *Performance Objective Assessments* tab.
7. Select the radio button for the performance objective for which you want to write an assessment.
8. Enter your self-assessment into the 'Employee Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
9. Repeat steps 7 and 8 until each assessment is complete.
10. Select the *Performance Element Assessments* tab.
11. Select the radio button for the performance element for which you want to write an assessment.
12. Enter your self-assessment into the 'Employee Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
13. Repeat steps 11 and 12 until each assessment is complete.
14. Select the 'Return to Midpoint Reviews' link at the top of the screen when you have completed entering your self-assessment for all your performance objectives and performance elements.
15. Select the 'Transfer to Rating Official' link on the *Midpoint Review* tab to transfer your midpoint review to your rating official.
16. Type an e-mail message to your rating official requesting a review.
17. Select the 'Transfer to Rating Official' link at the top of the *E-Mail Notification* page.

#### **Acknowledge My Completed Midpoint Review?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open your current performance plan by selecting 'Update' from the 'Action' drop down menu.

3. Select the 'Go' link.

**Note:** The DCIPS PAA status will be 'Midpoint in Progress.'

4. Select the *Midpoint Review* tab and 'Update' button, followed by *Approvals & Acknowledgments* tab.
5. In 'Step 4: Employee Acknowledgment,' select the 'Acknowledge Receipt' link.
6. Select the 'Return to Midpoint Reviews' link to continue, or select the 'Logout' link to end your session.

### ***Performance Evaluation (Annual Appraisal – DCIPS, Closeout – Early Annual – DCIPS, or Closeout - DCIPS)***

#### **Create My Self-Assessment?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open your current performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS PAA status will be 'Midpoint Review Completed' or 'Plan Approved.'
4. Check 'Appraisal Type' field from the *Performance Plan Details* tab to ensure correct type has been selected - either 'Annual Appraisal - DCIPS', 'Closeout - Early Annual - DCIPS' or 'Closeout - DCIPS'. If incorrect, select the appropriate type.
5. Select the *Performance Evaluation* tab followed by *Performance Objective Assessments* tab.
6. Select the radio button for the performance objective for which you want to write an assessment.
7. Type your self-assessment into the 'Employee Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
8. Select the *Performance Element Assessments* tab.
9. Select the radio button for the performance element for which you want to write an assessment.
10. Type your self-assessment into the 'Employee Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
11. When you have completed entering your self-assessment for all your performance objectives and performance elements, transfer your performance evaluation to your rating official by selecting the 'Transfer to Rating Official' link at the top of the page.
12. Type an e-mail message to your rating official requesting a review.
13. Select the 'Transfer to Rating Official' link at the top of the *E-Mail Notification* page.

#### **Acknowledge My Completed Performance Evaluation?**

1. Begin at the *Performance Appraisal Application* main page.

2. Open your current performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** Once an evaluation is approved by HLR and communicated to the employee, changes cannot be made.

4. Select the *Performance Evaluation* tab.
5. Select the *Approvals & Acknowledgments* tab.
6. In 'Step 4: Employee Acknowledgment,' select the 'Acknowledge Receipt' link.
7. Select the 'Logout' link to end your session.

### ***Mock Self-Assessment***

#### **Update or View My Mock Self-Assessment?**

1. Begin at the *Performance Appraisal Application* main page.
2. ***Since you do not have to have ownership of your record to write your mock self-assessment,*** open your performance plan by selecting 'Update' or 'View' from the 'Action' drop-down menu.

3. Select the 'Go' button.
4. Select the *Mock Pay Pool Info* tab.

**Note:** The Performance Plan must be approved before the *Mock Pay Pool Info* tab is available.

5. Select the *Mock Performance Objectives* tab.
6. Select 'Import Midpoint Review' to copy the information from your midpoint.

**Note:** If you did not complete a midpoint self-assessment, you cannot use this option.

**Or**

7. Select the radio button next to each performance objective to display the performance objective text.
8. Enter your self-assessment into the 'Employee Mock Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
9. Repeat steps 5 and 6 until each assessment is complete.
10. Select the *Mock Performance Elements* tab.
11. Select the radio button for the performance element for which you want to write an assessment.
12. Type your self-assessment into the 'Employee Mock Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
13. Repeat steps 9 and 10 until each assessment is complete.
14. Select the 'Return to Main Page' button to start a new process, or select the 'Logout' link to end your session.

### Document Completion of My Mock Self-Assessment?

1. Begin at the *Performance Appraisal Application* main page.
2. *Since you do not have to have ownership of your record to document completion of your mock self-assessment*, open your Performance Plan by selecting 'Update' or 'View' from the 'Action' drop-down menu.
3. Select the 'Go' button.
4. Select the *Mock Pay Pool Info* tab.
5. Select the *Mock Approvals and Acknowledgments* tab.
6. Select the 'Complete' button to document completion of your mock self-assessment.  
**Note:** Once you have documented completion of your mock self-assessment, you will not be allowed to make any changes unless your rating official requests a change.
7. Select the 'Show' link to view the date you completed your mock self-assessment.
8. Select the 'Return to Main Page' button to begin a new process, or select the 'Logout' link to end your session.

### View Your Completed Mock Self-Assessment?

1. Begin at the *Performance Appraisal Application* main page.
2. Open your Performance Plan by selecting 'Update' or 'View' from the 'Action' drop-down menu.
3. Select the 'Go' button.
4. Select the *Reports/Forms* tab
5. Select 'Mock Report' as Report type
6. Select Performance Elements with Mock Assessments and Performance Objectives with Mock Assessments.
7. Select 'View/Print Selected Sections' button in lower right hand corner of screen to view and/or print report. OR
8. Select the *Mock Pay Pool Info* tab.
9. Select the *Mock Performance Objectives* tab to view both employee mock self assessments and rating official mock assessments for each performance objective.
10. Select the *Mock Performance Elements* tab to view both employee mock self assessments and rating official mock assessments for each performance element.
11. Select the 'Return to Main Page' button to begin a new process, or select the 'Logout' link to end your session.

## Section 2 – Rating Official – How Do I . . .

**An important note:** The first time the 'Go' button is selected for 'Create New Plan' or 'View' or 'Update' on the *Performance Appraisal Application* main page after selecting the Performance Appraisal Application (PAA) link, an 'Unclassified Information Only' page will display. You must agree that you will not enter any classified information by checking the box and selecting the 'Continue' button in order to continue. At this point you will be returned to the *Performance Appraisal Application* main page to reselect your action.

### *Performance Plan*

#### Create or Copy an Employee's Performance Plan?

1. Begin at the *Performance Appraisal Application* main page.
2. Create a new performance plan by selecting 'Defense Civilian Intelligence Personnel System' from the 'Choose a Plan Type' drop-down menu.
3. Select the 'Go' link, which displays the employees in your hierarchy.
4. Identify the employee for whom you wish to create a plan and select 'Create' from the Performance Plan column.
5. Review the *Setup Details* information and make any necessary changes to the default values in the performance plan setup details.
  - If the information is not correct:
    1. Select the correct appraisal type from the list of values.
    2. Select the Calendar icon next to the appraisal period start date to change it
    3. Select a new appraisal period start date.
    4. Select the Calendar icon next to the appraisal period end date to change it
    5. Select a new appraisal period end date.
    6. Select the Flashlight icon to the right of the name of the rating official or higher level reviewer if you want to change them.
6. Select the 'Build New Performance Plan' link or the 'Copy an Existing Performance Plan' link.
7. Select one of the following:
  - Select the 'Next' link to continue the 'Build New Performance Plan' process.
  - Select the 'Find' link after entering search criteria, select the 'Copy' link for the performance plan to be copied and then confirm your wish to copy the performance plan identified by selecting 'Yes' to continue the 'Copy an Existing Performance Plan' process.

