

**Defense Civilian Intelligence Personnel
System (DCIPS)
Performance Appraisal Application
(PAA)**

**Guide for the Performance Evaluation Single
Assessment Option**

Overview: Effective 30 June 2013, the Defense Civilian Personnel Data System (DCPDS) was modified to allow a new assessment option in the automated Performance Appraisal Application (PAA) module for the Defense Civilian Intelligence Personnel System (DCIPS) when completing the employee and rating official assessments for the Performance Evaluation. This new assessment option provides a single assessment block up to 6,000 characters for the employee and a single assessment block up to 3,000 characters for the rating official to enter their assessment and is available beginning with the Performance Cycle for 2013. The current assessment module in which the employee and the rating official enters the assessments for each of their Performance Objectives and each of the Performance Elements (or all Performance Element assessments are summarized in the Performance Element 1 block) remains in place and will continue to be the option displayed on the “Performance Objective Assessments” tab and the ‘Performance Element Assessments’ tab in the ‘Performance Evaluation’ tab unless the ‘DCIPS PAA Assessment Option’ is updated to use this new assessment option. This change applies to the completion of the assessment blocks for the Performance Evaluation only within the PAA; the Performance Evaluation Approvals & Acknowledgments process remains the same. Additionally, this additional assessment option does not apply to the Midpoint Review assessments or the Mock Pay Pool Info assessments within the DCIPS PAA.

Setting the DCIPS PAA Assessment Option: The assessment option to be used for the completion of the Performance Evaluation assessments is identified at the pay pool level. This assessment option can be updated by the Pay Pool Administrator/Alternate Pay Pool Administrator or the Pay Pool Manager/Alternate Pay Pool Manager. To continue using the current Performance Evaluation assessment screens, no action is required. To change the assessment option to display the single block for the employee and for the rating official assessments for the 2013 Performance Year or later, the following steps must be accomplished. Once the assessment option is set, the assessment option entered will continue to be the option for subsequent Performance Years unless the 'DCIPS PAA Assessment Option' is updated to a different value for a later Performance Year.

Step 1: Log into DCPDS and select your pay pool responsibility from the Navigator.

Step 2: Select 'Manage Pay Pool IDs' from the menu.

Step 3: On the 'Create PP ID' tab, retrieve the pay pool information for the pay pool to be updated by first pressing <F11>, then enter the pay pool ID in the 'Segment 1' field and then press <Ctrl> + <F11> to populate the form with the pay pool information.

Note: If you enter an existing pay pool ID in Segment 1 without retrieving the pay pool information first, you will receive an error message stating "you cannot create duplicate Pay Pool ID's. This (Pay Pool) already exists.'

Step 4: Navigate to the 'DCIPS Pay Pool PAA Assessment Options' section, select the 'Performance Year' from the list of values (LOV) to identify the Performance Year for which the option becomes effective and select 'OK'. Select the 'Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block'(Option 2) from the LOV for the 'DCIPS PAA Assessment Option' to use the one assessment block option and select 'OK'. Then click on the 'Save' icon.

Notes:

- 1) If you are creating a new pay pool, the Performance Year and assessment option can be entered in this section at the time the new pay pool is created.
- 2) The single assessment block option cannot be effective any earlier than Performance Year 2013.
- 3) If this section is null, the Performance Evaluation screens will continue to display assessment blocks for each performance objective and performance element.
- 4) Once Option 2 is selected, this option will remain in effect until a subsequent Performance Year is entered with the 'Assess Perf Objectives individually and Elements individually or Summarized in PE 1' (Option 1) for the DCIPS PAA Assessment Option.

Step 5: A 'Decision' box will then appear; select 'Yes' to continue or 'No' to cancel the update.

Notes:

- 1) When 'Yes' is selected, a concurrent program will be executed to update the PAA assessment option for those PAAs that have already been created for the Performance Year specified for employees in the pay pool UNLESS the PAA already contains data in the

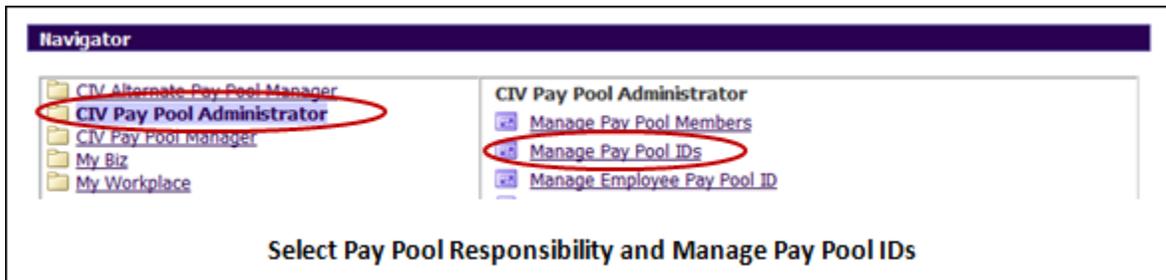
assessment blocks. If the PAA already contains assessment text in the Performance Evaluation area, then the assessment screens will continue to display the prior assessment option for that specific PAA.

- 2) Any new Performance Plans created once the option is set will display the Performance Evaluation assessment screens based on this option. Thus, it is highly recommended that the updating of the DCIPS PAA Assessment Option is accomplished prior to creation of the performance plans for that Performance Year.**

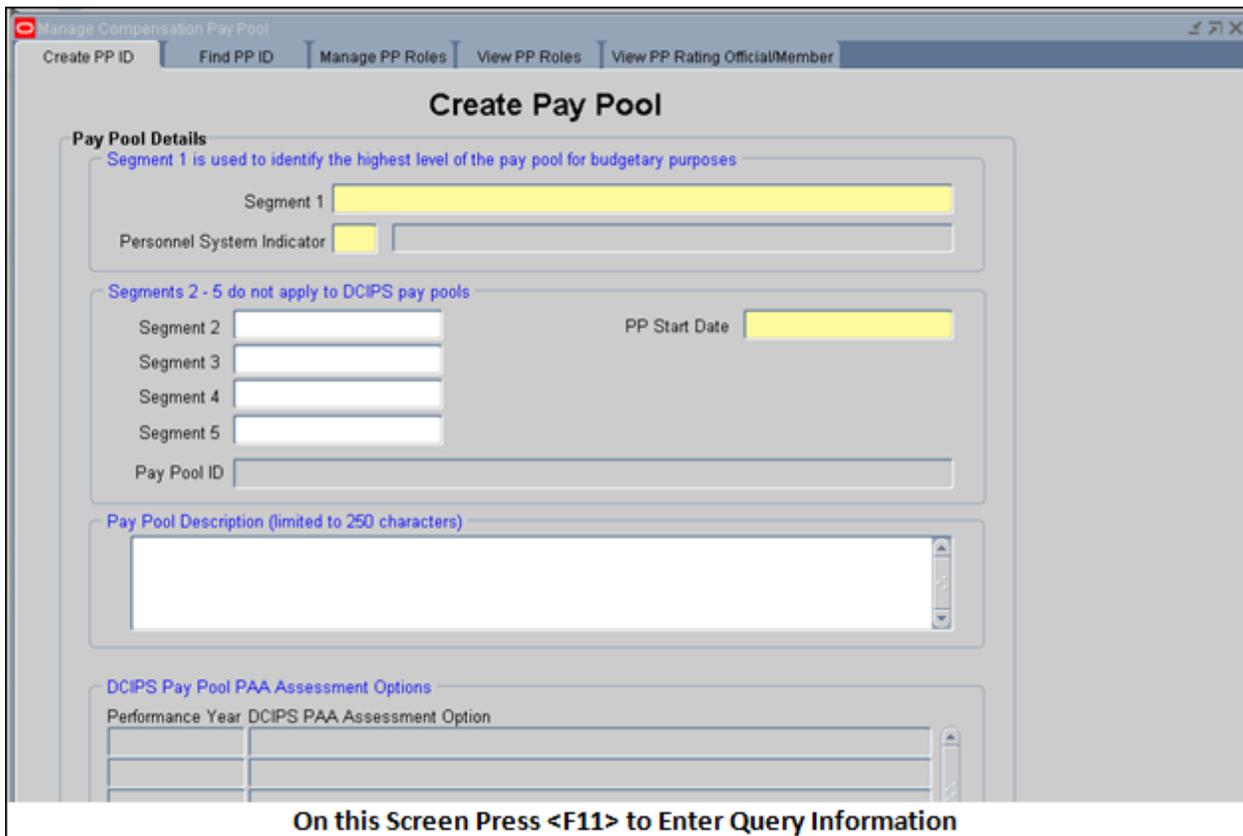
Step 6: Select the 'X' in the top right-hand corner to exit this screen.

Step 7: To view the output from the concurrent program process when 'Yes' was selected, select 'View' and then 'Requests' from the top menu list and then select 'Find'. The name for this concurrent program will be 'DCIPS Update PAA records assessment option value'. To view the results, select 'View Output'. Once the output is displayed, select 'File' to save to your computer. If you save the file as 'Text', the records that were touched can be imported into an Excel spreadsheet.

