



One Defense Intelligence Enterprise
One Common System

Completing the Streamlined DCIPS Performance Appraisal in the PAA

To facilitate a more streamlined approach to performance management, employees and supervisors may complete one narrative for all Performance Objectives and one narrative for all Performance Elements, rather than requiring separate narratives for each Performance Objective and each Performance Element. Below are instructions on how to best implement this guidance in the PAA for midpoints and performance appraisal closeouts.

- Performance narratives must still address performance against both objectives and elements and justify the ratings assigned. Narratives that accurately support performance ratings are important to the integrity of our performance management system.
- This guidance is optional for employees and supervisors. Employees and supervisors may elect to complete narratives for each Performance Objective and each Performance Element.
- Rating Officials should take into account the employee self assessment when writing their appraisal. If an employee decides to write to each performance objective and performance element in their self assessment, the rating official should consider this when writing their appraisal.
- Rating Officials who choose to utilize the streamlined process must use the streamlined process for ALL employees under his/her purview.



One Defense Intelligence Enterprise One Common System

Instructions for an Employee completing a Streamlined Self Assessment in the PAA.

1. Select the **“Update”** Action from the drop down box on the PAA Main Page. (Note: Employee must have ownership of the plan to enter assessments.)
2. Select the  Button.

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 Jobs, Dario T

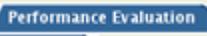
Create New Plan

--Choose a Plan Type-- 

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Jobs, Dario T	Jobs, Dario T	Prothero, Lorenzo M	2010	101	28-May-2010	DCIPS	Approved	Midpoint Review Completed	Update 

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

3. Select the  Tab
4. Select the  Tab
5. Select the appropriate “Radio button” for Performance Objective #1.
6. Enter a narrative summarizing a self assessment for **ALL** of the Performance Objectives in the **Employee Self Assessment** box for Objective #1. Employees should still address all Performance Objectives in their summary self assessment.

(Note: there is a 2000 character limit for this text box. If you need more characters for your narrative, note *“Continued in Performance Objective #2”* and complete the narrative in the **Employee Self Assessment** box for Performance Objective #2)

7. Select the radio button for Performance Objective #2



One Defense Intelligence Enterprise One Common System

8. Enter the statement “*See Performance Objective #1 for Summary Narrative*” in the **Employee Self Assessment** box for Performance Objective # 2.
9. Repeat Steps 7 and 8 until a statement has been entered into all Employee Self Assessment boxes.

DCIPS PAA Employee

Transfer to Rating Official Track Progress Return to Main Page

Employee Information
Employee Name Jobs, Dept, T
[Show Employee Details](#)

Step 3

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

Step 4

Performance Objective Assessments Performance Element Assessments Performance Evaluation Approvals & Acknowledgments

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

Step 5

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Fiscal Responsibility	APPROVED
<input type="radio"/>	2	Social Activities	APPROVED

Performance Objective
Don't spend all the money in one place.

Step 6

Employee Self Assessment
I did not spend all of the money in one place. There was at least three places where I spent money.

(Limit to 2000 characters) Counter 102

Save and Return to To

10. Select the **Performance Element Assessments** Tab
11. Select the appropriate “Radio button” for “Accountability for Results”.
12. Enter a narrative summarizing a self assessment for **ALL** of the Performance Elements in the **Employee Self Assessment** box for “Accountability for Results”.

(Note: there is a 2000 character limit for this text box. If you need more characters for your narrative, note “*Continued in “Communication”* and complete the narrative in the **Employee Self Assessment** box for “Communication”)

13. Select the radio button for “Communication”.

14. Enter the statement “See “Accountability for Results” for Summary Narrative” in the **Employee Self Assessment** box for “Communication”.
15. Repeat Steps 13 and 14 until a statement has been entered into all Employee Self Assessment boxes.

DCIPS PAA Employee

Employee Information
Employee Name **Jobs, Dario T**
[▶ Show Employee Details](#)

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 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
I have expertise.

