

**DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM (DCIPS)**

**Reconsideration and Clerical Corrections
User Guide**

Introduction

The PAA Corrections – Final Appraisal functionality allows pay pool administrators, pay pool managers (including their alternates) and human resources professionals to make changes directly in the Defense Civilian Personnel Data System (DCPDS) that result in an accurate and completed final appraisal form. Only 'Annual Appraisal – DCIPS' and 'Closeout – Early Annual – DCIPS' appraisals with a PAA status of 'Completed,' 'Approved by HLR', or 'Approved by RO' for FY09 and after may be corrected using this process. All other corrective actions must be accomplished by submission of a Change Request Transmittal (CRT) through the Human Resources office to Civilian Personnel Management Services (CPMS).

NOTE: This process allows the correction of a final appraisal form for former DCIPS employees.

There are two types of corrections allowed:

1. **Reconsideration Correction** – Based on a reconsideration decision. The following fields can be corrected:

- Communication Method
- Communication Date
- Performance Objective Titles
- Performance Objective Ratings
- Performance Element Ratings
- Employee Self Assessment
- Rating Official Assessment

2. **Clerical Correction** – Based on an administrative error. Corrections are limited to the following fields:

- Communication Method
- Communication Date
- Performance Objective Titles
- Employee Self Assessment
- Rating Official Assessment

How to Start

1. **For Human Resources Professionals:** Select the **PAA Corrections Administrator – Final Appraisal** responsibility. This responsibility allows correction when the pay pool administrator/manager is not available or when the pay pool associated with the PAA record is no longer active.
2. **For Pay Pool Administrators/Managers and their Alternates:** After selecting your appropriate responsibility, select the menu item **PAA Corrections – Final Appraisal**.

How to Search

1. On the 'Appraisal Form Correction' page, under 'Appraisal Search', enter the **Appraisal Effective Date** (required field) and a value in at least one of the other fields. Tip: to assist in searching for an Employee Name, select the 'flashlight'.

The screenshot shows the 'Performance Appraisal Application (PAA)' interface. At the top, there is a navigation bar with links for 'ICE MVBiz', 'ICE PAA V3', 'Diagnostics', 'Home', 'Logout', and 'Preferences'. Below this is the 'Appraisal Form Correction' section, which includes a note that an asterisk indicates a required field and a 'Need Help?' link. A red 'PRIVACY ACT INFORMATION' warning is displayed. The 'Appraisal Search' section contains instructions and a search form with fields for 'Appraisal Effective Date', 'Employee Name', 'Employee Number', and 'Appraisal ID'. A 'Find' button and a 'Clear' button are also present. Below the search form is an 'Appraisal Results' table with columns for Employee Name, Employee Number, Appraisal ID, Appraisal Type, Appraisal Date, Appraisal Status, Appraisal Version, System Type, and Action. The table currently shows 'No search conducted.'

2. Select the Find button.
3. The following information is displayed in the 'Appraisal Results' region. Appraisal results are returned based on the search criteria entered and for appraisals that are currently in an appraisal Status of 'Completed', 'Approved by HLR' or 'Approved by RO.' Tip: For changes to an appraisal as a result of a reconsideration decision, appraisal must be in 'Completed status;' clerical corrections may be made to appraisals in either 'Completed,' 'Approved by HLR' or 'Approved by RO' status.