Sample Screenshots for Setting the DCIPS PAA Assessment Option



Screenshot 1



Screenshot 2

Manage Compensation Pay Pool

Create PP ID Find PP ID Manage PP Roles View PP Roles View PP Rating Official/Member

Create Pay Pool

Pay Pool Details
Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1

Personnel System Indicator

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2 PP Start Date

Segment 3

Segment 4

Segment 5

Pay Pool ID

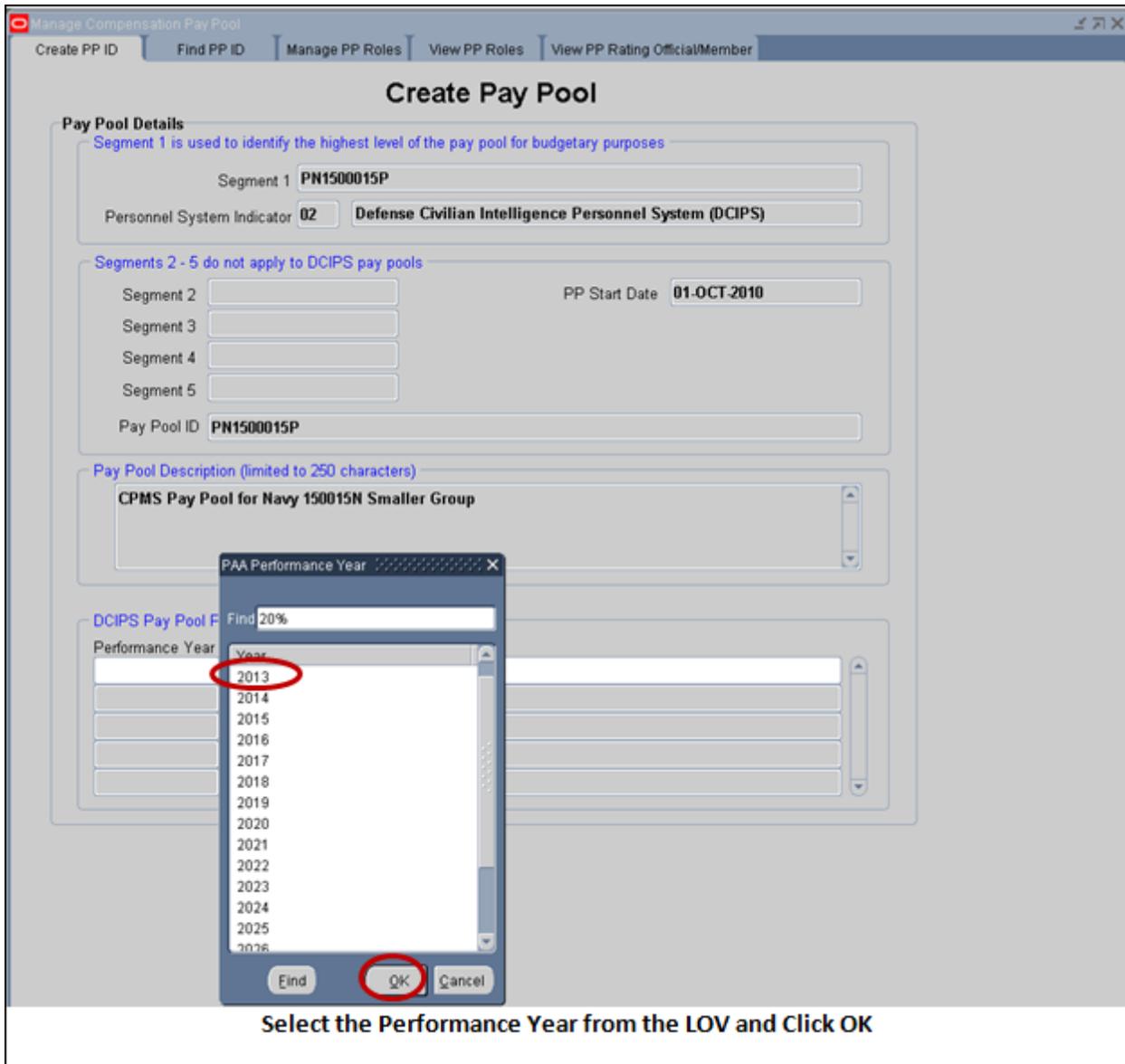
Pay Pool Description (limited to 250 characters)

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

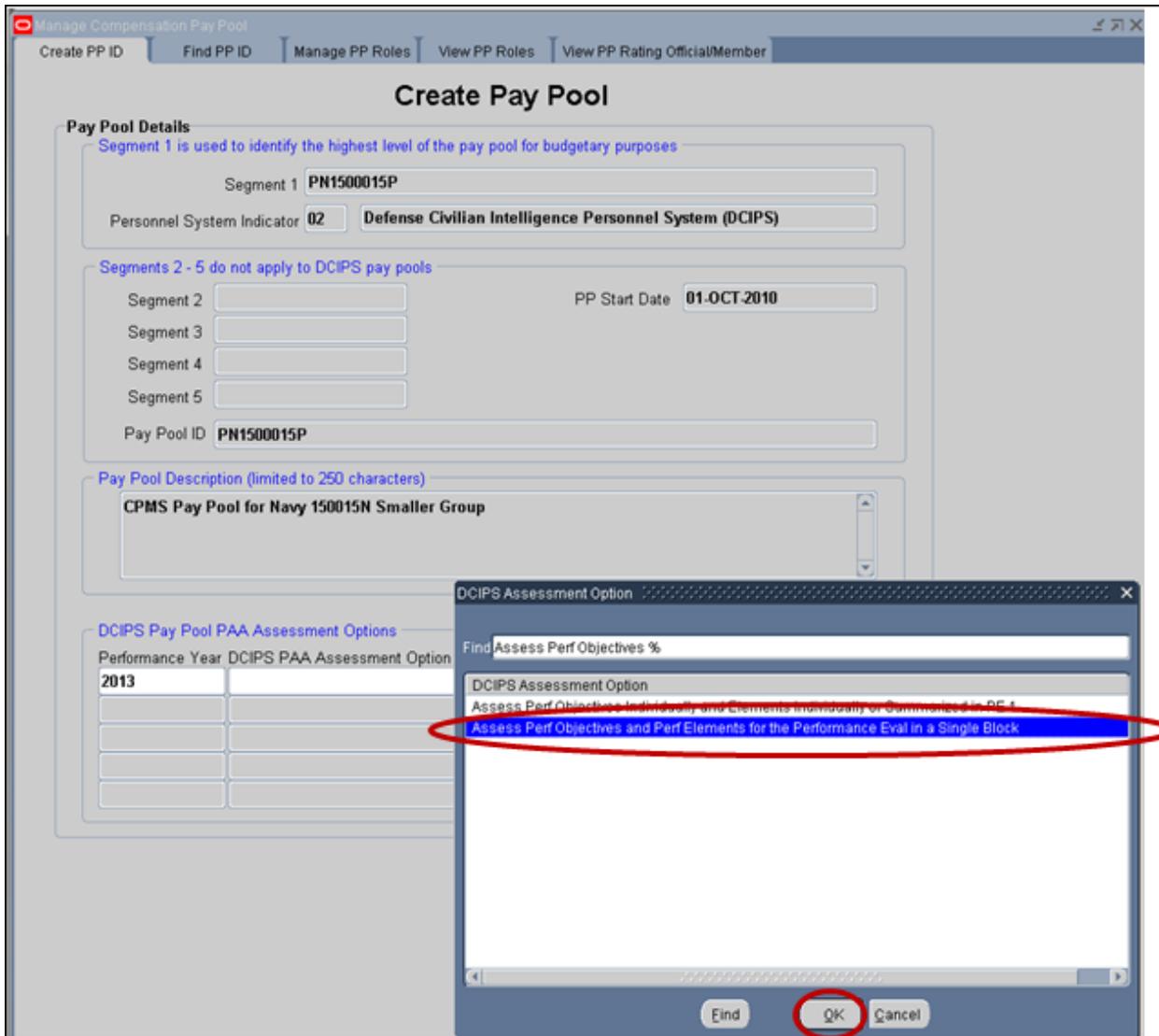
Enter Pay Pool ID in Segment 1 and Press <Ctrl> + <F11> to Execute Query

Screenshot 3



Screenshot 4

DCIPS PAA Guide for the Performance Evaluation Single Assessment Option



Create Pay Pool

Pay Pool Details

Segment 1 is used to identify the highest level of the pay pool for budgetary purposes

Segment 1: PN1500015P

Personnel System Indicator: 02 Defense Civilian Intelligence Personnel System (DCIPS)

Segments 2 - 5 do not apply to DCIPS pay pools

Segment 2: [] Segment 3: [] Segment 4: [] Segment 5: []

PP Start Date: 01-OCT-2010

Pay Pool ID: PN1500015P

Pay Pool Description (limited to 250 characters): CPMS Pay Pool for Navy 150015N Smaller Group

DCIPS Pay Pool PAA Assessment Options

Performance Year	DCIPS PAA Assessment Option
2013	

DCIPS Assessment Option

Find Assess Perf Objectives %

- DCIPS Assessment Option
- Assess Perf Objectives Individually and Elements Individually or Summarized by PE 1
- Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block

