



AMERICA'S ARMY:
THE STRENGTH OF THE NATION

***FY17 Army DCIPS
Implementing the PAA
Single Block Option
(Data Administrator Brief)
Fall 2016***



Purpose

- ❑ To socialize the Single Block Option and reasons for implementation with Pay Pool Data Administrators
- ❑ To familiarize Pay Pool Data Administrators with the Single Block Option in the Performance Appraisal Application (PAA) Tool and how to update the tool to implement for FY17



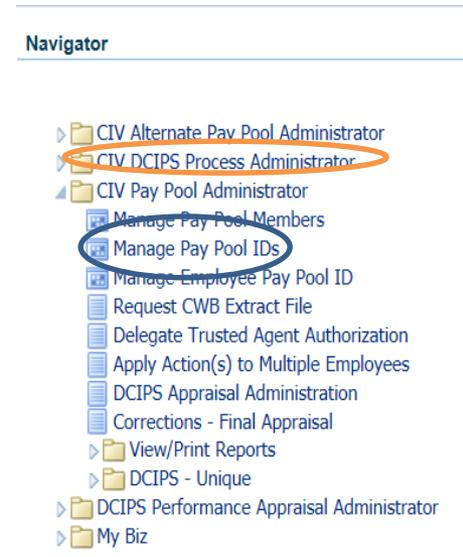
- ❑ Army DCIPS is implementing a mandatory “**Single Block Option**” Performance Appraisal in the PAA tool. This feature allows employees to simplify their self-assessment narrative into a single block rather than responding to each Performance Objective and Performance Element individually. Implementing the Single Block Option is designed to streamline the administrative portion of the performance management process for Army DCIPS employees and rating officials.
- ❑ Instead of having separate self-assessment fields for each corresponding objective and element (Option 1), employees will now have one field with a 6,000 character limit for a consolidated self-report of accomplishments (Option 2). Supervisors and Managers have a 3,000 character limit within which to respond and provide recommendations for the rating. Objectives and elements will continue to be rated individually.



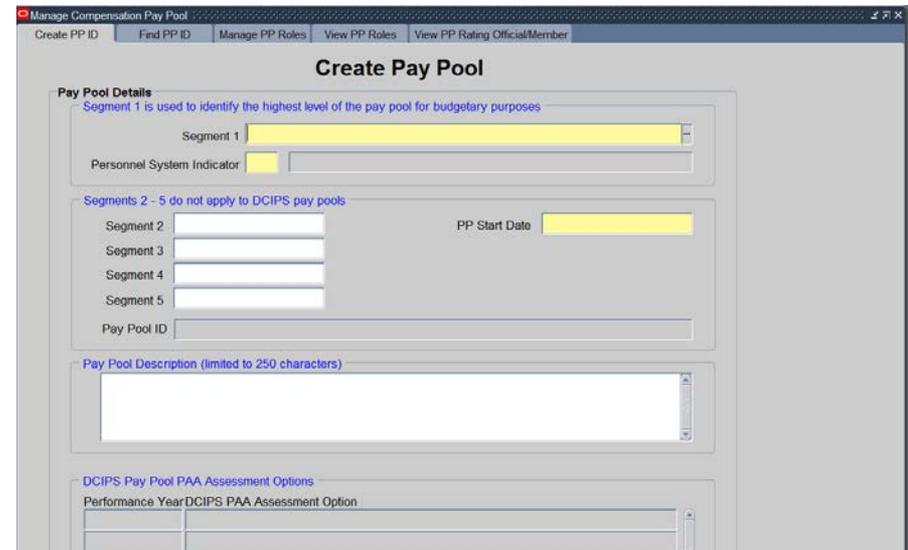
- As the DCIPS Pay Pool Administrator, you are able to make the requisite changes in the PAA tool.
- The following steps must be applied to **each pay pool** in your organization; there is no single “switch” for the entire organization.
- In order for the Single Block assessment to be applied to the FY17 performance cycle it must be implemented at least 90 days prior to the end of the DCIPS performance cycle.



Step 1: Log into DCPDS and select 'CIV Pay Pool Administrator' from the Navigator menu.