**Note:** You must be the Rating Official on the Performance Plan in order to be able to use the copy function.

- Select the 'Logout' link to end your session.

### Copy Employee's Current Performance Plan for Next Rating Cycle on Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Copy Employee's Current Plan for Next Rating Cycle' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter the current Rating Official's name and click the 'Find' button to produce a listing of employees to select from.
5. Select the employees to which the action should be applied and then select the 'Next' button.  
**Note:** Only employees with the DCIPS Plan Status of 'Approved' will appear.
6. Complete the Plan Setup Details and select the 'Copy' button to execute the action.
7. A Status Log then appears that notifies the Rating Official what plans were successfully created for the next rating cycle.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

### Copy One Active Performance Plan to Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Copy One Active Plan to Multiple Employees' from the 'Available Actions' listed and then select the 'Start' button.
4. Select the employees to which the action should be applied and then select the 'Next' button.
5. Select the Plan to Copy by entering the Employee Name or Appraisal ID of the plan you wish to copy, select the 'Find' button, select the record and then select the 'Next' button.  
**Note:** Only employees with the DCIPS Plan Status of 'Approved' will appear.

6. Complete the Plan Setup Details and select the 'Copy' button to execute the action.
7. A Status Log then appears that notifies the Rating Official what plans were successfully created.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

#### Update Performance Plan Details?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an existing performance plan:
  - Select the 'Update' from the 'Action' drop-down menu for the employee whose performance plan you wish to update.
  - Select the 'Go' link.
  - Review the information in *Performance Plan Details* to ensure it is correct.
  - If the information is not correct:
    - Select the correct Appraisal Type from the list of values.
    - Select the Calendar icon next to the Appraisal Period Start Date to change it.
    - Select a new appraisal period start date.
    - Select the Calendar icon next to the Appraisal Period End Date to change it.
    - Select a new appraisal period end date.
    - Select the 'Change Rating Official and/or Higher Level Reviewer' link.
    - Select Flashlight icon to the right of the Rating Official Name or Higher Level Reviewer if you want to change them.
    - Select the 'Save and Return to Performance Plan Details' link to continue with the process, or select the 'Logout' link to end your session.
3. Select the 'Next' link to continue with the process, or select the 'Logout' link to end your session.

#### Add Mission Goals?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an existing performance plan:
  - Select the 'Update' from the 'Action' drop-down menu, and select the 'Go' link.
3. Select the *Mission Goals* tab.

4. Enter your organization's goals and priorities.

If information is not included about your organization's goals and priorities, you are encouraged to provide this information. It helps your employees write effective performance objectives that align with your organization's goals and priorities.

You may type directly into the text box or copy and paste from another document.

5. Select the 'Next' link or *Performance Objectives* tab to continue with the process, or select the 'Logout' link to end your session.

#### Add Performance Objectives?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.
4. Select the *Performance Objectives* tab.
5. Select the 'Add Performance Objective' link to create a new performance objective.
6. Enter the performance objective title.
7. Change the start date if the default value is incorrect.
8. Enter your performance objective text. You may type directly into the text box or copy and paste from another document.
9. Select one of the following links:
  - Select 'Save' periodically to save the performance objective and continue writing.
  - Select 'Save and Add Another Performance Objective' to save and begin writing another performance objective.
  - Select 'Save and Return to Performance Objectives Tab' when you are finished entering performance objectives.
10. After you have completed adding performance objectives and selected 'Save and Return to Performance Objectives Tab,' select the 'Next' link or *Performance Elements* tab to continue with the process, or select the 'Logout' link to end your session.

#### Delete Performance Objectives?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.
4. Select the *Performance Objectives* tab to list the employee's performance objectives.
5. Select the Delete icon for the performance objective you want to delete.

6. Select the 'Next' link to continue with the process, or select the 'Logout' link to end your session.

**Note:** Approved performance objectives can be deleted by the rating official, but the performance plan will require re-approval.

#### Update Performance Objectives?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.
4. Select the *Performance Objectives* tab to list the employee's performance objectives.
5. Select the 'Update' link for the performance objective you want to update.
6. Update any of the performance objective information.
  - Performance objective title
  - Start date
  - Performance objective text
7. Select one of the following links:
  - Select 'Save' to save the performance objective and continue writing.
  - Select 'Save and Update Another Performance Objective' to save and begin updating another performance objective.
  - Select 'Save and Return to Performance Objectives Tab' when you are finished updating performance objectives.
8. After you have completed updating performance objectives and selected 'Save and Return to Performance Objectives Tab,' select the 'Next' link or another tab to continue with the process, or select the 'Logout' link to end your session.

**Note:** Approved performance objectives can be updated, but the performance plan must be re-approved

#### Approve Performance Objectives?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS Current PAA Status is 'Plan in Progress.'
4. Review employee's performance plan details and mission goals by selecting the *Performance Plan* tab, followed by *Performance Plan Details* tab and then the *Mission Goals* tab.
5. Select the *Performance Objectives* tab to list and review the employee's performance objectives.

6. Select the radio button next to each performance objective to display the performance objective text.
7. Select the *Approvals & Acknowledgments* tab.
8. Select the 'Start' link in 'Step 1: Rating Official Request or Document Higher Level Review.'
9. To request higher level review, choose option A.
  - Change the name of the higher level reviewer, if necessary.
  - Enter a notification message to the higher level reviewer.
  - Select the 'Transfer to Higher Level Reviewer' link.
10. After transfer to the higher level reviewer (HLR), current PAA status will be 'Plan Pending HLR Review '.
11. Select another employee's PAA for action from the Performance Appraisal Application main page or select the 'Logout' link to end your session.
12. To document higher level review, choose option B.
  - Enter the review date.
  - Enter the method of review. If the method is 'Other,' complete the 'Other' text field.
  - Change the name of the higher level reviewer, if necessary.
  - Select the 'Save' link.
  - Certify that the printed copy of the appraisal form accurately presents the performance plan as seen by and approved by the Higher Level Reviewer and the Higher Level Reviewer has signed the appraisal form by selecting 'Yes'.
13. In 'Step 3: Rating Official Document Communication (of Plan) to Employee', select 'Start' or select the 'Logout' link to end your session.

### Re-Approve Performance Objectives?

**Note:** Re-approval is required when updates are made to approved performance objectives or additional performance objectives are added to an approved performance plan.

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.

**Note:** The DCIPS Current PAA Status is 'Plan Approved' since it was previously approved.

3. Select the 'Go' link.
4. Select the *Performance Objectives* tab to list and review the employee's performance objectives.

5. Select 'Show' under the Details column next to each performance objective to display the performance objective or select the 'Update' link under the Action column to make any desired changes.
6. Select the *Re-Approvals & Acknowledgments* tab.
  - In 'Step 1: Rating Official Request or Document Higher Level Review (If Required)' - NOTE: If not required, Go to Step 3' select the 'Start' link if higher level review is required. If required:
7. To request higher level review, choose option A.
  - Change the name of the higher level reviewer, if necessary.
  - Enter a notification message to the higher level reviewer.
  - Select the 'Transfer to Higher Level Reviewer' link.
8. To document higher level review, choose option B.
  - Enter the review date.
  - Enter the method of review. If the method is 'Other,' complete the 'Other' text field.
  - Change the name of the higher level reviewer, if necessary.
  - Select the 'Save' link.
  - Certify that the printed copy of the appraisal form accurately presents the performance plan as seen by and approved by the Higher Level Reviewer and the Higher Level Reviewer has signed the appraisal form by selecting 'Yes'.
9. In 'Step 3: Rating Official Document Communication to Employee', select the 'Start' link or select the 'Logout' link to end your session.