End OK Cancel

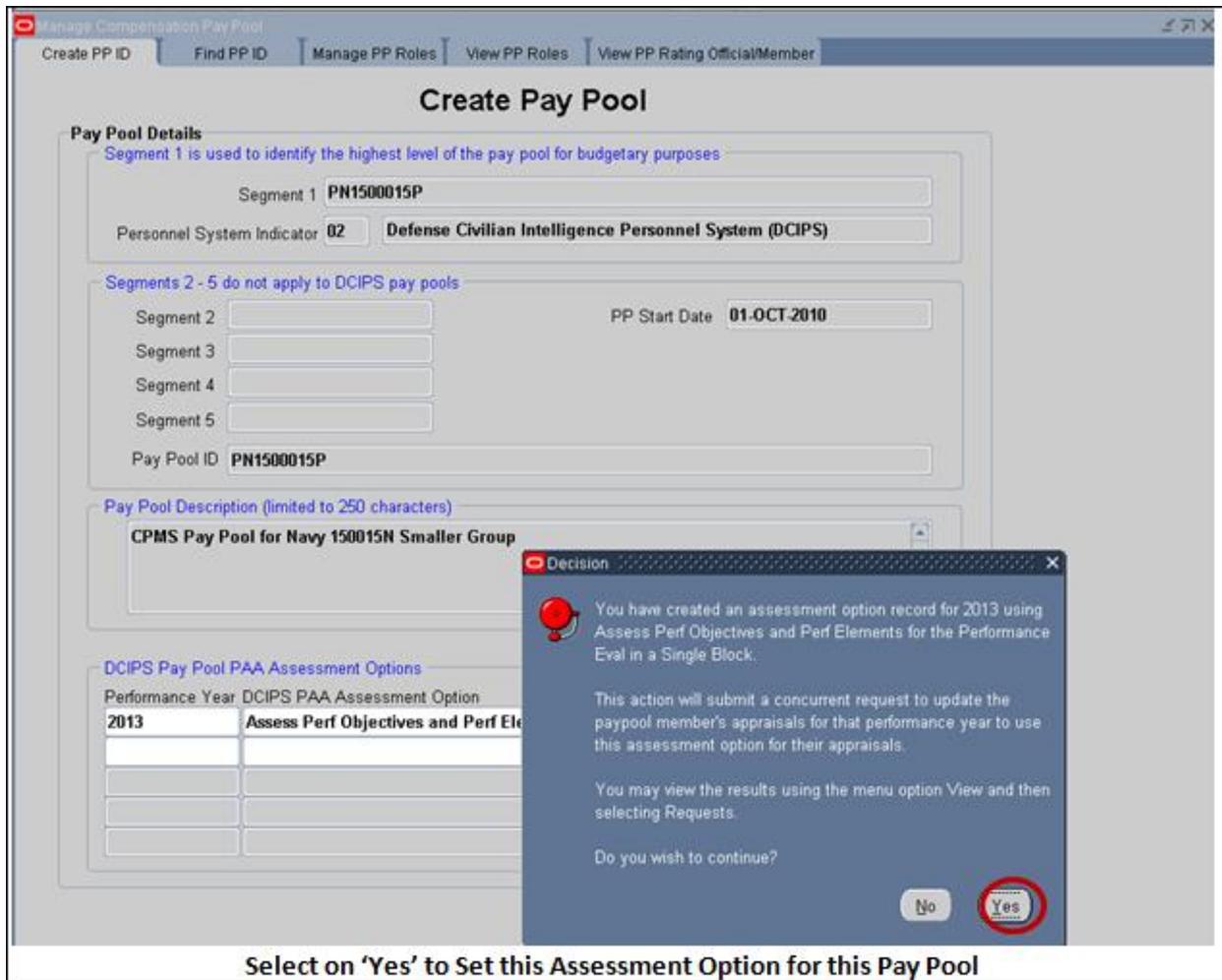
Select the 2nd Option from the DCIPS Assessment Option for the Single Assessment Block and Click OK