Step 2: Select 'Manage Pay Pool IDs' from the menu; the 'Create Pay Pool' window will pop up





Step 3: On the 'Create PP ID' Tab, retrieve the pay pool Information for the pay pool To be updated:

1. Press **<F11>***
2. Enter the pay pool ID in the 'Segment 1' field
3. Press **<Ctrl> + <F11>** to populate the form with the pay pool information

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

Segment 3

Segment 4

Segment 5

PP Start Date

Pay Pool ID

Pay Pool Description (limited to 250 characters)

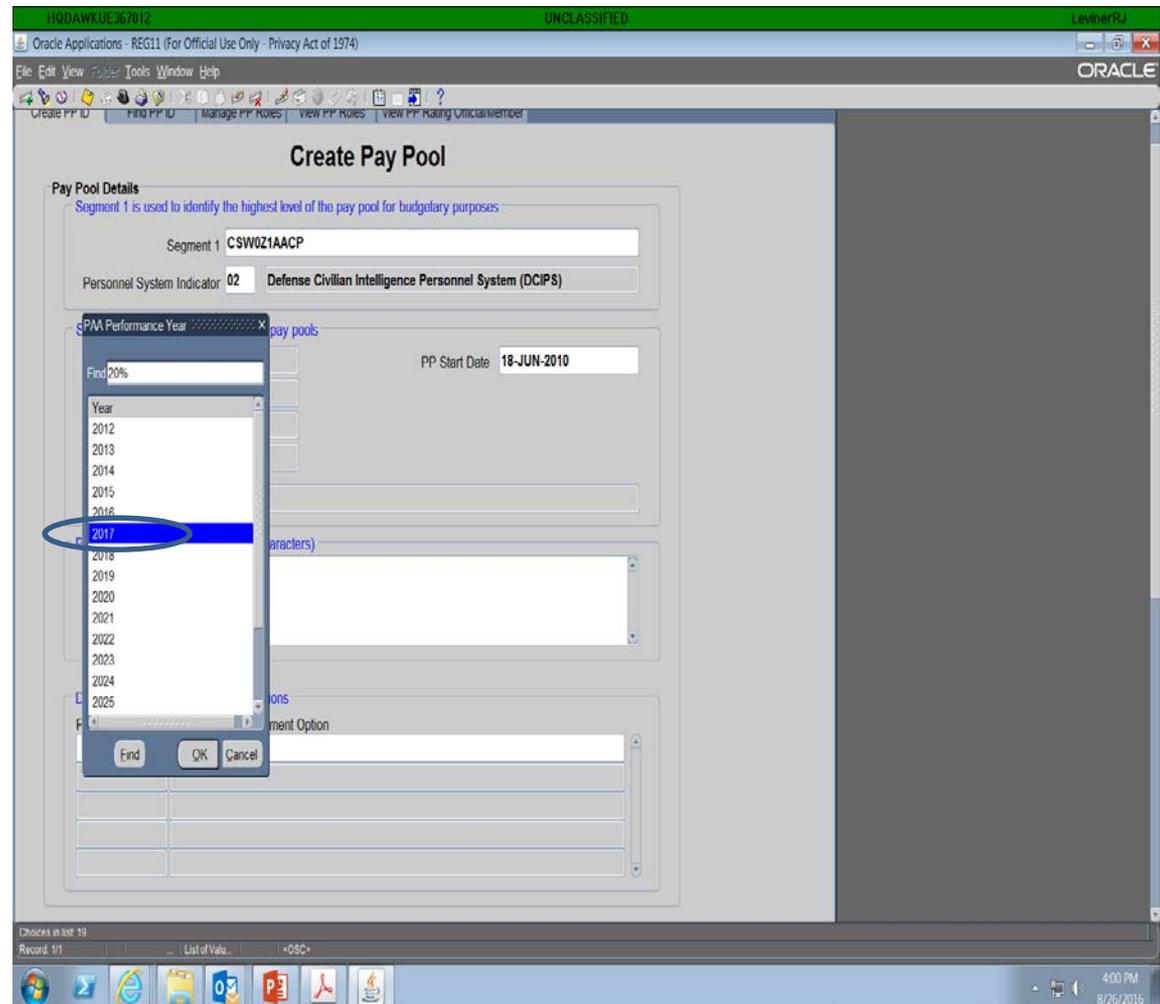
DCIPS Pay Pool PAA Assessment Options

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

*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."