#### Request or Document Higher Level Reviewer Approval?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS Current PAA Status is 'Plan in Progress'.
4. Select the *Performance Plan* tab, followed by *Approvals & Acknowledgments* tab.
5. Select the 'Start' link in 'Step 1: Rating Official Request or Document Higher Level Review.'
6. To request higher level review, choose option A.
  - Change the name of the higher level reviewer, if necessary.
  - Enter a notification message to the higher level reviewer.
  - Select the 'Transfer to Higher Level Reviewer' link.
7. To document higher level review, choose option B.

- Enter the review date.
  - Enter the method of review. If the method is 'Other,' complete the 'Other' text field.
  - Change the name of the higher level reviewer, if necessary.
  - Select the 'Save' link.
  - Certify that the printed copy of the appraisal form accurately presents the performance plan as seen by and approved by the Higher Level Reviewer and the Higher Level Reviewer has signed the appraisal form by selecting 'Yes'.
8. In 'Step 3: Rating Official Document Communication to Employee', select the 'Start' link or select the 'Logout' link to end your session.

### Request or Document Higher Level Review of the Plan on Multiple Employees at One Time?

1. Select the [Apply Action\(s\) to Multiple Employees \(PAA\)](#) link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Request or Document Higher Level Review of the Plan (Must be Current Owner)' from the 'Available Actions' listed and then select the 'Start' button.
4. Select the employees to which the action should be applied and then select the 'Next' button.

**Note:** Only employees with the DCIPS Plan Status of 'Pending' and are currently owned by the Rating Official will appear.

5. To request higher level review, choose option A.
  - a. Change the name of the higher level reviewer, if necessary.
  - b. Enter a notification message to the higher level reviewer.
  - c. Select the 'Transfer to Higher Level Reviewer' link.
  - d. Confirm the transfer of the Performance Plans to the HLR by selecting 'Yes'.
6. To document higher level review, choose option B.
  - a. Enter the review date.
  - b. Enter the method of review. If the method is 'Other,' complete the 'Other' text field.
  - c. Change the name of the higher level reviewer, if necessary.
  - d. Select the 'Save' link.

- e. Certify that the printed copy of the appraisal form accurately presents the performance plan as seen by and approved by the Higher Level Reviewer and the Higher Level Reviewer has signed the appraisal form by selecting 'Yes'.
7. After completing one of the options, a Status Log then appears that notifies the Rating Official what plans were successfully updated.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

#### Document Communication of the Performance Plan to the Employee after Higher Level Reviewer Approval?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS Current PAA Status is 'Plan Reviewed by HLR.'
4. Select the *Performance Plan* tab, followed by *Approvals & Acknowledgments* tab.
5. Select the 'Start' link in 'Step 3: Rating Official Document Communication to the Employee.'
6. Enter the date the communication to the employee occurred in the 'Communication Date' field.
7. Select the communication method from the 'Communication Method' drop-down menu. If the method is 'Other,' complete the 'Other' text field.
8. Select the 'Save and Transfer to Employee for Acknowledgment' link.
9. If desired, make changes to the notification e-mail message to the employee and select the "Transfer to Employee" link to complete the transfer.  
**Note:** The DCIPS Current Plan Status is now 'Plan Approved.'
10. Select another employee's PAA for action from the Performance Appraisal Application Main Page or select the 'Logout' link to end your session.

## Document Communication of the Performance Plans for Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Document Communication of the Plan (Must be Current Owner)' from the 'Available Actions' listed and then select the 'Start' button.
4. Select the employees to which the action should be applied and then select the 'Next' button.

**Note:** Only employees with the DCIPS Plan Status of 'Pending' and Step 2: Higher Level Review is 'Completed' currently owned by the Rating Official will appear.

5. Enter the date the communication to the employees occurred in the 'Communication Date' field.
6. Select the communication method from the 'Communication Method' drop-down menu. If the method is 'Other,' complete the 'Other' text field.
7. Select the 'Save and Transfer to Employees for Acknowledgment' link, make changes to the notification e-mail message to the employees if desired and then select the "Transfer to Employee" link to complete the transfer or select the 'Save Without Transferring to Employees for Acknowledgment' link.
8. A Status Log then appears that notifies the Rating Official what plans were successfully updated to show completion of Step 3: Rating Official Document Communication to the Employee in the *Approvals & Acknowledgments* tab in the *Performance Plan* tab.

**Note:** The DCIPS Current Plan Status is now 'Plan Approved.'

9. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

## Retrieve a Performance Plan or Appraisal?

1. Begin at the *Performance Appraisal Application* main page.
2. Select 'Retrieve' from the 'Action' drop-down menu for the performance plan listed.
3. Select the 'Go' link.

**Note:** *Performance* Plans can only be retrieved if the new owner has not begun working on it.

### Retrieve Plan/Appraisal from Employee for Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Retrieve Plan/Appraisal from Employee' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter your name for the *Current Rating Official* and then select the 'Find' button to produce a listing of employees from which to make a selection.
5. Select the employees to which the action should be applied and then select the 'Next' button.  
**Note:** Only employees who are the current owner of their plan/appraisal will appear.
6. Select the 'Retrieve Appraisal' button to complete the action.
7. A Status Log then appears that notifies the Rating Official whether or not the plans were successfully retrieved.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

### Retrieve Plan/Appraisal from Higher Level Reviewer for Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Retrieve Plan/Appraisal from Higher Level Reviewer' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter your name for the *Current Rating Official* and then select the 'Find' button to produce a listing of employees from which to make a selection.
5. Select the employees to which the action should be applied and then select the 'Next' button.  
**Note:** Only the employee plans/appraisals that have been transferred to the higher level reviewer will appear.
6. Select the 'Retrieve Appraisal' button to complete the action.
7. A Status Log then appears that notifies the Rating Official whether or not the plans were successfully retrieved.

8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

#### Change the Rating Official and Higher Level Reviewer?

1. Begin at the *Performance Appraisal Application* main page.
2. Select 'Change RO and/or HLR' from the 'Action' drop-down menu for the performance plan listed.
3. Select the 'Go' link.
4. Use the Flashlight icon to change the rating official or higher level reviewer.
5. Select the 'Save and Continue' link to continue with the process, or select the 'Cancel' link and then the 'Logout' link to end your session.

### Change the Rating Official on Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Change Rating Official' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter your name for the *Current Rating Official* and then select the 'Find' button to produce a listing of employees from which to make a selection.
5. Select the employees to which the action should be applied and then select the 'Next' button.
6. Identify the new *Rating Official*, add comments in the Notification Comments block if desired and then click 'Save' to complete the action.
7. A Status Log then appears that notifies the Rating Official whether or not the Rating Official was successfully updated.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

### Change the Higher Level Reviewer on Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Change Higher Level Reviewer' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter your name for the *Current Rating Official* and then select the 'Find' button to produce a listing of employees from which to make a selection.
5. Select the employees to which the action should be applied and then select the 'Next' button.
6. Identify the new *Higher Level Reviewer*, add comments in the Notification Comments block if desired and then click 'Save' to complete the action.
7. A Status Log then appears that notifies the Rating Official whether or not the Higher Level Reviewer was successfully updated.