Screenshot 5



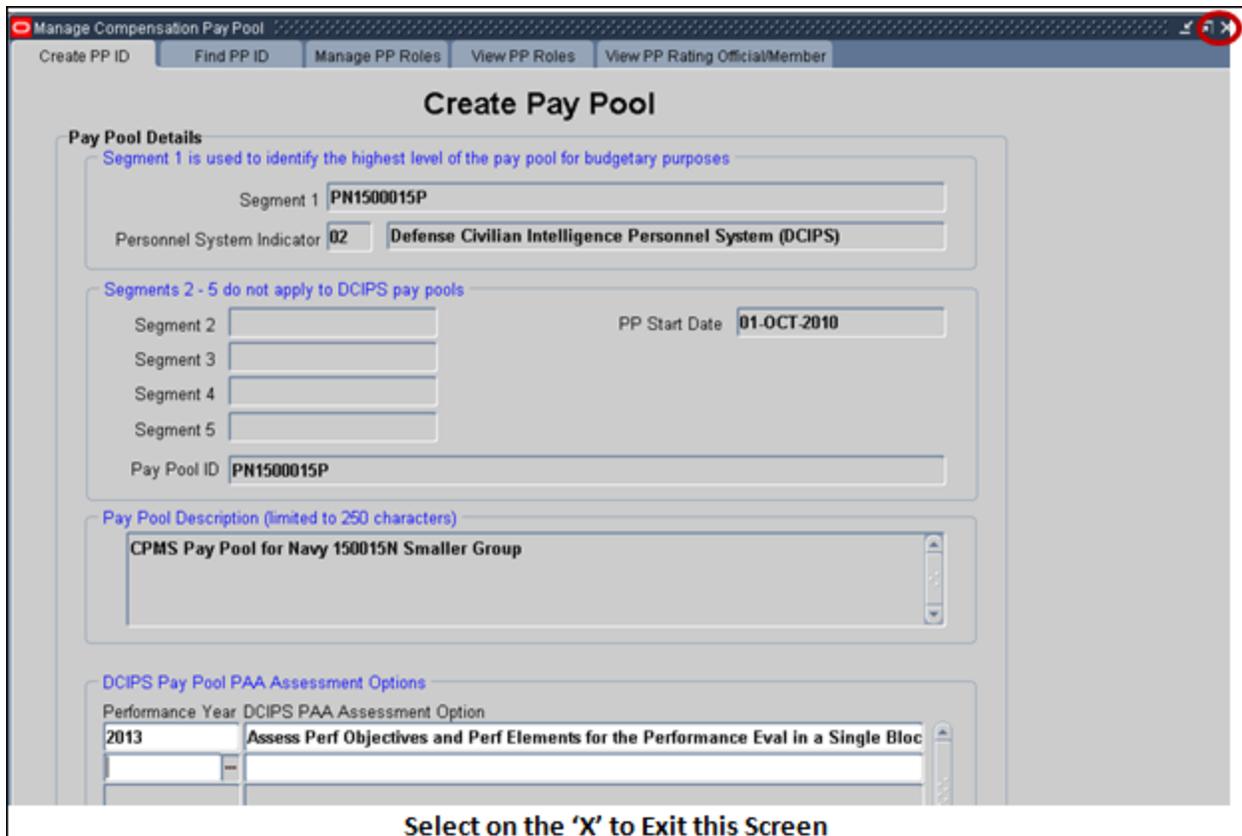
Click the Save Icon

Screenshot 6



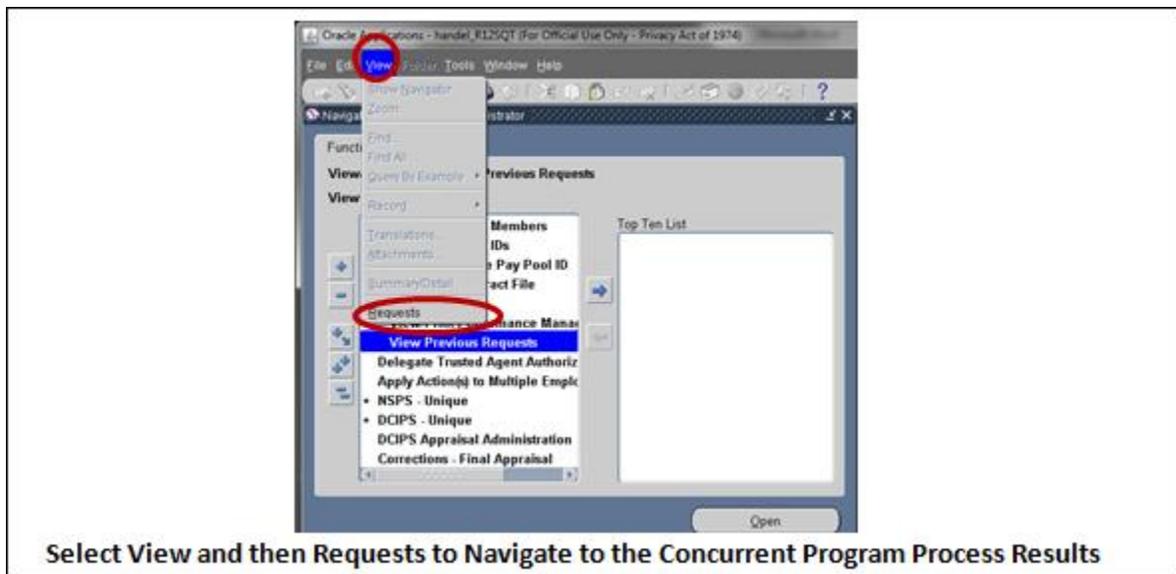
Screenshot 7

DCIPS PAA Guide for the Performance Evaluation Single Assessment Option



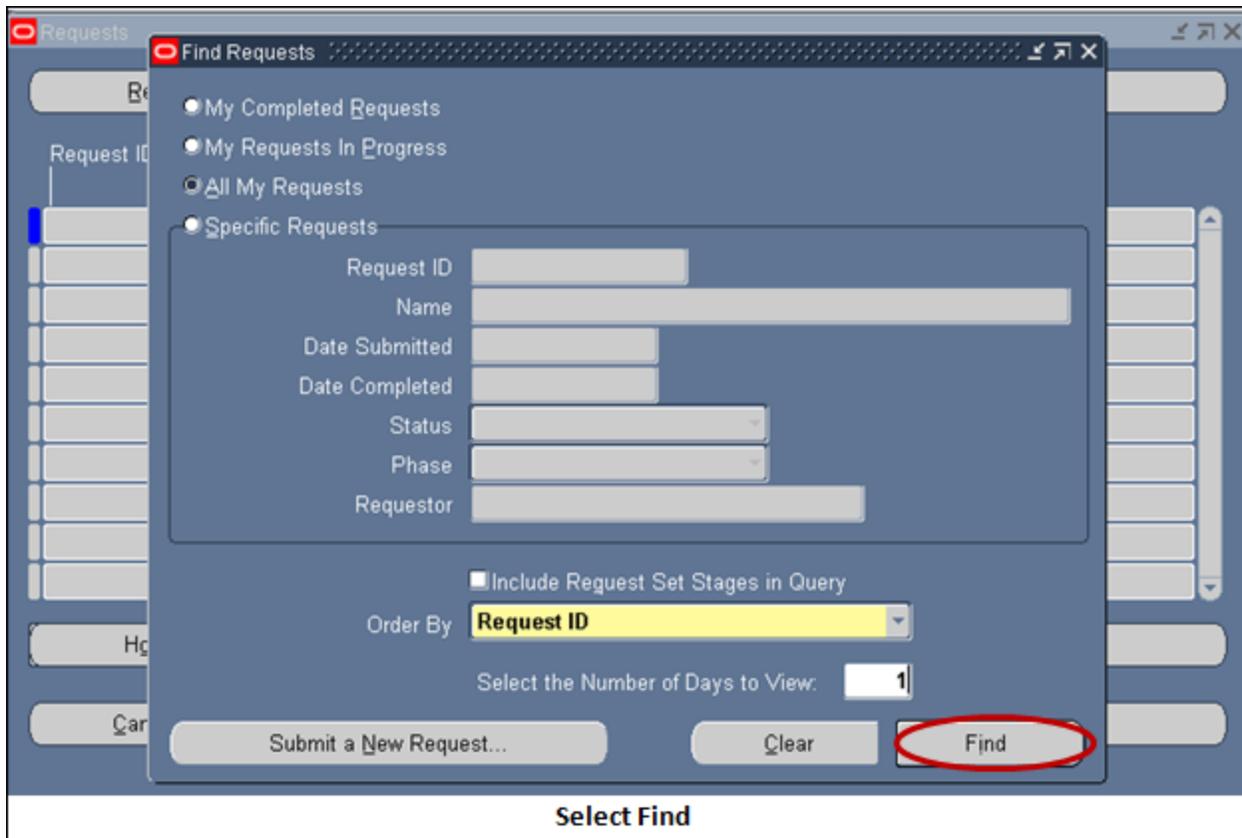
Select on the 'X' to Exit this Screen

Screenshot 8

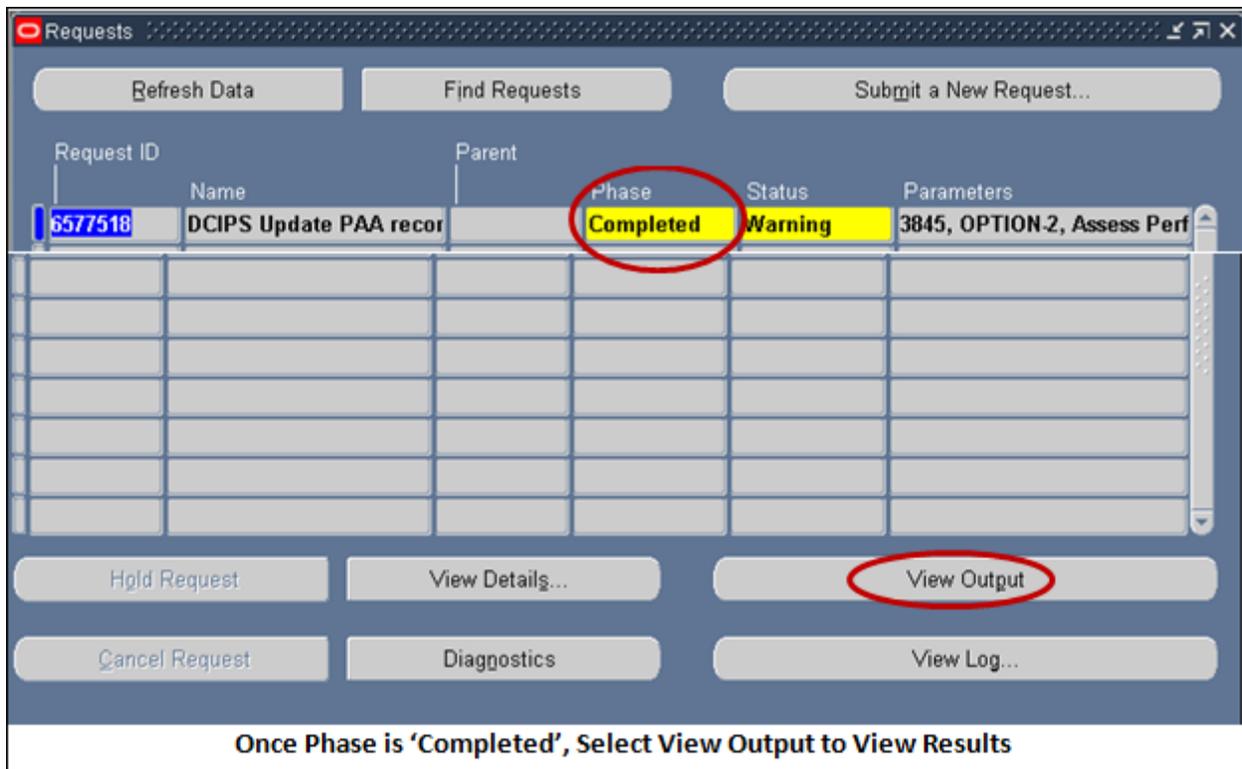


Select View and then Requests to Navigate to the Concurrent Program Process Results