Column Headings

Employee Name	Your employee's name
Employee Number	An automated number assigned to employee in DCPDS
Appraisal ID	An automated number assigned to a plan when created
Appraisal Type	Identifies the two types of Annual Appraisals <ul style="list-style-type: none"> • Annual Appraisal - DCIPS • Closeout – Early Annual – DCIPS

Appraisal Date	Effective date of appraisal
Appraisal Status	Indicates current PAA Appraisal Status <ul style="list-style-type: none"> • Approved by HLR – Higher Level Reviewer approved the recommended rating of record and appraisal is pending communication of the ratings to the employee by the Rating Official • Approved by RO – Appraisal has been communicated to the employee and is pending employee acknowledgment. • Completed – Employee has acknowledged and all actions are complete.
System Type	DCIPS = personnel system
Action	Select an action from the drop down menu <ul style="list-style-type: none"> • Reconsideration Correction – To correct an appraisal form based on a reconsideration decision. It is only available when Appraisal Status equals Completed. • Clerical Correction – To correct an appraisal form due to an administrative error • View Appraisal – To review details of a corrected appraisal. It is only available when the Appraisal Status equals Completed. • Print Form – To print a final appraisal form. It is only available when the Appraisal Status equals Completed.

4. Identify the employee's record and select the appropriate value under the Action column. Select **Go**.

Final Appraisal Reconsideration Correction

The Appraisal Form Correction: Worksheet Details – Reconsideration page allows you to correct the employee's appraisal based on a reconsideration decision. After the 'Save and Complete' button is selected, a final appraisal form will be produced and be available to the rating official and employee under the Completed Plans and Appraisals area of the PAA Main Page.

Appraisal Form Details - Since the current appraisal status is 'Completed,' most fields will be 'read only.' You may update the communication date, method and 'other' method if necessary.

Final Appraisal Reconsideration Decision and Approval Information

- **Correction Type:** - Auto-populated with **Reconsideration Correction**
- **Level Decision was Made** - Auto-populated as all DCIPS reconsideration decisions require PRA approval.
- **Date of Decision** - Date entered must be the system date or a prior date.
- **Performance Review Authority (PRA) Name** - Enter the name of the PRA who made the decision to correct the appraisal. Select the 'flashlight' for assistance in searching for the PRA's name.

Certification Information - Certified By and Certification Date fields will auto-populate data based on the individual who is currently logged in and making the correction. **These fields are 'read only' and cannot be updated.** This individual is certifying that all reconsideration information contained in this worksheet has been reviewed and approved.

Performance Evaluation

- **Performance Objectives**
 - Select the appropriate radio button for the performance objective you wish to update or correct. This will also display the performance objective text under the Performance Objective area. The performance objective text may not be updated.
 - **Performance Objective Title** - You can change the objective title related to an individual job objective.
 - **Employee Self Assessment and Rating Official Assessment** – This information can be modified with a limit of 2000 characters for each text box.
 - **Rating** – Select the appropriate rating using the drop down arrow. The Performance Objective Rating and Performance Evaluation of Record will be auto-populated as changes are made.
- **Performance Elements**
 - Select the appropriate radio button for the performance element you wish to update or correct. This will also display the performance element text under the Performance Element area. Neither the performance element title nor text may be updated.
 - **Employee Self Assessment and Rating Official Assessment** – This information can be modified with a limit of 2000 characters for each text box.
 - **Rating** – Select the appropriate rating using the drop down arrow. The Performance Element Rating and Performance Evaluation of Record will be auto-populated as changes are made.
- **Performance Evaluation Rating**
 - This area displays as 'read only' the computed Performance Objective Rating, the Performance Element Rating, Overall Rating, and the Performance Evaluation of Record

Cancel and Save and Complete Buttons

- **Cancel** – Select the 'Cancel' button if you don't want to finalize this process. A warning message will display, 'Are you sure you want to cancel?' No Yes
 - If 'Yes' is selected, the data will not be saved and you will be returned to the Appraisal Search Page.
 - If 'No' is selected, you will be returned to the Worksheet Details – Reconsideration page with no data lost.
- **Save and Complete** – If you select the '**Save and Complete**' button, a warning message will display, 'Are you sure you want to continue with completing the process?' No Yes
 - If 'Yes' is selected, you will receive an Information Message: 'The appraisal has been updated. Select the Print Report button to view or print the final appraisal form or select the Done button to return to the Appraisal Search Page.'
 - The Appraisal Form Details review page is 'read only.' Select the 'Print Report' button to view the completed appraisal form. If you select the 'Done' button, you will be returned to the Appraisal Search page.