8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

#### Transfer to the Employee?

1. Begin at the *Performance Appraisal Application* main page.
2. Select 'Transfer to Employee' from the 'Action' drop-down menu for the performance plan listed.
3. Select the 'Go' link.
4. Write an e-mail message to the employee indicating that you are transferring the performance plan.
5. Select the 'Transfer to Employee' link at the top of the *E-Mail Notification* page.

#### Transfer to Multiple Employees at One Time?

1. Select the *Apply Action(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Transfer to Employee (Must be Current Owner)' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter your name for the *Current Rating Official* and then select the 'Find' button to produce a listing of employees from which to make a selection.
5. Select the employees to which the action should be applied and then select the 'Next' button.
6. Add additional comments in the Notification Comments block if desired and then select 'Transfer to Employee' to complete the action.
7. A Status Log then appears that notifies the Rating Official whether or not the transfer was successful.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

#### Document Employee Acknowledgment?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.

3. Select the 'Go' link.
4. Select the *Performance Plan* tab, followed by *Approvals & Acknowledgments* tab.
5. Select the 'Start' link in 'Step 4: Rating Official Document Employee Acknowledgment.'
6. Select either 'Refused' or 'Other' from list of values for acknowledgment.
7. If 'Other', complete box titled 'Other'.
8. Select calendar icon to enter date.
9. Select the 'Save' link.
10. Select the 'Return to Main Page' link to continue, or select the 'Logout' link to end your session.

### ***Midpoint Review***

#### **Create a Midpoint Review?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS Current PAA Status is 'Plan Approved.'
4. Select the *Midpoint Review* tab.
5. Select the 'Create Midpoint Review' link.
6. Assess your employee's performance objectives and performance elements, or select the 'Logout' link to end your session.

#### **Assess an Employee's Performance?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS Current PAA Status is 'Midpoint in Progress.'
4. Select the *Midpoint Review* tab to list the employee's midpoint reviews.
5. Select the 'Update' link for the selected midpoint review.
6. Select the *Performance Objective Assessments* tab to list the employee's performance objectives and assessments.
7. Select the radio button next to each performance objective to display the performance objective and the employee's self-assessment.
8. Enter your evaluation for each performance objective.
9. Repeat steps 7 and 8 for each performance objective.

10. Select the *Performance Element Assessments* tab to list the employee's performance elements and assessments.
11. Select the radio button next to each performance element to display the performance element and the employee's self-assessment.
12. Enter your evaluation for each performance element.
13. Repeat steps 11 and 12 for each performance element.
14. Select the 'Back to Midpoint Reviews' link at the top of the screen.

#### Request or Document Higher Level Reviewer Approval?

**Note:** Each Component determines if higher level reviewer approval is required for midpoint reviews. If required:

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS Current PAA Status is 'Midpoint in Progress.'

4. Select the *Midpoint Review* tab.
5. Select the 'Update' link in the 'Action' column.
6. Select the *Approvals & Acknowledgments* tab.
7. Select the 'Start' link in 'Step 1: Rating Official Request or Document Higher Level Review.'
8. To request higher level review, choose option A.
  - Change the name of the higher level reviewer, if necessary.
  - Enter a notification message to the higher level reviewer.
  - Select the 'Transfer to Higher Level Reviewer' link.
9. To document higher level review, choose option B.
  - Enter the review date.
  - Enter the method of review. If the method is 'Other,' complete the 'Other' text field.
  - Change the name of the higher level reviewer, if necessary.
  - Select the 'Save' link.
10. Select the 'Logout' link to end your session.

## Request or Document Higher Level Review of Midpoint Review on Multiple Employees at One Time?

1. Select the *Apply Action(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Request or Document Higher Lvl Review of Midpoint Review (Must be Current Owner)' from the 'Available Actions' listed and then select the 'Start' button.
4. Select the employees to which the action should be applied and then select the 'Next' button.

**Note:** Only employees with the DCIPS PAA Status of 'Midpoint in Progress' and are currently owned by the Rating Official will appear.

5. To request higher level review, choose option A.
  - a. Change the name of the higher level reviewer, if necessary.
  - b. Enter a notification message to the higher level reviewer.
  - c. Select the 'Transfer to Higher Level Reviewer' link.
  - d. Confirm the transfer of the Midpoint Reviews to the HLR by selecting 'Yes'.
6. To document higher level review, choose option B.
  - a. Enter the review date.
  - b. Enter the method of review. If the method is 'Other,' complete the 'Other' text field.
  - c. Change the name of the higher level reviewer, if necessary.
  - d. Select the 'Save' link.
7. After completing one of the options, a Status Log then appears that notifies the Rating Official which employees were successfully updated.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

## Document Communication of the Midpoint Review to the Employee?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS PAA status is 'Midpoint Review Approved by HLR.'
4. Select the *Midpoint Review* tab to list the employee's midpoint reviews.
5. Select the 'Update' link for the selected midpoint review.

6. Select the *Approvals & Acknowledgments* tab.
7. Select the 'Start' link in 'Step 3: Rating Official Document Communication to the Employee.'
8. Enter the date the communication to the employee occurred in the 'Communication Date' field.
9. Select the communication method from the 'Communication Method' drop-down menu. If the method is 'Other,' complete the 'Other' text field.
10. Select the 'Save and Transfer to Employee for Acknowledgment' link.
11. Select the 'Return to Main Page' link to start a new process, or select the 'Logout' link to end your session.

#### Document Communication of the Midpoint Review for Multiple Employees at One Time?

1. Select the *Apply Action(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Document Communication of the Midpoint Review (Must be Current Owner)' from the 'Available Actions' listed and then select the 'Start' button.
4. Select the employees to which the action should be applied and then select the 'Next' button.

**Note:** Only employees with the DCIPS PAA Midpoint Review 'Step 3: Rating Official Document Communication to the Employee' is not 'Completed' and is currently owned as the Rating Official will appear.

5. Enter the date the communication to the employees occurred in the 'Communication Date' field.
6. Select the communication method from the 'Communication Method' drop-down menu. If the method is 'Other,' complete the 'Other' text field.
7. Select the 'Save and Transfer to Employees for Acknowledgment' link, make changes to the notification e-mail message to the employees if desired and then select the "Transfer to Employee" link to complete the transfer or select the 'Save Without Transferring to Employees for Acknowledgment' link.

8. A Status Log then appears that notifies the Rating Official what plans were successfully updated to show completion of Step 3: Rating Official Document Communication to the Employee in the *Approvals & Acknowledgments* tab in the *Midpoint Review* tab.
9. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

## Performance Evaluation (Annual Appraisal - DCIPS, Closeout - Early Annual - DCIPS, or Closeout-DCIPS)

### Rate an Employee's Performance?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS Current PAA Status will be 'Midpoint Review Completed' or 'Plan Approved'
4. Review 'Appraisal Type' field from the *Performance Plan Details* tab to ensure correct appraisal type has been selected.
5. Select the *Performance Evaluation* tab to continue.
6. Select the *Performance Objective Assessments* tab to list the employee's performance objectives.
7. Select the radio button next to each performance objective to display the performance objective and the employee's self-assessment.
8. Enter your evaluation, if you have not already done so.
9. Recommend a performance objective rating.
10. Repeat steps 7 through 9 until all performance objectives are evaluated and rated.
11. Select the *Performance Element Assessments* tab to list the employee's performance elements.
12. Select the radio button next to each performance element to display the performance element and the employee's self-assessment.
13. Enter your evaluation, if you have not already done so.
14. Recommend a performance element rating.
15. Repeat steps 12 through 14 until all performance elements are evaluated and rated.
16. Select the *Performance Evaluation Rating* tab to continue with the process, or select the 'Logout' link to end your session.