Screenshot 9

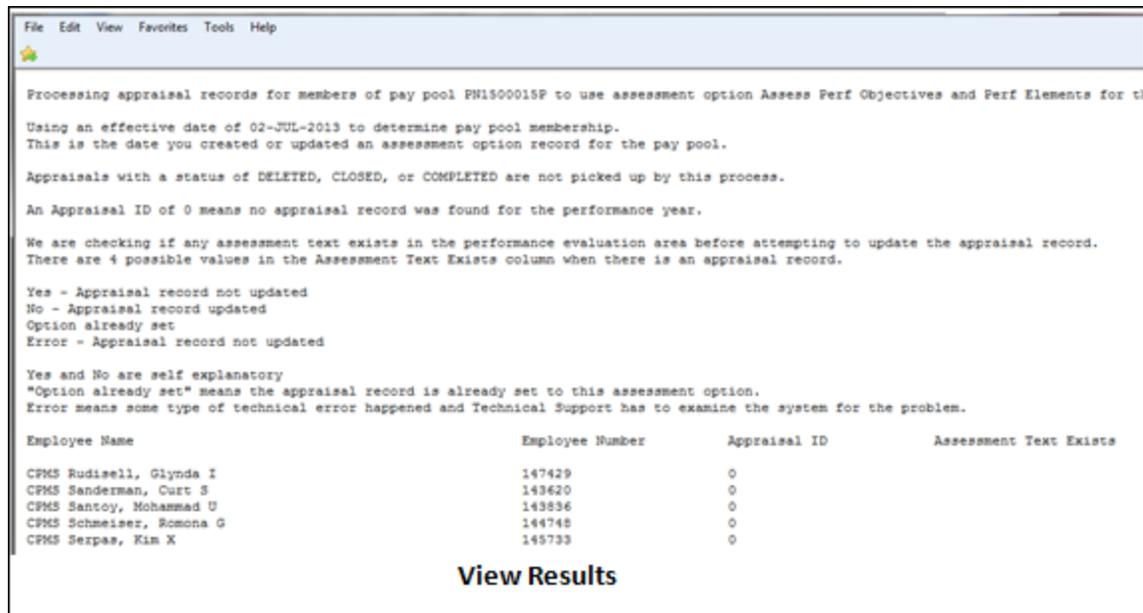


Screenshot 10

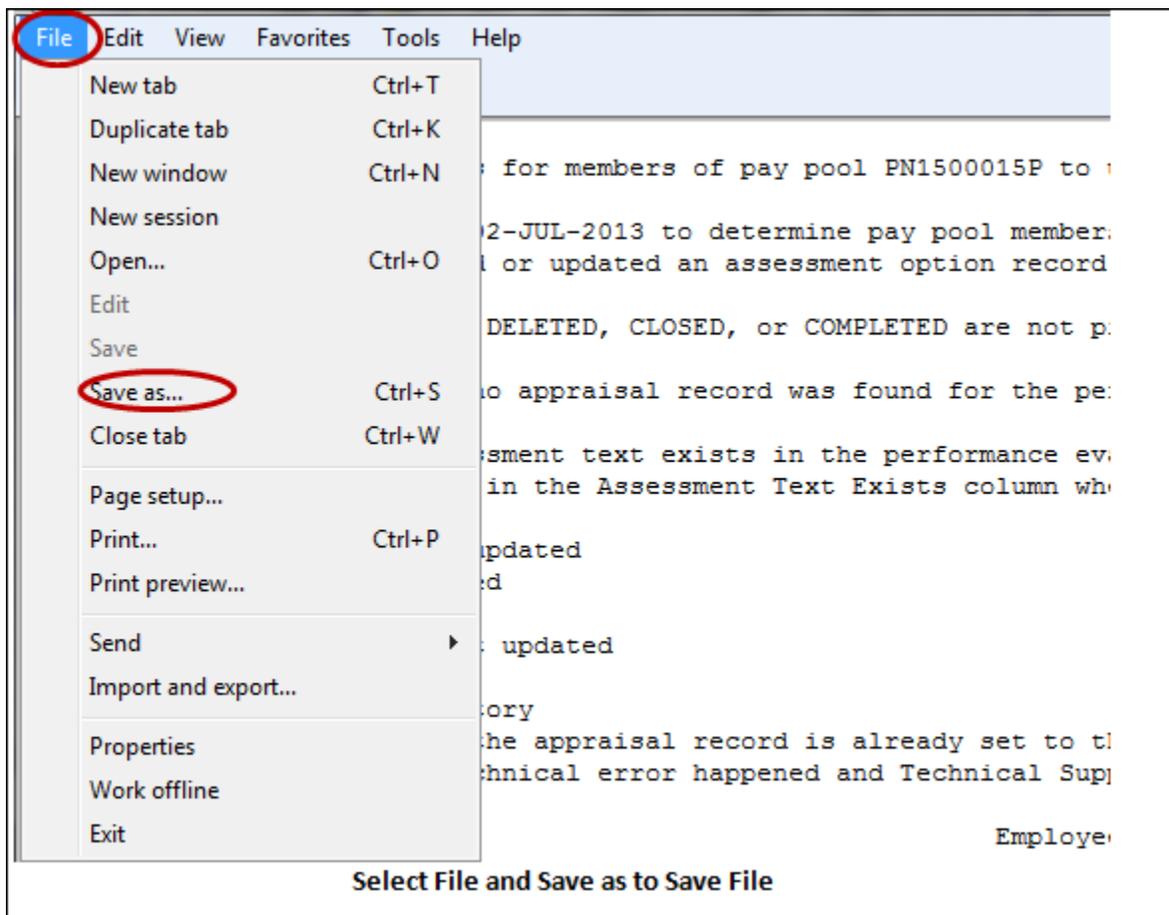


Screenshot 11

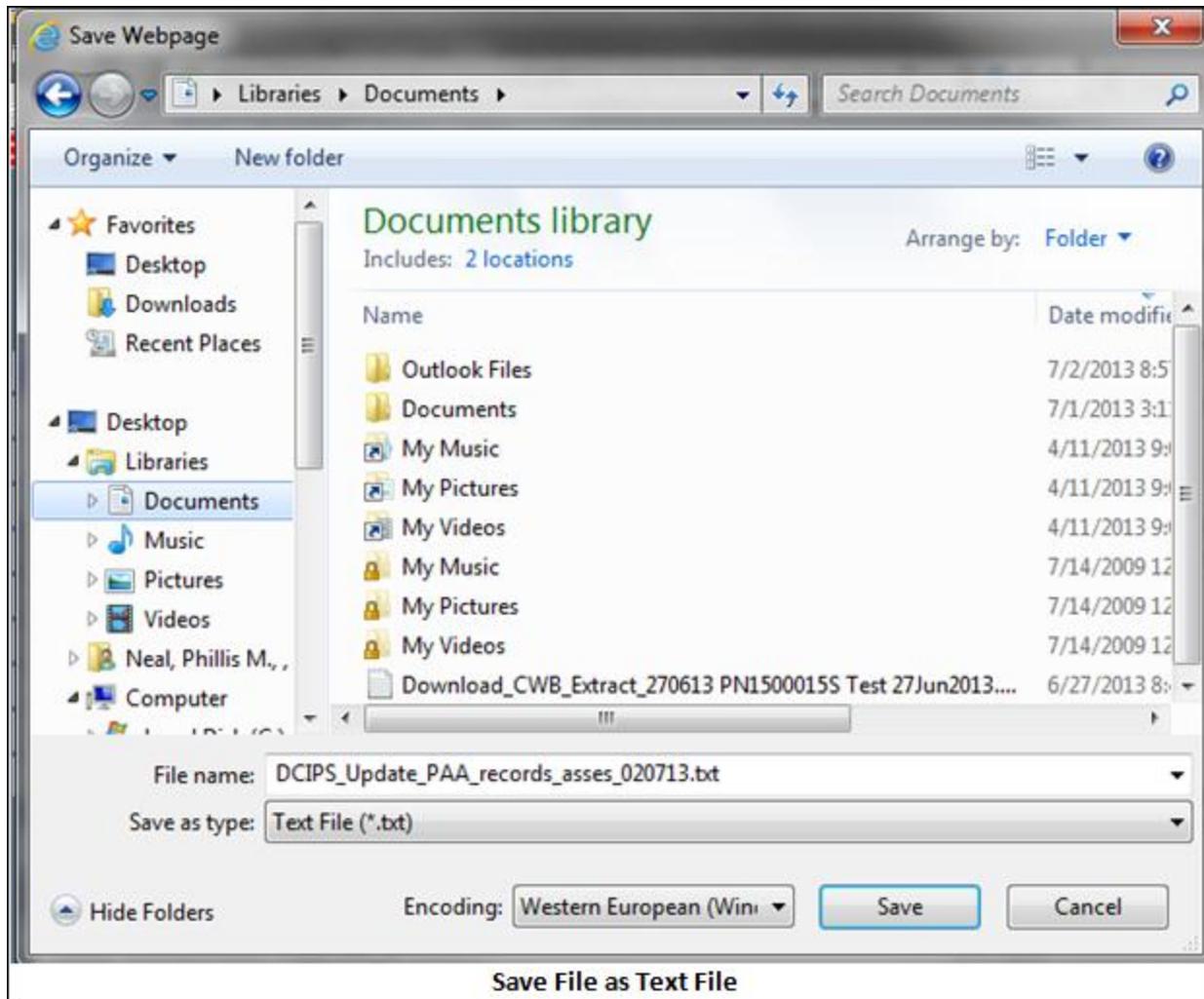
DCIPS PAA Guide for the Performance Evaluation Single Assessment Option