(Limit to 2000 characters) Counter 02

16. Once all employee self assessments are completed, transfer to Rating Official by selecting

button



One Defense Intelligence Enterprise

One Common System

DCIPS PAA Employee

Step 16

[Transfer to Rating Official](#)

[Track Progress](#)

[Return to Main Page](#)

Employee Information

Employee Name **Jobs, Dario T**

[▶ Show Employee Details](#)

Plan

Midpoint Review

Performance Evaluation

Reports/Forms

Mock Pay Pool Info

Performance Objective Assessments

Performance Element Assessments

Performance Evaluation

Approvals & Acknowledgments

Performance Evaluation

[Need Help?](#)

Appraisal Type **Annual Appraisal - DCIPS**

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

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

Appraisal Effective Date

Performance Objective Ratings

Number	Performance Objective Title	Status
1	Fiscal Responsibility	APPROVED
2	Social Activities	APPROVED

Performance Elements Ratings

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



One Defense Intelligence Enterprise One Common System

Instructions for Rating Officials completing a Streamlined Self Assessment in the PAA.

Select the “**Update**” Action from the drop down box on the PAA Main Page.

(Note: Rating Official must have ownership of the plan to enter assessments)

1. Select the  Button.

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Jobs, Dario T	Prothero, Lorenzo M	Prothero, Lorenzo M	2010	101	28-May-2010	DCIPS	Approved	Midpoint Review Completed	Update 

Step 1

2. Select the  Tab
3. Select the  Tab
 - a. Select “**Annual Appraisal - DCIPS**” from the dropdown box for *Appraisal Type*.
 - b. Input Appraisal Period End Date.
4. Select the appropriate “Radio button” for the first Performance Objective
5. Review the Employee’s Self Assessment for Performance Objective #1.
6. Assign a rating to Performance Objective #1.
7. Enter a narrative summarizing **ALL** of the Employee’s Performance Objectives ratings in the **Rating Official Assessment** box for Objective #1.

(Note: there is a 2000 character limit for this text box. If you need more characters for your narrative, note “*Continued in Performance Objective #2*” and complete the narrative in the **Rating Official Assessment** box for Performance Objective #2)

8. Select the radio button for Performance Objective #2
9. Review the Employee’s Self Assessment for Performance Objective #2.



One Defense Intelligence Enterprise One Common System

10. Assign a rating to Performance Objective #2.
11. Enter the statement "See Performance Objective #1 for Summary Narrative" in the **Rating Official Assessment** box for Performance Objective #2.

Repeat steps 8-10 until all Performance Objectives have been assigned a rating.

The screenshot shows the 'DCIPS PAA Rating Official' interface. On the left, a vertical red line with orange callout boxes indicates the following steps:

- Step 2:** Points to the 'Performance Evaluation' tab.
- Step 3:** Points to the 'Performance Objective Assessments' sub-tab.
- Step 4:** Points to the 'Performance Objectives' table, specifically to the radio button for objective 1.
- Step 5:** Points to the 'Employee Self Assessment' text area.
- Step 6:** Points to the 'Performance Objective Rating' dropdown menu.
- Step 7:** Points to the 'Rating Official Assessment' text area.

The interface content includes:

- Buttons: Transfer to Employee, Track Progress, Return to Main Page
- Employee Information: Employee Name Jobs, Dario T, Show Employee Details
- Navigation: Plan, Midpoint Review, Performance Evaluation (selected), Reports/Forms, Manage Guest Participants, Mock Pay Pool Info
- Sub-navigation: Performance Objective Assessments (selected), Performance Element Assessments, Performance Evaluation Rating, Approvals & Acknowledgments
- Performance Objective Assessments: Appraisal Type Annual Appraisal - DCIPS, Appraisal Period Start Date 01-Oct-2009, Appraisal Period End Date 30-Sep-2010, Appraisal Effective Date
- Performance Objectives Table:

Select Number	Performance Objective Title	Status
<input checked="" type="radio"/> 1	Fiscal Responsibility	APPROVED
<input type="radio"/> 2	Social Activities	APPROVED
- Performance Objective: Don't spend all the money in one place.
- Rating Official Assessment: Employee met objective. (Limit to 2000 characters, Counter 23)
- Performance Objective Rating: 3
- Employee Self Assessment: I did not spend all of the money in one place. There was at least three places where I spent money.