### Submit a Recommended Performance Evaluation of Record?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS Current PAA Status will be 'Midpoint Review Completed' or 'Plan Approved'.

4. Review 'Appraisal Type' field from the *Performance Plan Details* tab to ensure correct appraisal type has been selected.
5. Select the *Performance Evaluation* tab to continue.
6. Select the *Approvals & Acknowledgments* tab.
7. In 'Step 1: Rating Official Request or Document Higher Level Review,' select the 'Start' link.
8. Select either Option A: Transfer to the Higher Level Reviewer (HLR) in the PAA or Option B: Document the higher level review has taken place.
9. Select the 'Transfer to Higher Level Reviewer' link for Option A or the 'Save' link for Option B.

**Note:** Appraisal type and appraisal period end date are the only differences between the Annual Appraisal - DCIPS, Closeout - Early Annual - DCIPS, or Closeout DCIPS. Select the correct appraisal type from the drop-down menu adjacent to the 'Appraisal Type' field from the *Performance Plan Details* tab. Adjust appraisal period end date to the date prior to the event occurrence that requires a closeout assessment, i.e., rating official moving to another position on 20 June, 19 June would be appraisal period end date.

### Document Communication of the Performance Evaluation to the Employee?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS PAA status is 'Approved by HLR.'

4. Select the *Performance Evaluation* tab.
5. Select the *Approvals & Acknowledgments* tab.
6. Select the 'Start' link in 'Step 3: Rating Official Document Communication to the Employee.'
7. Enter the date the communication to the employee occurred in the 'Communication Date' field.
8. Select the communication method from the 'Communication Method' drop-down menu. If the method is 'Other,' complete the 'Other' text field.

9. Select the 'Save and Transfer to Employee for Acknowledgment' link, make changes to the notification e-mail message to the employee if desired and then select the "Transfer to Employee" link to complete the transfer or select the 'Save and go to Step 4' link to complete 'Step 4: Rating Official Document Employee Acknowledgment'.
10. Select the 'Return to Main Page' link to start a new process, or select the 'Logout' link to end your session.

### Document Communication of the Performance Evaluation for Multiple Employees at One Time?

1. Select the *Apply Action(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'Document Communication of the Performance Evaluation (Must be Current Owner)' from the 'Available Actions' listed and then select the 'Start' button.
4. Select the employees to which the action should be applied and then select the 'Next' button.  
**Note:** Only employees with the DCIPS PAA 'Approved by HLR' currently owned by the Rating Official will appear.
5. Enter the date the communication to the employees occurred in the 'Communication Date' field.
6. Select the communication method from the 'Communication Method' drop-down menu. If the method is 'Other,' complete the 'Other' text field.
7. Select the 'Save and Transfer to Employees for Acknowledgment' link, make changes to the notification e-mail message to the employees if desired and then select the "Transfer to Employee" link to complete the transfer or select the 'Save Without Transferring to Employees for Acknowledgment' link.
8. A Status Log then appears that notifies the Rating Official what plans were successfully updated to show completion of Step 3: Rating Official Document Communication to the Employee in the *Approvals & Acknowledgments* tab in the *Performance Evaluation* tab.
9. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

## View/Print Current Employee Appraisal Information for Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Rating Official' for the PAA System and Role and then select the 'Start' button.
3. Select 'View/Print Current Employee Appraisal Info' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter the Appraisal Year and select either all or the sections desired and then select the 'Submit Request' button.
5. The *Requests* page will appear. When the Phase is "Pending", select the 'Refresh' button to update the Phase until it reads "Completed". Once the Phase is "Completed", select the Icon in the 'Output' column to view or save the results.
6. Select the 'Home' link to continue or select the 'Logout' link to end your session.

## *Mock Evaluation and Rating*

### Enter Your Mock Evaluation and Ratings?

1. Begin at the *Performance Appraisal Application* main page.
2. *Since you do not have to have ownership of your employee's record to write your mock evaluation*, open an employee's existing performance plan by selecting 'Update' or 'View' from the 'Action' drop-down menu, and select the 'Go' button. You may continue to update your mock evaluation until you request or document the higher level review.
3. Select the *Mock Pay Pool Info* tab. The performance plan must be approved before the *Mock Pay Pool Info* tab is available.
4. Select the *Mock Performance Objectives* and *Mock Performance Elements* tabs to view your employee's performance objectives, performance elements, and mock self-assessments, and write your evaluations.
5. Select the *Mock Performance Objectives* tab to list the employee's performance objectives.
6. Select the radio button next to each performance objective to display the performance objective and the employee's self-assessment.
7. Enter your evaluation.
8. Note: Your assessments from an in-progress or completed Midpoint Review may be imported for your mock assessments by selecting the 'Import Midpoint Review Assessments' link. Recommend a performance objective mock rating.
9. Repeat steps 6 through 8 until all performance objectives are evaluated and rated.

10. Select the *Mock Performance Elements* tab to list the employee's performance elements.
11. Select the radio button next to each performance element to display the performance element and the employee's self-assessment.
12. Enter your evaluation.
13. Recommend a performance element rating.
14. Repeat steps 11 through 13 until all performance elements are evaluated and rated.
15. Select the *Mock Performance Evaluation Ratings* tab to review the mock evaluation ratings, select the *Mock Approvals and Acknowledgments* tab to continue with the process, select the 'Return to Main Page' button to start a new process, or select the 'Logout' link to end your session.

#### **Submit a Mock Recommended Performance Evaluation of Record?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' or 'View' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS PAA status will be 'Midpoint in Progress', 'Midpoint Review Completed' or 'Plan Approved'.
4. Select the *Mock Pay Pool Info* tab to continue.
5. Select the *Mock Approvals and Acknowledgments* tab.
6. In 'Step 3: Rating Official Request or Document Higher Level Review,' select the 'Start' link.
7. Select either Option A: Assign to the Higher Level Reviewer (HLR), or Option B: Document the higher level review has taken place.
8. Select the 'Submit' link for Option A, or the 'Save' link for Option B.

#### ***Manage Guest Participants***

##### **Add a Participant and Request Feedback?**

**Note:** Any feedback provided by a guest participant is only viewable by the rating official and the guest rater/reviewer. You must be the current owner of the performance plan to perform the steps identified.

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' button.
4. Select the *Manage Guest Participants* tab.
5. Select the 'Add Participant' button.

6. On the *DCIPS PAA - Add Guest Participant* page:
  - Enter 'Participant Name' (Last Name, First Name).
  - Select 'Participant Type' from the drop-down menu.
  - Select the 'Select' button.
7. Repeat steps 5 and 6 until all guest participants have been added.

**Note:** Prior to requesting feedback, with 'Participation Status' being 'Pending' under the 'Action' column on the drop-down menu, if necessary you can select:

  - 'Update Participation Type' to change the Participation Type (e.g., from guest rater to guest reviewer).
  - 'Remove Participant' to delete the guest participant.
8. Under the 'Select' column, check the box next to the guest participant name(s) you wish to request feedback from.
9. Select the 'Request Feedback' button.

**Note:** You may enter additional information to the notification message to the guest participant(s).
10. Select the 'Submit to Guest Participant' button.

**Note:** Selecting the 'Cancel' button at this point cancels the action.
11. Review the 'Status Log.'
12. Select the 'Return to Manage Guest Participants Tab' button to return to the *Manage Guest Participants* tab.

**Note:** The 'Participation Status' will be updated to 'Feedback Requested.'
13. Select the 'Return to Main Page' button to start a new process, or select the 'Logout' link to end your session.