Screenshot 12

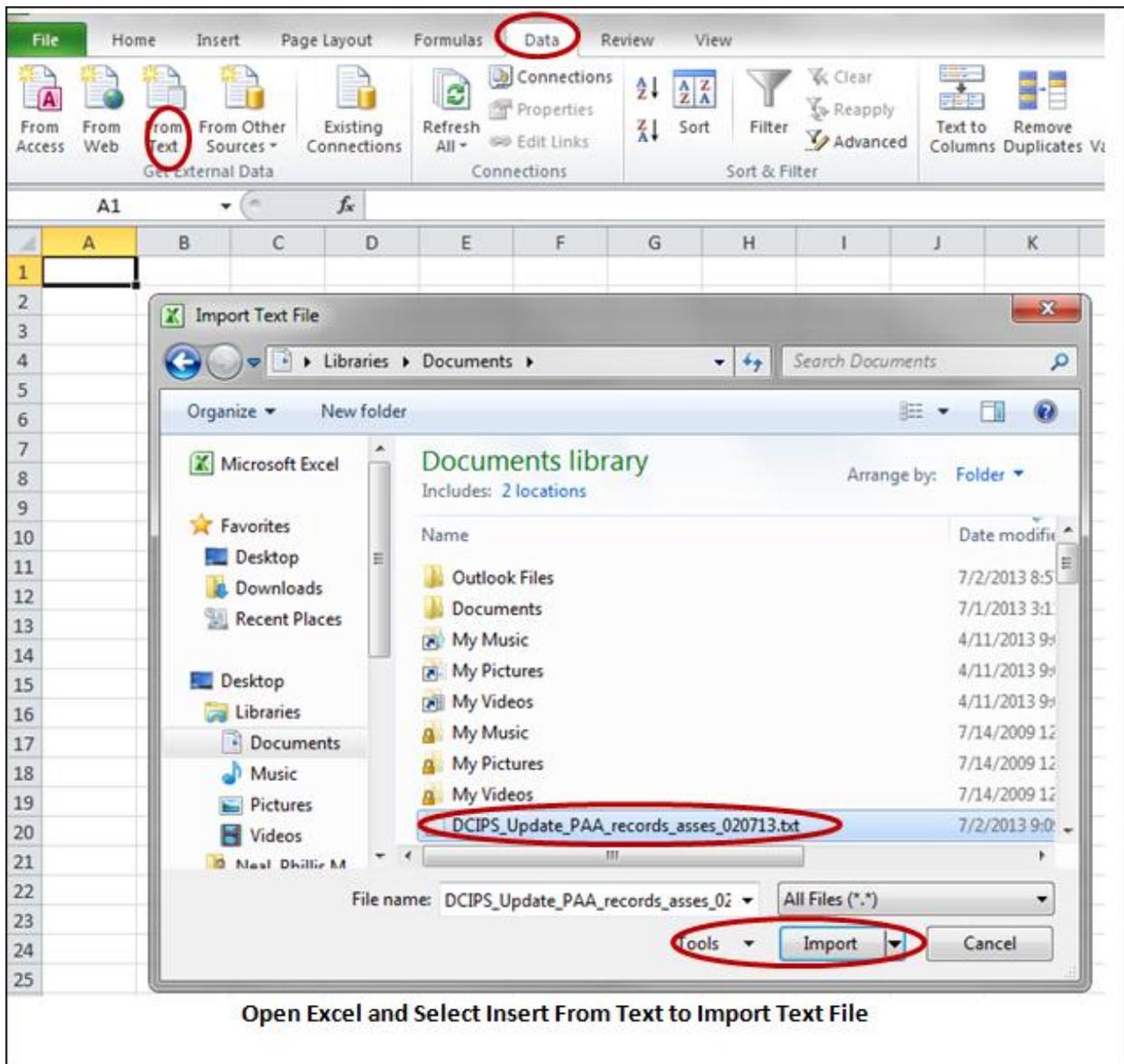


Screenshot 13

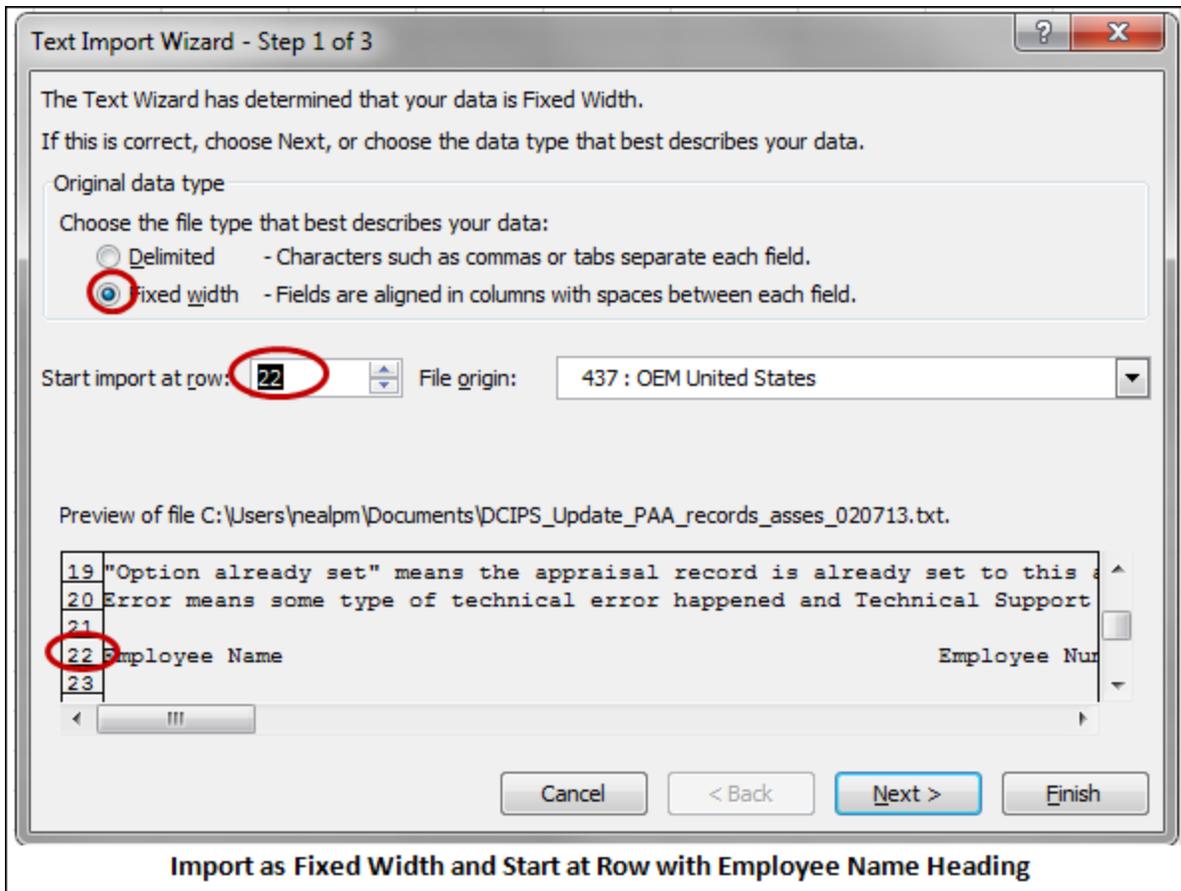


Save File as Text File

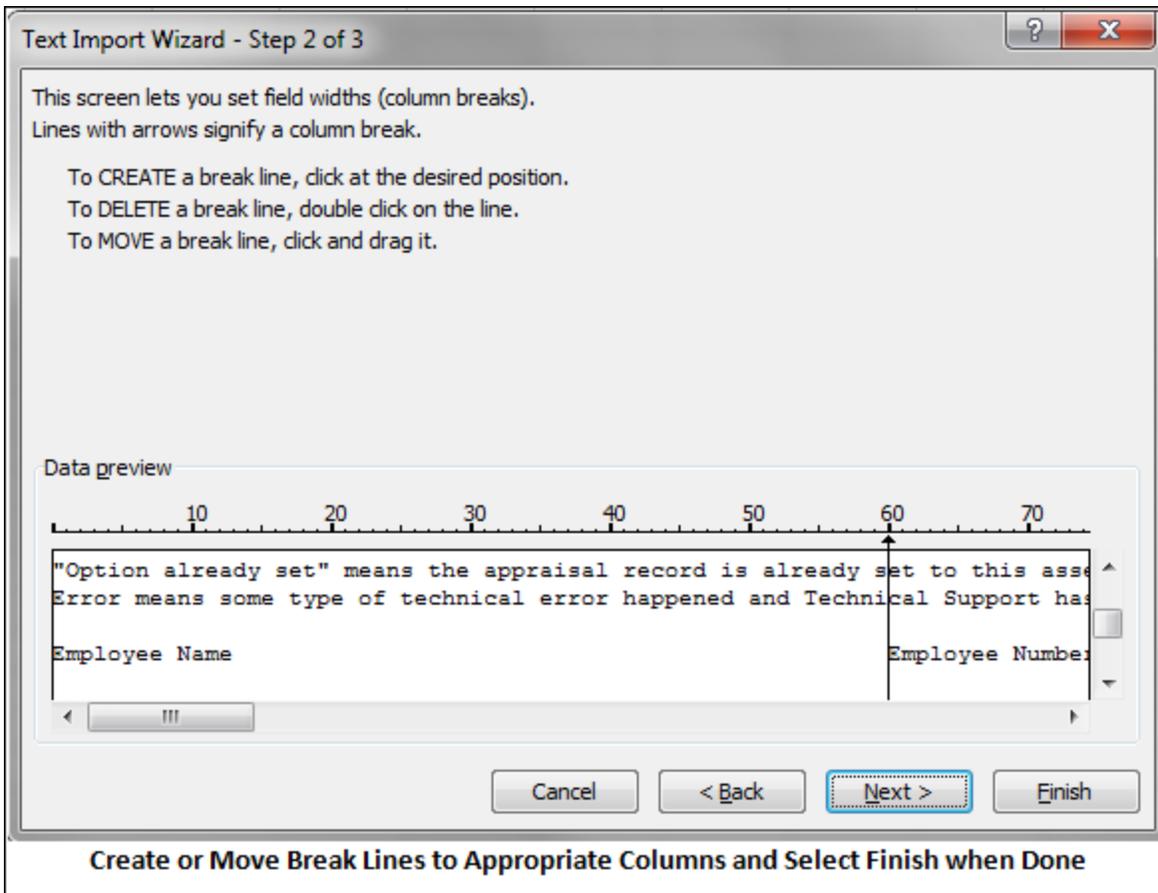
Screenshot 14



Screenshot 15



Screenshot 16



Screenshot 17

	A	B	C	D	E	F	G	H	I	J
1	Employee Name	Employee Number	Appraisal ID		Assessment Text Exists	Appraisal Type	Appraisal Start Date	Appraisal End Date	Appraisal System Status	Rating Office
2										
3	CPMS Rudisell, Glynda I	147429	0							
4	CPMS Sanderman, Curt S	143620	0							
5	CPMS Santoy, Mohammad U	143836	0							
6	CPMS Schmeiser, Rnmona G	144748	0							

Results Imported into Excel for Easier Viewing

Screenshot 18

DCIPS PAA How Do I...Employee Revisions for Single Assessment Option:

Section 1: Employee – How Do I ...

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 '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.
7. Type your consolidated performance objectives and performance elements self-report of accomplishments into the 'Employee Self Assessment' box. You may copy and paste this data into this box from MS Word or 'My Journal'. You may select the 'Spell Check' button to check the spelling of the text.
8. When you have completed entering your self-report of accomplishments for your performance evaluation, transfer your performance evaluation to your rating official by selecting the 'Transfer to Rating Official' link at the top of the page.
9. Type an e-mail message to your rating official requesting a review. The 'Spell Check' button is available to check the spelling in the email message.
10. Select the 'Transfer to Rating Official' link at the top of the *E-Mail Notification* page.

Sample of Employee Screenshots for DCIPS PAA Assessment Option 2

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

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

Performance Objective Assessments

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

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

Performance Objectives

Performance Objectives

Show All Details | Hide All Details

Details	Order	Objective Title	Status
Show	1	Fleet Support/Research – Floating Production Systems (FPSs) and Mobile Offshore	Objective Approved
Show	2	Fleet Support/Research – Global Offshore Infrastructure (Gas/Oil)	Objective Approved
Show	3	Support/Analysis – Global Offshore Environment/Infrastructure/Division Support	Objective Approved

Employee Self Assessment

(Limit to 4000 characters)

Spell Check Counter 0

Employee Enters Self Report of Accomplishments in This Single Block

Employee Screenshot 1

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

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

Performance Objectives

Performance Objectives

Show All Details | Hide All Details

Details	Order	Objective Title	Status
Show	1	Fleet Support/Research – Floating Production Systems (FPSs) and Mobile Offshore	Objective Approved
Show	2	Fleet Support/Research – Global Offshore Infrastructure (Gas/Oil)	Objective Approved
Show	3	Support/Analysis – Global Offshore Environment/Infrastructure/Division Support	Objective Approved

Performance Objective

Conduct Fleet tasked research & analysis to provide current FPS/MODU Handbooks delineating operational navigational hazards presented by these platforms with accompanying recognition appendices. Handbooks/appendices will be updated bi-yearly. Collaboration w/Fleet on a qrtly basis will ensure the current requirements are met. Objective supports Directorate's & Command's priorities, anticipating developments of strategic & tactical concern, identifying opportunities & anticipating vulnerabilities for decision makers. Measures: Research & correlate data from open source, industry, IC & other sources; coordinate findings with customer's & other stakeholders; ensure products meet customer's stated requirements; ensure finished products are reviewed & conform to command style & classification standards. In all cases, dates specified may be reasonably modified to accommodate unforeseen circumstances.

Performance Objective

Update Standing Req w/ONI's NGA Maritime Analyst to facilitate collaboration btwn ONI & NGA's Office of Global Navigation for sources/methods to advance ONI's Global Offshore Energy Infrastructure knowledge basis. 2010 objective to complete 3 offshore infrastructure packages encompassing W Africa's offshore infrastructure. Objective supports Directorate's & Command's priorities, anticipating developments of strategic & tactical concern, identifying opportunities & anticipating vulnerabilities for decision makers. Measures: Research & correlate data from open source, industry specialist, IC & other sources; coordinate findings w/customer's & other stakeholders; ensure products meet customer's stated requirements; ensure finished products are reviewed & conform to command style/classification standards. In all cases, dates specified may be reasonably modified to accommodate unforeseen

Performance Objective

Select Show All Details to Display All Performance Objectives

Employee Screenshot 2

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

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

Performance Element Assessments

Performance Elements

Show All Details | Hide All Details

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

No Assessment Block Here - Views Performance Elements Only

Employee Screenshot 3

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms

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

Performance Element Assessments

Performance Elements

Show All Details | Hide All Details

Details	Order	Performance Element
Show	1	Accountability for Results
Show	2	Communication
Show	3	Critical Thinking
Show	4	Engagement and Collaboration
Show	5	Personal Leadership and Integrity
Hide	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. This includes employee compliance with EO 13526 regarding the proper handling of classified information.

Select Show to View a Performance Element or Show All Details to View All

Employee Screenshot 4

DCIPS PAA How Do I...Rating Official Revisions for Single Assessment Option:

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

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 ‘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.
8. Enter your consolidated performance objectives and performance elements evaluation in the “Rating Official Assessment” box. You may select the ‘Spell Check’ button to check the spelling of the text.
9. Recommend a performance objective rating for each Performance Objective.
10. Select the *Performance Element Assessments* tab to rate the employee’s performance elements.
11. Select the ‘Show Performance Elements’ link and then the ‘Show’ link under ‘Details’ next to the ‘Performance Element’, or select the ‘Show All Details’ link to review performance elements.
12. Recommend a performance element rating for each Performance Element.
13. Select the *Performance Evaluation Rating* tab to continue with the process, or select the ‘Logout’ link to end your session.