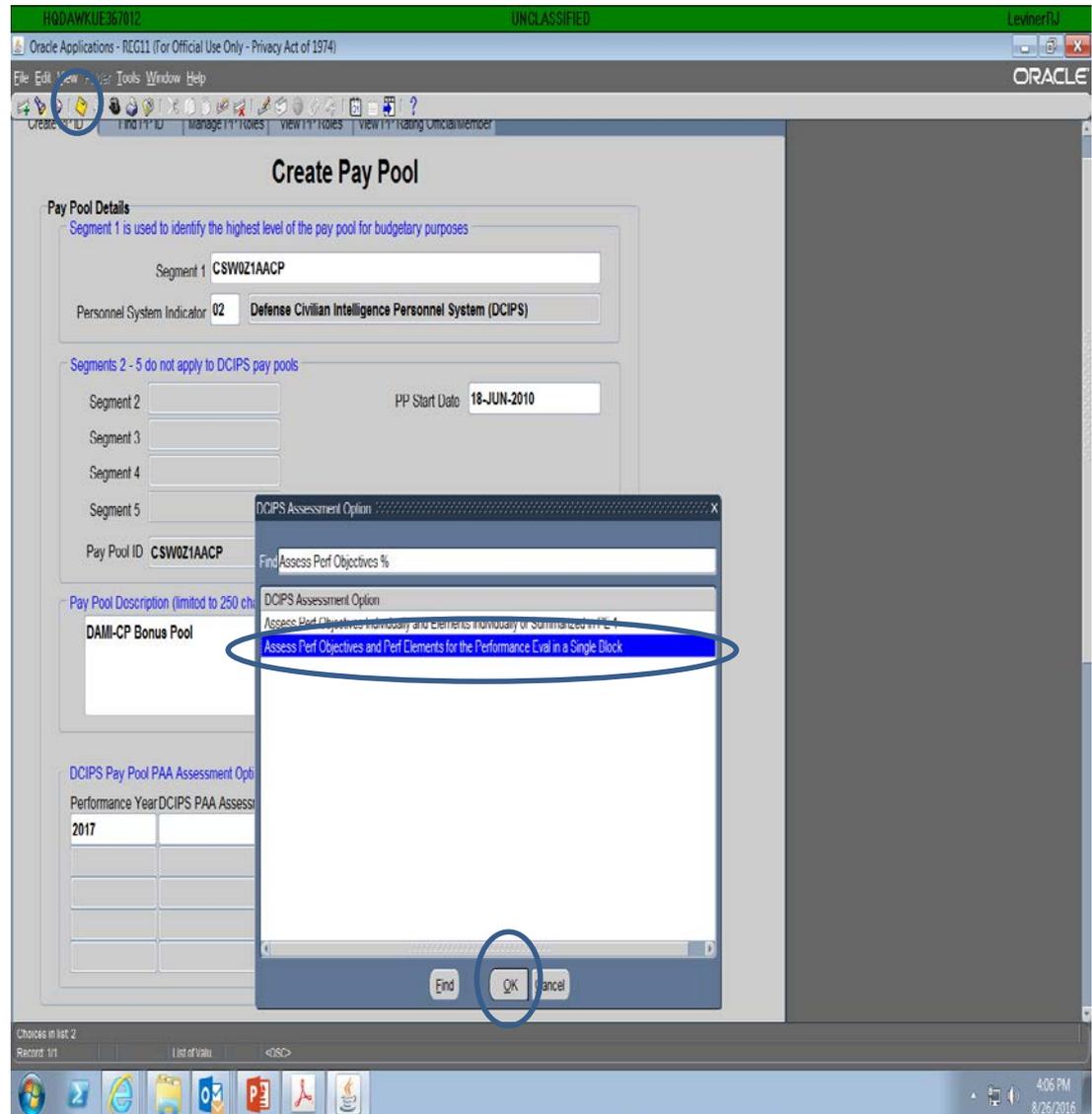


Step 4: In the 'DCIPS Pay Pool PAA Assessment Options' section, select the 'Performance Year' from the List of values (LOV) to Identify the Performance Year for which the option Becomes effective (**2017**) And select 'OK'.