### **Suspend Feedback?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' button.
4. Select the *Manage Guest Participants* tab.
5. Under the 'Select' column, check the box next to the guest participant name you wish to prevent feedback from.
6. Select the 'Suspend Feedback' button.
7. Review the 'Status Log.'
8. Select the 'Return to Manage Guest Participants Tab' button to return to the *Manage Guest Participants* tab.

**Note:** 'Participation Status' will be updated to 'Feedback Suspended'. If feedback is needed at a later date, proceed to step 7 of the 'Add a Participant and Request Feedback' section, and follow the steps to complete the activity.

9. Select the 'Return to Main Page' button to start a new process, or select the 'Logout' link to end your session.

## Section 3 – Higher Level Review – How Do I . . .

**An important note:** The first time the 'Go' button is selected for 'Create New Plan' or 'View' or 'Update' on the *Performance Appraisal Application* main page after selecting the Performance Appraisal Application (PAA) link, an 'Unclassified Information Only' page will display. You must agree that you will not enter any classified information by checking the box and selecting the 'Continue' button in order to continue. At this point you will be returned to the *Performance Appraisal Application* main page to reselect your action.

### *Performance Plan*

#### Approve a Performance Plan?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS PAA status is 'Plan Pending HLR Review.'
4. Select any of the tabs to review information about the performance plan: the *Performance Plan Details* tab, the *Mission Goals* tab, the *Performance Objectives* tab, or the *Performance Elements* tab.
5. Select the *Performance Objectives* tab to list and review the employee's performance objectives.
6. Select the 'View' link or 'Show' next to each performance objective to display the performance objective.
7. Select the *Performance Elements* tab to list and review the employee's performance elements.
8. Select the *Approvals & Acknowledgments* tab.
9. In 'Step 2: Higher Level Review,' select the 'Approve' link.
10. Type an e-mail message to the rating official indicating your approval.
11. Select the 'Transfer to Rating Official' link.
12. Confirm your approval by selecting 'Yes'.

### Approve Performance Plans on Multiple Employees at One Time?

1. Select the *Apply Actions(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Higher Level Reviewer' for the PAA System and Role and then select the 'Start' button.
3. Select 'Approve Performance Objectives' from the 'Available Actions' listed and then select the 'Start' button.
4. Select the employees to which the action should be applied and then select the 'Next' button.  
**Note:** Only employees with the DCIPS PAA status of 'Plan Pending HLR Review' will appear.
5. Select the 'Approve Objectives' button to execute the action.
6. Confirm your approval by selecting 'Yes'. A Status Log then appears that notifies the HLR what plans were updated to show completion of Step 2 on the *Approvals & Acknowledgments* tab.
7. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

### Return a Performance Plan to Rating Official for Correction?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.
4. Select any of the tabs to review information about the performance plan: the *Performance Plan Details* tab, the *Mission Goals* tab, the *Performance Objectives* tab, or the *Performance Elements* tab.
5. Select the *Approvals & Acknowledgments* tab.
6. In 'Step 2: Higher Level Review,' select the 'Return for Change' link.
7. Type an e-mail message to the rating official explaining your request for a change.
8. Select the 'Transfer to Rating Official' link.
9. Confirm the return of the plan to the Rating Official for correction by selecting 'Yes'.

### Change the Rating Official on Multiple Employees at One Time?

1. Select the [Apply Actions\(s\) to Multiple Employees \(PAA\)](#) link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Higher Level Reviewer' for the PAA System and Role and then select the 'Start' button.
3. Select 'Change Rating Official' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter the name of the *Current Rating Official* and then select the 'Find' button to produce a listing of employees from which to make a selection.
5. Select the employees to which the action should be applied and then select the 'Next' button.
6. Identify the name of the new *Rating Official*, add comments in the Notification Comments block if desired and then click 'Save' to complete the action.
7. A Status Log then appears that notifies the Higher Level Reviewer whether or not the Rating Official was successfully updated.
8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

### Change the Higher Level Reviewer on Multiple Employees at One Time?

1. Select the [Apply Actions\(s\) to Multiple Employees \(PAA\)](#) link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Higher Level Reviewer' for the PAA System and Role and then select the 'Start' button.
3. Select 'Change Higher Level Reviewer' from the 'Available Actions' listed and then select the 'Start' button.
4. Enter the name of the *Current Rating Official* and then select the 'Find' button to produce a listing of employees from which to make a selection.
5. Select the employees to which the action should be applied and then select the 'Next' button.
6. Identify the new *Higher Level Reviewer*, add comments in the Notification Comments block if desired and then click 'Save' to complete the action.
7. A Status Log then appears that notifies the Higher Level Reviewer whether or not the Higher Level Reviewer was successfully updated.

8. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

### *Midpoint Review*

#### Approve a Midpoint Review?

**Note:** Each Component determines if HLR approval of the midpoint review is required. If required:

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS PAA status is 'Midpoint Pending HLR Approval.'

4. Select the *Midpoint Review* tab to list the employee's midpoint reviews.
5. Select *the 'Update' link for the selected midpoint review.*
6. Select the *Performance Objective Assessments* tab to list the employee's performance objectives and assessments.
7. Select the radio button next to each performance objective to display the performance objective.
8. Review each performance objective focusing on the employee's and rating official's assessments of the performance objectives.
9. Repeat steps 7 and 8 until all performance objectives are reviewed.
10. Select the *Performance Element Assessments* tab to list the employee's performance elements and assessments.
11. Select the radio button next to each performance element to display the performance element.
12. Review each performance element focusing on the employee's and rating official's assessments of the performance elements.
13. Repeat steps 11 and 12 until all performance elements are reviewed.
14. Select the *Approvals & Acknowledgments* tab.
15. In 'Step 2: Higher Level Review,' select the 'Approve' link.
16. Type an e-mail message to the rating official indicating your approval.
17. Select the 'Transfer to Rating Official' link.

#### Return a Midpoint Review to Rating Official for Correction?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS PAA status is 'Midpoint Pending HLR Approval.'

4. Select *Midpoint Review* tab.
5. Select the 'Update' link for the selected midpoint review.
6. Select the *Approvals & Acknowledgments* tab.
7. In 'Step 2: Higher Level Review,' select the 'Return for Change' link.
8. Type an e-mail message to the rating official explaining your request for a change.
9. Select the 'Transfer to Rating Official' link.

***Performance Evaluation (Annual Appraisal – DCIPS, Closeout – Early Annual – DCIPS, or Closeout - DCIPS)***

**Review a Recommended Evaluation of Record?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.

**Note:** The DCIPS PAA status is 'Appraisal Pending HLR Approval.'

4. Select the *Performance Plan* tab.
5. Select any of the tabs to review information about the performance plan: the *Performance Plan Details* tab, the *Mission Goals* tab, the *Performance Objectives* tab, or the *Performance Elements* tab.
6. Select the *Performance Evaluation* tab.
7. Select the *Performance Objective Assessments* tab to list the employee's performance objectives, assessments, and recommended ratings.
8. Select the radio button next to each performance objective to display the performance objective, the employee's self-assessment, the rating official's evaluation, and the performance objective rating.
9. Select the *Performance Element Assessments* tab to list the employee's performance elements, assessments, and recommended ratings.
10. Select the radio button next to each performance objective to display the performance element, the employee's self-assessment, the rating official's evaluation, and the performance element rating.
11. Select the *Performance Evaluation Rating* tab to review the ratings, or select the 'Logout' link to end your session.