Sample of Rating Official Screenshots for DCIPS PAA Assessment Option 2

The screenshot displays the 'Performance Evaluation' section of a web application. At the top, there are navigation tabs: 'Performance Plan', 'Midpoint Review', 'Performance Evaluation' (highlighted with a red circle), 'Reports/Forms', and 'Manage Guest Participants'. Below these are sub-tabs: 'Performance Objective Assessments' (highlighted with a red circle), 'Performance Element Assessments', 'Performance Evaluation Rating', and 'Approvals & Acknowledgments'. The main content area is titled 'Performance Objective Assessments' and includes fields for 'Appraisal Type' (Annual Appraisal - DCIPS), 'Appraisal Period Start Date' (01-Oct-2012), and 'Appraisal Period End Date' (30-Sep-2013). Below this is a table of 'Performance Objectives' with columns for 'Details', 'Order', 'Objective Title', 'Status', and 'Rating'. The 'Rating' column contains dropdown menus, one of which is circled in red. The table lists three objectives, all with a status of 'Objective Approved'. Below the table is the 'Employee Self Assessment' section, which contains a large text area for the employee's report. The 'Rating Official Assessment' section follows, featuring a large text area for the official's evaluation, a 'Spell Check' button, and a 'Counter' showing '0'. At the bottom, a caption reads: 'Rating Official Views Employee Assessment, Enters Evaluation and Enters Ratings for Each Performance Objective'.

Details	Order	Objective Title	Status	Rating
Show	1	Fleet Support/Research – Floating Production Systems (FPSs) and Mobile Offshore	Objective Approved	▼
Show	2	Fleet Support/Research – Global Offshore Infrastructure (Gas/Oil)	Objective Approved	▼
Show	3	Support/Analysis – Global Offshore Environment/Infrastructure/Division Support	Objective Approved	▼

Rating Official Screenshot 1

Performance Objective Assessments

Appraisal Type: Annual Appraisal - DCIPS
 Appraisal Period End Date: 30-Sep-2013
 Appraisal Period Start Date: 01-Oct-2012
 Appraisal Effective Date

Performance Objectives

Details	Order	Objective Title	Status	Rating
Show	1	Fleet Support/Research – Floating Production Systems (FPSs) and Mobile Offshore	Objective Approved	▼
Show	2	Fleet Support/Research – Global Offshore Infrastructure (Gas/Oil)	Objective Approved	▼
Show	3	Support/Analysis – Global Offshore Environment/Infrastructure/Division Support	Objective Approved	▼

Employee Self Assessment

Employee enters their self report of accomplishments for all performance objectives and performance elements in this block.

Select Show or Show All Details to View Performance Objectives and Select Rating for Each Performance Objective

Rating Official Screenshot 2

Performance Element Assessments

Appraisal Type: Annual Appraisal - DCIPS
 Appraisal Period End Date: 30-Sep-2013
 Appraisal Period Start Date: 01-Oct-2012
 Appraisal Effective Date

Performance Elements

Details	Order	Performance Element	Rating
Show	1	Accountability for Results	▼
Show	2	Communication	▼
Show	3	Critical Thinking	▼
Show	4	Engagement and Collaboration	▼
Show	5	Personal Leadership and Integrity	▼
Show	6	Technical Expertise	▼

No Assessment Block Here – Rating Official Enters Rating for Each Performance Element

Rating Official Screenshot 3

Performance Element Assessments

Appraisal Type: Annual Appraisal - DCIPS
 Appraisal Period End Date: 30-Sep-2013
 Appraisal Period Start Date: 01-Oct-2012
 Appraisal Effective Date

Performance Elements

Details	Order	Performance Element	Rating
Show	1	Accountability for Results	▼
Show	2	Communication	▼
Show	3	Critical Thinking	▼
Show	4	Engagement and Collaboration	▼
Show	5	Personal Leadership and Integrity	▼
Show	6	Technical Expertise	▼

Select Show or Show All Details to View Performance Elements and Select Rating for Each Performance Element

Rating Official Screenshot 4

DCIPS PAA How Do I...Reviewing Official Revisions for Single Assessment Option:

Section 3 – Reviewing Official – How Do I . . .

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 view the employee’s performance objectives, the employee and Rating Official assessments, and recommended ratings.
8. Select the *Performance Element Assessments* tab to list the employee’s performance elements and recommended ratings.
9. Select the *Performance Evaluation Rating* tab to review the ratings, or select the ‘Logout’ link to end your session.

Sample of Reviewing Official Screenshots for DCIPS PAA Assessment Option 2

The screenshot displays a web-based performance evaluation system. At the top, there are navigation tabs: Performance Plan, Midpoint Review, Performance Evaluation (highlighted with a red circle), Reports/Forms, and Manage Guest Participants. Below this is a sub-menu for Performance Evaluation, with Performance Objective Assessments (also highlighted with a red circle), Performance Element Assessments, Performance Evaluation Rating, and Approvals & Acknowledgments.

The main content area is titled "Performance Objective Assessments". It includes a dropdown for "Appraisal Type" set to "Annual Appraisal - DCIPS" and "Appraisal Period End Date" set to "30-Sep-2013". To the right, it shows "Appraisal Period Start Date" as "01-Oct-2012" and "Appraisal Effective Date".

Below the settings is a table of "Performance Objectives":

Details	Order	ObjectiveTitle	Status	Rating
Show	1	Fleet Support/Research – Floating Production Systems (FPSs) and Mobile Offshore	Objective Approved	3
Show	2	Fleet Support/Research – Global Offshore Infrastructure (Gas/Oil)	Objective Approved	3
Show	3	Support/Analysis – Global Offshore Environment/Infrastructure/Division Support	Objective Approved	3

Underneath the table are two large text input areas. The first is labeled "Employee Self Assessment" and contains the instruction: "Employee enters their self report of accomplishments for all performance objectives and performance elements in this block." The second is labeled "Rating Official Assessment" and contains the instruction: "Rating Official enters their evaluation in this block."

At the bottom of the screenshot, there is a bolded text overlay: "Reviewing Official Views Employee and Rating Official Assessments and Performance Objective Ratings".

Reviewing Official Screenshot 1

DCIPS PAA Guide for the Performance Evaluation Single Assessment Option

The screenshot displays the 'Performance Evaluation' section of a software interface. The 'Performance Element Assessments' tab is selected and highlighted with a red oval. Below the navigation tabs, there are fields for 'Appraisal Type' (set to 'Annual Appraisal - DCIPS'), 'Appraisal Period Start Date' (01-Oct-2012), and 'Appraisal Period End Date' (30-Sep-2013). A table titled 'Performance Elements' lists six categories, each with a 'Show' button and a 'Rating' of 3.

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

Reviewing Official Views Performance Element Ratings

Reviewing Official Screenshot 2

DCIPS PAA How Do I...Guest Rater Revisions for Single Assessment Option:

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 left corner.
3. Under the ‘Action’ column, select ‘Go’ next to ‘Update Feedback’ to display the *DCIPS PAA - Guest Rater* page.
4. In the *Performance Objective Assessments* tab, select the radio button next to each performance objective to display the performance objective.
5. Enter your evaluation in the Guest Rater Assessment text box. You may select the ‘Spell Check’ button to check the spelling of the text.
6. Recommend a Performance Objective Rating for each Performance Objective.
7. In the *Performance Element Assessments* tab, recommend a Performance Element Rating for each Performance Element.
8. 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.
9. Enter additional information to the notification message to the rating official.
10. 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.
11. Select *Home* to start a new process, or select the ‘Logout’ link to end your session.

Sample of Guest Rater Screenshots for DCIPS PAA Assessment Option 2

Performance Objective Assessments Performance Element Assessments

Performance Objective Assessments [Need Help?](#)

Performance Objectives

This screen allows you to view employee's performance objectives and write your evaluation.

- Select the 'Return to Appraisals as Guest Participants' button to select another appraisal or 'Return to Main Page' button.
- Once your assessment and all recommended ratings have been assigned to the Performance Objectives, select the 'Performance Element Assessments' tab to continue the process.

Important Note: The rating official and higher level reviewer have an immediate view of the information that you provide. The employee will have access to this information when the evaluation is in completed status.

Show All Details Hide All Details	Details Order	Objective Title	Status	Rating
Show	1	Fleet Support/Research – Floating Production Systems (FPSs) and Mobile Offshore	APPROVED	▼
Show	2	Fleet Support/Research – Global Offshore Infrastructure (Gas/Oil)	APPROVED	▼
Show	3	Support/Analysis – Global Offshore Environment/Infrastructure/Division Support	APPROVED	▼

Guest Rater Assessment

(Limit to 4000 characters) [Spell Check](#) Counter

**Select Show or Show All Details to View Performance Objectives
Enters Guest Rater Assessment and Enters Recommended Ratings for Each Performance Objective**

Guest Rater Screenshot 1

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

Performance Element Assessments

This screen allows you to view employee's performance elements and write your evaluation and assign ratings.

- Select the 'Return to Appraisals as Guest Participants' button to select another appraisal or 'Return to Main Page' button.
- Once all recommended ratings have been assigned to the Performance Elements, select the 'Complete' button. Once the 'Complete' button is selected, no further changes can be made until the Rating Official requests feedback again.

Important Note: The rating official and higher level reviewer have an immediate view of the information that you provide. The employee will have access to this information after completion of an assessment.