One Defense Intelligence Enterprise One Common System

12. Select the  tab.
13. Select the appropriate “Radio button” for the first Performance Element “**Accountability for Results**”.
14. Review the Employee’s Self Assessment for “**Accountability for Results**”.
15. Assign a rating to Performance Element “**Accountability for Results**”

(Note: Remember to use your [Intelligence Community Performance Standards](#))

16. Enter a narrative summarizing justification for **ALL** of the Employee’s Performance Elements ratings in the **Rating Official Assessment** box for “**Accountability for Results**”.

(Note: there is a 2000 character limit for this text box. If you need more characters for your narrative, note “*Continued in Communication Rating Official Assessment box*” and complete the narrative in the **Rating Official Assessment** box for “Communication”)

17. Select the radio button for “**Communication**”.
18. Review the Employee’s Self Assessment for “**Communication**”.
19. Assign a rating for the Performance Element “**Communication**”.
20. Enter the statement “*See “Accountability for Results” Rating Official Assessment Box for Summary Narrative*” in the **Rating Official Assessment** box for “Communication”.
21. Repeat steps 17-20 until all Performance Elements have been assigned a rating.

DCIPS PAA Rating Official

Employee Information
 Employee Name **Jobs, Dario T**
[▶ Show Employee Details](#)

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

Performance Objective Assessments
Performance Element Assessments
P
ating
Approvals & Acknowledgments

Performance Element Assessments

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

Performance Elements

Select Number	Performance Element
<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

I was accountable.

Rating Official Assessment

I agree.

(Limit to 2000 characters) Character Counter 8

Performance Element Rating

Performance Element Rating **3**

Step 13

Step 12

Step 14

Step 16

Step 15

22. Select **Performance Evaluation Rating** tab to review all ratings.

DCIPS PAA Rating Official

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

Employee Information
Employee Name **Jobs, Dario T**
[▶ Show Employee Details](#)

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

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

Performance Evaluation Rating Need Help?

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

Performance Objective Ratings

Number	Performance Objective Title	Status	Rating
1	Fiscal Responsibility	APPROVED	3
2	Social Activities	APPROVED	2
3	Critical Thinking		3
4	Engagement and Collaboration		3
5	Personal Leadership and Integrity		3
6	Technical Expertise		3

Performance Evaluation of Record

Average Performance Objective Rating: 2.5 Overall Rating: 2.7
Average Performance Element Rating: 3.0 Evaluation of Record: 3 - Successful

23. Select **Approvals & Acknowledgments** tab to begin approval process.

24. Select **Start** at **“Step 1: Rating Official Request or Document Higher Level Review”** to request or document approval by reviewing official (Higher Level reviewer).

DCIPS PAA Rating Official

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

Employee Information
Employee Name **Jobs, Dario T**
[▶ Show Employee Details](#)

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

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

Approvals & Acknowledgments Need Help?

Show All Details | Hide All Details

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

25. Select **Option A** to transfer PAA to HLR for approval .

DCIPS PAA Rating Official Transfer to Employee Track Progress Return to Main Page

Employee Information
Employee Name **Jobs, Dario T**
[Show Employee Details](#)

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

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

Approvals & Acknowledgments [Need Help?](#)

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

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

Step 25

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

Option A **Transfer to the Higher Level Reviewer (HLR) in the PAA.**

Name	Date
Prothero, Lorenzo M	Rating Official
Palmerton, Luther CPMS Y	Higher Level Reviewer

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

Change Higher Level Reviewer

Message to Higher Level Reviewer

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

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Evaluation Tab to complete Step 2: Higher Level - Review.

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