### Approve a Recommended Performance Evaluation of Record?

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS PAA status is 'Appraisal Pending HLR Approval.'
4. Select any of the tabs to review information about the performance plan: the *Performance Plan Details* tab, the *Mission Goals* tab, the *Performance Objectives* tab, or the *Performance Elements* tab.
5. Select the *Performance Evaluation* tab.
6. Select the *Approvals & Acknowledgments* tab.
7. In 'Step 2: Higher Level Review,' select the 'Approve' link.
8. Enter an e-mail message to the rating official indicating approval.
9. Select the 'Transfer to Rating Official' link.
10. Confirm your approval and PM PRA review by selecting 'Yes'.

### Approve Recommended Performance Evaluations on Multiple Employees at One Time?

1. Select the *Apply Action(s) to Multiple Employees (PAA)* link under the menu items listed on the Navigator page.
2. Select 'DCIPS - Higher Level Reviewer' for the PAA System and Role and then select the 'Start' button.
3. Select 'Approve Performance Evaluations' from the 'Available Actions' listed and then select the 'Start' button.
4. To review an employee's entire Performance Evaluation before approving, select the 'Printer' Icon under the 'Reports/Forms' column.
5. Select the employees to which the action should be applied and then select the 'Approve and Transfer to Rating Official' button.  
**Note:** Only employees with the DCIPS PAA status of 'Appraisal Pending HLR Approval' will appear.
6. Enter an e-mail message to the rating official(s) indicating approval.
7. Select the 'Transfer to Rating Official' link.

8. Confirm your approval and PM PRA review by selecting 'Yes'.
9. A Status Log then appears that notifies the HLR what Performance Evaluations were updated to show completion of Step 2 of the *Approvals & Acknowledgments* tab.
10. Select 'Return to Available Actions' or the 'Home' link to continue or select the 'Logout' link to end your session.

#### **Return a Recommended Evaluation of Record to Rating Official for Correction?**

1. Begin at the *Performance Appraisal Application* main page.
2. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
3. Select the 'Go' link.  
**Note:** The DCIPS PAA status is 'Appraisal Pending HLR Approval.'
4. Select any of the tabs to review and information about the performance plan: the *Performance Plan Details* tab, the *Mission Goals* tab, the *Performance Objectives* tab, or the *Performance Elements* tab.
5. Select the *Performance Evaluation* tab.
6. Select the *Approvals & Acknowledgments* tab.
7. In 'Step 2: Higher Level Review,' select the 'Return for Change' link.
8. Enter an e-mail message to the rating official explaining your request for a change.
9. Select the 'Transfer to Rating Official' link.

#### ***Mock Evaluation and Rating***

##### **Review and Approve a Mock Evaluation and Rating?**

1. Begin at the *Performance Appraisal Application* main page.
2. *Since you do not have to have ownership of your employee's record to review the evaluation and mock recommended ratings*, open an employee's existing performance plan by selecting 'Update' or 'View' from the 'Action' drop-down menu.
3. Select the 'Go' button.
4. Select the *Mock Pay Pool Info* tab. The performance plan must be approved before the *Mock Pay Pool Info* tab is available.
5. Select the *Mock Performance Objectives* tab, the *Mock Performance Elements* tab and the *Mock Performance Evaluation Ratings* tab to view your employee's performance objectives, performance elements, and mock evaluations.
6. Select the *Mock Performance Objectives* tab to list the employee's performance objectives.
7. Select the radio button next to each performance objective to display the performance objective, the employee's mock self-assessment, the rating official's mock evaluation, and the rating official's mock performance objective rating.

8. Repeat step 7 until all performance objectives are reviewed.
9. Select the *Mock Performance Elements* tab to list the employee's performance elements.
10. Select the radio button next to each performance element to display the performance element, the employee's mock self-assessment, the rating official's mock evaluation, and the rating official's mock performance element rating.
11. Repeat step 10 until all performance elements are reviewed.
12. Select the *Mock Performance Evaluation Ratings* tab to view the mock evaluations.
13. Select the *Mock Approvals & Acknowledgements* tab.
14. In 'Step 4: Higher Level Review,' select the 'Approve' link.

#### **Return a Mock Evaluation to Rating Official for Correction?**

1. Begin at the *Performance Appraisal Application* main page.
2. *Since you do not have to have ownership of your employee's record to review and approve a mock recommended rating*, open an employee's existing performance plan by selecting 'Update' or 'View' from the 'Action' drop-down.
3. Select the 'Go' button.
4. Select the *Mock Pay Pool Info* tab. The performance plan must be approved before the *Mock Pay Pool Info* tab is available.
5. Select the *Mock Approvals & Acknowledgements* tab.
6. In 'Step 4: Higher Level Review,' select the 'Return for Change' button.

## Section 4 – Guest Rater – How Do I . . .

### *Provide a Guest Rating?*

1. Begin at the *Performance Appraisal Application* main page.
2. Select the *Provide Guest Feedback* tab located in the upper right-hand corner.

*Or*

Under the 'Action' column, select 'Go' next to 'Update Feedback' to display the *DCIPS PAA - Guest Rater* page.

3. In the *Performance Objective Assessments* tab, select the radio button next to each performance objective to display the performance objective.
4. Enter your evaluation in the Guest Rater Assessment text box.
5. Recommend a Performance Objective Rating.
6. Repeat steps 3 through 5 until all performance objectives are evaluated and rated.
7. In the *Performance Element Assessments* tab, select the radio button next to each performance element.
8. Enter your evaluation in the Guest Rater Assessment text box.
9. Recommend a Performance Element Rating.
10. Repeat steps 7 through 9 until all performance elements are evaluated and rated.
11. Select the 'Complete' button in the upper right-hand corner of the tab.

**Note:** Once completed, you will not be able to update your feedback unless the rating official requests your feedback again.

12. Enter additional information to the notification message to the rating official.
13. Select the 'Submit' button. You will be returned to the *Provide Guest Feedback* tab. 'Participation Status' will be updated to 'Feedback Completed' and 'Date Completed' will reflect the date.
14. Select the *Performance Appraisal Application* main page to start a new process, or select the 'Logout' link to end your session.

## Section 5 – Guest Reviewer – How Do I . . .

### *Provide a Guest Review?*

1. Begin at the *Performance Appraisal Application* main page.
2. Select the *Provide Guest Feedback* tab located in the upper right-hand corner.
3. Under the 'Action' column, select 'Go' next to 'Update Feedback' to display the *DCIPS PAA - Guest Reviewer* page.
4. Select the 'Show Performance Objectives' link and then the 'Show' link under 'Details' next to the 'Performance Objective', or select the 'Show All Details' link to review performance objectives. Select the 'Show Performance Elements' link and then the 'Show' link under 'Details' next to the 'Performance Element' or select the 'Show All Details' to review performance elements.
5. Enter your evaluation in the Guest Reviewer Overall Feedback text box.  
**Note:** You are limited to 4,000 characters for the entire review.
6. Select the 'Complete' button.  
**Note:** Once completed, you will not be able to update your feedback unless the rating official requests your feedback again.
7. Enter additional information to the notification message to the rating official.
8. Select the 'Submit' button. You will be returned to the *Provide Guest Feedback* tab. 'Participation Status' will be updated to 'Feedback Completed' and 'Date Completed' will reflect the date.
9. Select the *Performance Appraisal Application* main page to start a new process or select the 'Logout' link to end your session.

## Section 6 – Trusted Agent – How Do I . . .

Manage PAA Trusted Agent Authorization allows higher level reviewers and rating officials to assign a trusted agent(s) to act on their behalf within the DCIPS PAA. Authorization of a trusted agent(s) does not alleviate higher level reviewers or rating officials of their performance management responsibilities to establish performance objectives and expectations and monitor, review, and evaluate employee performance.