Performance Elements

Show All Details Hide All Details	Details Order	Performance Element	Rating
Show	1	Accountability for Results	▼
Show	2	Communication	▼
Show	3	Critical Thinking	▼
Show	4	Engagement and Collaboration	▼
Show	5	Personal Leadership and Integrity	▼
Show	6	Technical Expertise	▼

**Select Show or Show All Details to View Performance Elements and Select Rating for Each
Performance Element to Enter Recommended Rating**

Guest Rater Screenshot 2

Performance Evaluation Report: A new 3-page Performance Evaluation report was created for employees under this single assessment option. Sample of this report is below:

<p>For Official Use Only Personal Data - Privacy Act of 1974</p>		
 <p>Performance Appraisal Application (PAA)</p>		
<p>Performance Evaluation of Record Form</p>		
<p>Employee Name [REDACTED]</p>	<p>Position 0132, INTELL SPEC</p>	<p>Grade/Step GG-12/04</p>
<p>Evaluation Period 01-OCT-2012 to 30-SEP-2013</p>	<p>Evaluation Type Annual Appraisal - DCIPS</p>	
<p>Rating Official Name [REDACTED]</p>	<p>Pay Pool ID PN1500015P</p>	
<p>MISSION GOALS</p>		
<p>To provide accurate, relevant, and useable all-source intelligence and services to the Marine Corps, Operating Forces, and the Intelligence Community in support of the National Security strategy:</p> <ul style="list-style-type: none"> - Focus Our Mission and Enterprise Activities to enable MCIA to meet the Intelligence needs of our Customers - Provide Analysis that is Preeminent and Supports Mission Accomplishment - Align Resources and Develop Sustainment Plan to support MCIA 		
<p>PERFORMANCE OBJECTIVE NO. 1</p>	<p>TITLE: Intelligence Analysis and Production</p>	
<p>Work with Senior Analyst and Branch Chief to develop a target area, and effective research strategy with established deadlines. These efforts will be identified and developed through the monitoring of CT message traffic and relevant meetings. Products will display quality and consistency within an all-source analysis framework and will be reflected on the team engagement strategy and research plan. Produce scheduled and unscheduled intelligence products such as MIRs, baseline assessments, briefings and other written products in appropriate form to Senior Analyst and intended audience. Anticipated production products will be: 4 messages, 2 briefs, 1 target package and 3 evaluations. Ensure all products are written using established guidelines and applying a basic knowledge of fundamental concepts learned through division training program and formal training courses. Analysis and decisions may have a significant impact on the division.</p>		
<p>PERFORMANCE OBJECTIVE NO. 2</p>	<p>TITLE: Develop Knowledge of AOR and Terrorist Groups / Collections</p>	
<p>Analyst will continue to develop an understanding of assigned AOR and corresponding terrorist groups operating within the region. With this gained knowledge the analyst will examine trends and group's TTPs in the attempt to enhance all intelligence products derived during objective period. Each effort will strive to be timely and predictive to allow leaders to be informed to make key judgments and policy. Additionally, the analyst will need to continue to develop an understanding of the collections process, in the context of the National Intelligence Priority Framework (NIPF) Counter Terrorism (CT) Priorities. The analyst is responsible for identifying analytical gaps/priorities and submitting requirements using a multi-INT approach, to the Senior Analyst and/or Branch Chief and Collection Manager. Requirements and gaps will be written into Target Packages so that they can be used as Collection Support Packages and should be updated in the team's overall collection strategy.</p>		
<p>PERFORMANCE OBJECTIVE NO. 3</p>	<p>TITLE: Engagement Strategy / Training</p>	
<p>Demonstrate to Team Lead and Branch Chief an effective engagement strategy for community coordination. This established objective will allow for greater collaboration and reach outside of MCTD to colleagues within ONI and to key customers and counterparts in other organizations. The latter could include, but is not limited to: developing a new partnership with a key customer or counterpart; and/or taking specific actions to enhance an existing relationship. Analyst will coordinate and integrate work issues with individuals, functions, or agencies in a moderately structured environment where individual roles may be unclear. Strengthen analytic expertise, methods, and practices. Tap expertise, wherever it resides, and explore alternative analytic views.</p>		
<p>Page 1 of the Performance Evaluation Report</p>		

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Employee Name [REDACTED]	Position 0132, INTELL SPEC	Grade/Step GG-12/04
Rating Official Name [REDACTED]	Pay Pool ID PN1500015P	
	Employee Signature	

EMPLOYEE SELF-REPORT OF ACCOMPLISHMENTS

Employee self-report of accomplishments will display in this block.

Page 2 of the Performance Evaluation Report

For Official Use Only
Personal Data - Privacy Act of 1974

Employee Name [REDACTED]	Position 0132, INTELL SPEC	Grade/Step GG-12/04
Rating Official Name [REDACTED]	Pay Pool ID PN1500015P	
Rating Official Signature	Higher Level Reviewer Signature	

RATING OFFICIAL EVALUATION OF PERFORMANCE

Rating Official Evaluation will appear here.

EVALUATION RATING DESCRIPTORS

5- OUTSTANDING 4- EXCELLENT 3- SUCCESSFUL 2- MINIMALLY SUCCESSFUL 1- UNACCEPTABLE
PERFORMANCE EVALUATION OF RECORD
3 - SUCCESSFUL

Page 3 of the Performance Evaluation Report

Screenshots for Producing the Performance Evaluation Report for DCIPS PAA Assessment Option 2 Employees

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

Reports/Forms [Need Help?](#)

View/Print Selected Sections

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

Select / Deselect All

Relevant Organization Mission Goals

Performance Objectives Only

Performance Objectives with Midpoint Review Evaluations

Performance Evaluation

Performance Elements Only

Performance Elements with Midpoint Review Evaluations

Performance Evaluation of Record

Guest Participants

Guest Rater Evaluation

Guest Reviewer Overall Feedback

View/Print Selected Section(s)

Rating Official and Reviewing Official
Select Performance Evaluation on the Reports/Form Tab within the PAA

Performance Evaluation Report Screenshot 1

Note: To include the Performance Evaluation of Record Summary page with this report, also check the 'Performance Evaluation of Record' block.

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

Reports/Forms [Need Help?](#)

View/Print Selected Sections

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

Select / Deselect All

Relevant Organization Mission Goals

Performance Objectives Only

Performance Objectives with Midpoint Review Evaluations

Performance Evaluation

Performance Elements Only

Performance Elements with Midpoint Review Evaluations

Performance Evaluation of Record

View/Print Selected Section(s)

Employee
Select Performance Evaluation on the Reports/Form Tab within the PAA

Performance Evaluation Report Screenshot 2

Note: To include the Performance Evaluation of Record Summary page with this report, also check the 'Performance Evaluation of Record' block.

Apply Action(s) to Multiple Employees (PAA)

Select PAA System and Role

Select Role

- NSPS - Rating Official
- NSPS - Higher Level Reviewer
- DCIPS - Rating Official
- DCIPS - Higher Level Reviewer
- NG - Rating Official
- NG - Higher Level Reviewer

Cancel Start

Rating Official Action(s) on Multiple Employees

Available Actions

Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action

- Change Higher Level Reviewer
- Change Rating Official
- Copy Employee's Current Plan for Next Rating Cycle
- Copy One Active Plan to Multiple Employees
- Document Communication of the Plan (Must be Current Owner)
- Document Communication of the Midpoint Review (Must be Current Owner)
- Document Communication of the Performance Evaluation (Must be Current Owner)
- Request or Document Higher Level Review of the Plan (Must be Current Owner)
- Request or Document Higher Lvl Review of Midpoint Review (Must be Current Owner)
- Retrieve Plan/Appraisal from Employee
- Retrieve Plan/Appraisal from Higher Level Reviewer
- Transfer to Employee (Must be Current Owner)
- View/Print Current Employee Appraisal Info

Cancel Start

View/Print Employees Appraisal Information

Cancel Submit Request

* Indicates Required Field
Fill in the data below, then select the sections of the report you want to print. "Submit Request" will start the process that produces the employees' appraisal reports.

View/Print Appraisal Type Selection

* Appraisal Year: 2013

Current FAA status: [Dropdown]

Report Orientation: Portrait Landscape

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections. This is not an official DD Form 2906D.

Select / Deselect All

- Relevant Organization Mission Goals
- Performance Objectives Only
- Performance Objectives with Midpoint Review Evaluations
- Performance Objectives with Closeout Evaluations
- Performance Objectives with Performance Evaluations
- Performance Elements Only
- Performance Elements with Midpoint Review Evaluations
- Performance Elements with Closeout Evaluations
- Performance Elements with Performance Evaluations
- Performance Evaluation of Record
- Guest Participants
 - Guest Rater Evaluation
 - Performance Objectives
 - Performance Elements
 - Guest Reviewer Overall Feedback

Cancel Submit Request

Rating Official – Apply Action(s) to Multiple Employees
Select Performance Objectives with Performance Evaluations
Performance Evaluation Report Screenshot 3

Note: To include the Performance Evaluation of Record Summary page with this report, also check the 'Performance Evaluation of Record' block.

View/Print Performance Management Reports

Report Request:
* Indicates required field

Cancel Step 1 of 3 Next

PRIVACY ACT INFORMATION

The information accessed through this system must be protected in accordance with the Privacy Act of 1974. Personal information contained in this system may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties.

How to request a report: [Step 1 of 3]

Report Name: Type the report name you wish to request. If you don't know the name of report, select the search icon to begin the search. Select the 'Go' button on the page that will be presented. Choose the applicable report from the list.

Request Name: Enter information that will assist in doing a search on this request at a later time. Select 'Next' button to continue.

* Report Name:

Request Name:

The name can later be used to search for this request

Cancel Step 1 of 3 Next

Report Parameters
* Indicates required field

Cancel Back Step 2 of 3 Next

How to complete Step 2 of 3:
All required data fields must be entered before selecting the 'Next' or 'Back' buttons.

If you select the 'Cancel' button, your current data will not be saved, and the system will take you back to the "View Previous Request" page.

Report Name: DCIPS View/Print Pay Pool Employee Appraisal Info (Portrait)

Process Name:

* Pay Pool ID:

* Mock Data:

* Performance Year:

Restrict to Pay Pool ID Entered:

Employee Name:

Rating Official Name:

Print Relevant Organizational Mission Goals:

Print Performance Objectives:

Print Performance Elements:

Print Performance Objectives with Performance Evaluations:

Print Performance Elements with Performance Evaluations:

Print Performance Evaluation of Record:

Cancel Back Step 2 of 3 Next

Pay Pool Administrator/Pay Pool Manager

Set Print Performance Objectives with Performance Evaluations to 'Yes'

Performance Evaluation Report Screenshot 4

Note: To include the Performance Evaluation of Record Summary page with this report, also set 'Print Performance Evaluation of Record' to 'Yes'.

Sample of Final 2906D for DCIPS PAA Assessment Option 2 Attached