1. 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 single block assessment block option.
2. Select 'OK'.
3. Finally, click on the 'Save' icon.





- 1) If the 'DCIPS PAA Assessment Option" is empty, the Performance Evaluation screens will continue to display individual assessment blocks for each performance objective and performance element.
- 2) 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.

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	Assess Perf Objectives and Perf Ele

Decision

You have created an assessment option record for 2013 using Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block.

This action will submit a concurrent request to update the paypool member's appraisals for that performance year to use this assessment option for their appraisals.

You may view the results using the menu option View and then selecting Requests

Do you wish to continue?

No Yes



- 1) 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 individual's PAA.
- 2) Separate assessment blocks for Performance Objectives and Performance Elements will appear until the option to use the Single Block Option is selected, at which time the Performance Evaluation is automatically converted to the Single Block Option for the self-assessment.
 - If any assessments exist in the Performance Evaluation when the option is selected, that particular performance plan will not be changed.
 - The Performance Plans (Performance Objectives and Performance Elements) remain intact; it is the Performance Evaluation screens for the Employee Assessments and the Rating Official Assessments/Ratings that change based on the assessment option.



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

Congratulations!

You have now successfully
Implemented the Single
Block Option for this pay
pool.

The screenshot shows a web application window titled "Manage Compensation Pay Pool". The main content area is titled "Create Pay Pool". At the top right of the window, there is a red circle with a white 'X' icon, which is the exit button mentioned in the text. The form contains the following fields and sections:

- Navigation:** Create PP ID, Find PP ID, Manage PP Roles, View PP Roles, View PP Rating Official/Member
- Section: 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, 3, 4, 5: Empty text boxes
 - 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	Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Bloc



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

Employee Information

Employee Name
[Show Employee Details](#)

Performance Management **Performance Evaluation** **Reports/Forms**

Performance Objective Assessments **Performance Element Assessments** **Performance Evaluation** **Approval & Acknowledgment**

Performance Objective Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information Need help? [My Journal](#)

Performance Objectives

Select	Number	Performance Objective Title	Status
<input checked="" type="radio"/>	1	Subject Matter Expert	Objective Approved
<input type="radio"/>	2	Oversight	Objective Approved
<input type="radio"/>	3	Training Program Evaluation	Objective Approved
<input type="radio"/>	4	Project Planning	Objective Approved

Performance Objective

Enter the performance objectives here.

Employee Self Assessment

Employee enters self report of accomplishments in this block for Performance Objective 1.

(Limit to 2000 characters) Spell Check Counter 89

Rating Official Assessment

Save and Return to Top of Page

Employee has individual field to address Accomplishments for each objective and element

Rating Official has individual field to assess each objective and element



Employee & Rating Official View: Single Block Option View "After"

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'. It shows an 'Appraisal Type' of 'Annual Appraisal - DCIPS' and an 'Appraisal Period Start Date' of '01-Oct-2012'. 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. Below the table is the 'Employee Self Assessment' section, which contains a large text area for the employee to report accomplishments. At the bottom is the 'Rating Official Assessment' section, also with a large text area. A 'Spell Check' button and a 'Counter' are visible at the bottom right of the interface.

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 has single block in which to address accomplishments for each objective and element

Rating Official has single block in which to assess each objective and element



- ❑ Verify if any employees in your organization have begun their self-assessments.

- ❑ Liaise with these individuals to save their work in a MSWord document and clear out all self-assessment fields **PRIOR** to implementing the Single Block Option. Failure to do this will create more work for the employee and will put them at a disadvantage when evaluated against employees using the Single Block Option.

- ❑ The DCIPS Performance Management team will send out information to help you communicate this to your employees, as well as a copy of this briefing, and the PAA Single Block Option Guide.