The purpose of the trusted agent is to allow someone other than higher level reviewers or rating officials to document the decisions made by higher level reviewers or rating officials.

**Note:** PAA Trusted Agent Authorization is accessed through My Workplace or CIV Rating Official on the page prior to entering PAA.

Higher level reviewers and rating officials must approve all PAA activities documented by the trusted agent and route the performance plan to the next step by using one of the following methods:

- Select the 'Approve Trusted Agent Documentation' box located in the employee's PAA record under the appropriate *Approvals and Acknowledgments* tab. If the higher level reviewer or rating official does not have access to the PAA, the trusted agent forwards the performance plan to the next person in the chain of command to accomplish this task.

*Or*

- The higher level reviewer or rating official's signature on a copy of the performance plan constitutes approval of the action. The signed performance plan must be retained as documentation of approval.

### ***Manage Trusted Agent Assignments***

#### **Authorize the Trusted Agent Role?**

1. Select 'Manage PAA Trusted Agent Authorization' link from 'My Workplace' or 'CIV Rating Official.'
2. Select the 'Role' drop-down menu.
3. Select either Higher Level Reviewer or Rating Official.
4. Select 'System Type' drop-down menu
5. Select either Self Service Hierarchy or Defense Civilian Intelligence Personnel System
6. Select the 'Go' button.

**Note:** The 'Show Manage Assignment of Trusted Agent for Selected Employee(s)' link and the 'Results' table are displayed.

### Show Manage Assignment of Trusted Agent for Selected Employees?

1. Select the 'Show Manage Assignment of Trusted Agent for Selected Employee(s)' link or the 'Results' table to expand the area to assign or terminate trusted agent assignments individually or as a group.
2. Select one of the following areas to update: (1) Assign Trusted Agent or (2) Terminate Trusted Agent.

### Assign Trusted Agent?

1. Enter the Trusted Agent Name (required).
2. Enter Start Date (optional).  
**Note:** This can be a future date but not earlier than the current date.
3. Enter End Date (optional).  
**Note:** An end date can be entered to limit the assignment period. If entered, the end date cannot be less than the current date or the Start Date, whichever is more recent.
4. Under the 'Select' column on the 'Results' table, select the employee(s) whom you would like to assign as trusted agent(s).
5. Select the 'Apply' button.

### Terminate Trusted Agent?

1. Enter End Date.  
**Note:** The end date entered takes effect at the end of the day. Therefore, you cannot assign a new trusted agent until the day after the identified end date.
2. Under the 'Select' column on the 'Results' table, select the employee(s).
3. Select the 'Apply' button.

## Section 7 – Troubleshooting

### *Employees*

I have tried to update my performance objectives, and I am unable to make changes to them in the Performance Appraisal Application.

More than likely, you do not “own” your performance plan. To make any changes, you must have “ownership.” You can tell if you “own” your performance plan if on the *Performance Appraisal Application* main page your name is shown in the ‘Current Owner’ column. If you do not own your performance plan, ask your rating official to transfer your performance plan to you as follows:

1. Begin at the *Performance Appraisal Application* main page.
2. Select ‘Transfer to Employee’ from the ‘Action’ drop-down menu for the performance plan listed.
3. Select the ‘Go’ link.
4. Write an e-mail message to your employee indicating that you are transferring the performance plan.
5. Select the ‘Transfer to Employee’ link at the top of the *E-Mail Notification* page.

Note: An employee cannot make changes to approved performance objectives.

I created my performance plan, and my rating official cannot make any changes.

In order for your rating official to take any action on your performance plan, it must be transferred to your rating official. Check the *Performance Appraisal Application* main page to determine who “owns” your plan. If ‘Update’ appears in the ‘Action’ drop-down menu next to your performance plan, you still own it, so you need to transfer it as follows:

1. Begin at the *Performance Appraisal Application* main page.
2. Select ‘Transfer to Rating Official’ from the ‘Action’ drop-down menu for the performance plan listed.
3. Select the ‘Go’ link.
4. Write an e-mail message to your rating official indicating that you are transferring the performance plan.
5. Select the ‘Transfer to Rating Official’ link at the top of the *E-Mail Notification* page.

I have a performance objective that I want to delete, and the system will not let me delete it.

You may only delete a performance objective that you created if your performance plan has not been approved. Once your performance plan is approved, only your rating official can delete a performance objective.

My rating official has changed, and DCIPS PAA will not allow me to change the name to my new rating official.

The only time you can change the name of your rating official is when you create your performance plan. If you have a new rating official after your performance plan has been transferred to the former rating official or your performance plan is approved, only your new rating official or your human resources administrator can make the change. This is also true if your higher level reviewer changes.

### *Rating Officials*

**I submitted a request form to establish an account, but I cannot access My Workplace.**

Each Component has established procedures for accessing My Workplace. Check with your human resources administrator for assistance. This process applies to civilian and military rating officials and higher level reviewers.

**I am a civilian supervisor, and I cannot obtain a My Workplace account.**

Only civilian employees with a designation of supervisory code 2 or 4 have access to My Workplace. If you are expected to rate an employee and do not have a supervisory code 2 or 4, your human resources administrator must assign the 'CIV Rating Official' responsibility to you. Once this is assigned, you can perform every activity associated with managing employee performance except building a performance plan.

**My employees do not show up in DCIPS PAA when I access the PAA through My Workplace.**

Check with your human resources administrator to ensure that the hierarchy of your organization is correct.

**I reviewed my employee's performance plan, and I want to make changes.**

For you to take any action on your employee's performance plan, it must be transferred to you. Check the *Performance Appraisal Application* main page to determine who "owns" the plan. If 'View' appears in the 'Action' drop-down menu next to the performance plan, your employee still owns the performance plan, so your employee needs to transfer it as follows:

1. Begin at the *Performance Appraisal Application* main page.
2. Select 'Transfer to Rating Official' from the 'Action' drop-down menu for the performance plan listed.
3. Select the 'Go' link.
4. Write an e-mail message to your rating official indicating that you are transferring the performance plan.
5. Select the 'Transfer to Rating Official' link at the top of the *E-Mail Notification* page.

**I have a new employee who transferred from another Component. The new employee does not show up in DCIPS PAA through My Workplace.**

Check with your human resources administrator to ensure that the employee has been transferred to your Component's hierarchy.

**Reminder:** When a DCIPS employee transfers from one DCIPS organization to another DCIPS organization, the former rating official should complete:

- A closeout assessment, if the transfer occurs prior to 90 days of the end of the rating cycle
- Or
- An early annual appraisal, if the transfer occurs within 90 days of the end of the rating cycle

When an employee arrives at his or her new location, a new performance plan should be created within 30 days.

### *Higher Level Reviewers*

I have reviewed an employee's performance plan, and there are several changes I want made before I will approve the performance plan. The rating official indicates that no action can be taken on the employee's performance plan when accessing DCIPS PAA through My Workplace.

1. You must transfer the performance plan to the rating official so that the rating official can make your requested changes. To do so:
2. Begin at the *Performance Appraisal Application* main page.
3. Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
4. Select the 'Go' link.

**Note:** The DCIPS Current PAA Status is 'Plan Pending HLR Approval.'

5. Select the *Approvals & Acknowledgments* tab.
6. In 'Step 2: Higher Level Review,' select the 'Return for Change' link.
7. Enter an e-mail message to the rating official explaining your request for changes.
8. Select the 'Transfer to Rating Official' link.
9. Select 'Logout' to exit DCIPS PAA.

# Rating Flow Chart

## DCIPS PERFORMANCE EVALUATION FLOW CHART