If 'No' is selected, you will return back to the Worksheet Details – Reconsideration page and changes will not be updated.**Final Appraisal Clerical Correction**

Appraisal Form Correction: Worksheet Details – Clerical - This page allows you to correct appraisal forms due to clerical errors that are in a 'Completed' status as well as correct PAA records that are in an 'Approved by HLR' or 'Approved by RO' status so that a 'Completed' appraisal form can be produced. Corrections are limited to those items associated with the final appraisal. This process does not include corrections to Performance Objective Ratings, Performance Element Ratings or Midpoint Reviews.

Appraisal Form Details

- If the appraisal is in a 'Completed' Status, this area displays information from the final appraisal form related to approvals and communication to the employee. You may only update the Communication Date and Communication Method. This information will be displayed on the completed appraisal form.
- If the appraisal is incomplete and the status equals 'Approved by HLR' or 'Approved by RO,' you may update certain information related to approvals and communications to the employee. This information will be displayed on the completed appraisal form.

Final Appraisal Clerical Decision and Approval Information

- **Correction Type:** - Auto-populated with Clerical **Correction**
- **Level Decision was Made** - Auto-populated as all DCIPS clerical corrections require PRA approval.
- **Date of Decision** – Date entered must be the system date or a prior date.
- **Performance Review Authority (PRA) Name** – Enter the name of the PRA who made the decision to correct the appraisal. Select the 'flashlight' for assistance in searching for the PRA's name.

Certification Information - Certified By and Certification Date fields will auto-populate data based on the individual who is currently logged in and making the correction. **These fields are 'read only' and cannot be updated.** This individual is certifying that all information contained in this worksheet has been reviewed and approved.

Performance Evaluation

- **Performance Objectives**
 - Select the appropriate radio button for the performance objective you wish to update or correct. This will also display the performance objective text under the Performance Objective area. The performance objective text may not be updated.
 - **Performance Objective Title** - You can change the objective title related to an individual job objective.
 - **Employee Self Assessment and Rating Official Assessment** – This information can be modified with a limit of 2000 characters for each text box.
 - **Rating** – Is 'read only' and may not be corrected via clerical correction.
- **Performance Elements**
 - Select the appropriate radio button for the performance element you wish to update or correct. This will also display the performance element text under the Performance Element area. Neither the performance element title nor text may be updated.

- **Employee Self Assessment and Rating Official Assessment** – This information can be modified with a limit of 2000 characters for each text box.
- **Rating** – This field is 'read only' and may not be corrected via clerical correction
- **Performance Evaluation Rating**
 - This area displays as 'read only' the computed Performance Objective Rating, the Performance Element Rating, Overall Rating, and the Performance Evaluation of Record

Cancel and Save and Complete Buttons

- **Cancel** – Select the 'Cancel' button if you don't want to finalize this process. A warning message will display, 'Are you sure you want to cancel?' No Yes
 - If 'Yes' is selected, the data will not be saved and you will be returned to the Appraisal Search Page.
 - If 'No' is selected, you will be returned to the Worksheet Details – Clerical page with no data lost.
- **Save and Complete** – If you select the '**Save and Complete**' button, a warning message will display, 'Are you sure you want to continue with completing the process?' No Yes
 - If 'Yes' is selected, you will receive an Information Message: 'The appraisal has been updated. Select the Print Report button to view or print the appraisal form or select the Done button to return to the Appraisal Search Page.'
 - The Appraisal Form Details review page is 'read only'. Select the 'Print Report' button to view the completed appraisal form. If you select the 'Done' button, you will be returned to the Appraisal Search page.
 - If 'No' is selected, you will return back to the Worksheet Details – Clerical page and changes made will not be updated.