

DCIPS Performance Appraisal Application (PAA) Quick Guide for Rating Officials



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Instructions for Completing Activities Associated with My Employee's Performance Plan

Create 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, and then select the "Go" link, which will display the *Plan Details Tab page*.
3. Review the information and make any necessary changes to the default values.
4. Select the "Build New Plan" link.
5. Select the "Next" link to continue the process, or select the "Logout" link to end your session.

Update Setup Details

1. Begin at the *Performance Appraisal Application Main Page*.
2. Complete one of the following actions depending on whether you have already created the performance plan:

Create a performance plan

- Create a performance plan by selecting "Defense Civilian Intelligence Personnel System" from the "Choose Plan Type" drop-down menu.
- Select the "Go" link to display the *Plan Details Tab page*.
- Review and make any necessary changes to the default values.

Open an existing plan

- Select the "Update" from the "Action" drop-down menu, and select the "Go" link.
 - Select the *Plan tab*. Review the information to ensure it is correct or change it if is not.
3. If the information is not correct:
 - Select the "Calendar" icon next to the date to change it. Select a new date.
 - Select the "Flashlight" icon to the right of the name of the rating official or HLR if you want to change them.
 4. 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. Complete one of the following actions depending on whether you have already created the performance plan:

Create a performance plan

- Create a performance plan by selecting “Defense Civilian Intelligence Personnel System” from the “Choose Plan Type” drop-down menu.
- Select the “Go” link to display the *Plan Details Tab page*.
- Review and make any necessary changes to the default values.

Open an existing 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 as 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 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. Complete one of the following actions depending on whether you have created the performance plan:

Create a performance plan

- Create a performance plan by selecting “Defense Civilian Intelligence Personnel System” from the “Choose Plan Type” drop-down menu.
- Select the “Go” link to display the *Plan Details Tab page*.
- Review and make any necessary changes to the default values.

Open an existing plan

- Select the “Update” from the “Action” drop-down menu, and select the “Go” link.



3. Select the “Next” link or the ***Mission Goals tab*** to review your organization’s goals and priorities.
4. Use this information to align the employee’s performance objectives with your organization’s goals and priorities.
5. Select the “Next” link or the ***Performance Objectives tab***.
6. Select the “Add Performance Objective” link to create a new performance objective.
7. Enter the performance objective title; it should be meaningful.
8. Change the start date if the default value is incorrect.
9. Enter your draft performance objective text.
10. 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.
11. 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

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open an employee’s existing performance plan by selecting “Update” from the “Action” dropdown menu, and select the “Go” link.
3. Select the ***Plan tab*** to list the employee’s performance plans.
4. Select the “Update” link in the “Action” column for the selected performance plan.
5. Select the ***Performance Objectives tab*** to list the employee’s performance objectives.
6. Select the “Delete” icon for the performance objective you want to delete.
7. Select the “Next” link to continue with the process, or select the “Logout” link to end your session.

NOTE: Approved performance objectives cannot be deleted.

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” dropdown menu, and select the “Go” link.



3. Select the ***Plan tab*** to list the employee’s performance plans.
4. Select the “Update” link in the “Action” column for the selected performance plan.
5. Select the ***Objectives tab*** to list the employee’s performance objectives.
6. Select the “Update” link for the performance objective you want to update.
7. Update any of the performance objective information.
 - Performance objective title
 - Start date
 - Performance objective text
8. 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 or adding another performance objective.
 - Select “Save and Return to Performance Objective Tab” when you are finished updating performance objectives.
9. 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.

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” dropdown menu, and select the “Go” link.

Note: The DCIPS PAA status is “Plan in Progress.”
3. Review employee’s performance plan details and mission goals by selecting the ***Plan Details tab*** and then the ***Mission Goals tab***.
4. Select the ***Performance Objectives tab*** to list and review the employee’s performance objectives.
5. Select the radio button next to each performance objective to display the performance objective.
6. Select the ***Approvals and Acknowledgments tab***.
7. In “Step 2: Higher Level - Review” select the “Approve” link, or enter an e-mail message to the HLR indicating a request for review.
8. Select the “Transfer to Employee” link at the top of the ***E-Mail Notification page***.
9. Select the “Next” link to continue with the process, or select the “Logout” link to end your session.



Re-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" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status is "Plan in Progress."
3. Review employee's performance plan details and mission goals by selecting the *Plan Details tab* and then the *Mission Goals tab*.
4. Select the *Performance Objectives tab* to list and review the employee's performance objectives.
5. Select the radio button next to each performance objective to display the performance objective.
6. Select the *Re-Approval of Performance Objectives tab*.
7. In "Step 2: Higher Level - Review" select the "Approve" link, or enter an e-mail message to the HLR indicating a request for review.
8. Select the "Transfer to Employee" link at the top of the *E-Mail Notification page*.
9. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

Request or Document Higher Level Reviewer (HLR) Approval

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status is "Plan in Progress."
3. Select the *Plan tab* to list the employee's performance plans.
4. Select the "Update" link in the "Action" column for the selected performance plan.
5. Select the *Approvals and Acknowledgments tab*.
6. Select the "Start" link in Step 1: Rating Official - Request or Document Higher Level Review.
7. To request higher level review, choose option A.
 - Change the name of the HLR, if necessary.
 - Enter a notification message to the HLR.
 - Select the "Transfer to HLR" 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 Approver (the HLR) if necessary.
 - Select the “Save” link.
9. Select the “Next” link to continue with the process, or select the “Logout” link to end your session.

Document Communication of the Performance Plan to the Employee after HLR approval

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee’s existing performance plan by selecting “Update” from the “Action” dropdown menu, and select the “Go” link.
Note: The DCIPS PAA status is “Plan Approved by HLR.”
3. Select the “Update” link in the “Action” column for the selected performance plan.
4. Select the *Approvals and 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. Select the “Next” link to continue with the process, 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 plan listed and select the “Go” link.

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

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 plan listed, and select the “Go” link.
3. Change the rating official name or the HLR using the “Flashlight” icon.



4. Select the “Return to Main Page” link to continue with the process, 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 plan listed, and select the “Go” link.
3. Write an e-mail message to the employee indicating that you are transferring the performance plan.
4. Select the “Transfer to Employee” link at the top of the *E-Mail Notification page*.

Document Employee Acknowledgement

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee’s existing performance plan by selecting “Update” from the “Action” dropdown menu, and select the “Go” link.
3. Select the *Approvals and Acknowledgments tab*.
4. Select the “Start” link in Step 4: Rating Official - Document Employee Acknowledgment.
5. Select the “Return to Main Page” link to continue with the process, or select the “Logout” link to end your session.



Instructions for Completing Activities Associated with My Employee's 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" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status is "Plan Approved."
3. Select the *Midpoint Review tab*.
4. Select the "Create Midpoint Review" link.
5. Assess your employee's performance objectives, or select the "Logout" link to end your session.

Assess an Employee's 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" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status is "Midpoint in Progress."
3. Select the *Midpoint Reviews tab* to list the employee's midpoint reviews.
4. Select the "Update" link for the selected midpoint review.
5. Select the *Assessments tab* to list the employee's performance objectives and assessments.
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 for each performance objective.
8. Select the "Transfer to Employee" link at the top of the screen.

Request or Document Higher Level Reviewer (HLR) Approval

NOTE: Each Component determines HLR approval of a midpoint review. 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" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status is "Plan in Progress."
3. Select the *Midpoint Review tab*.
4. Select the "Update" link in the "Action" column.



5. Select the *Approvals and Acknowledgments* tab.
6. Select the “Start” link in Step 1: Rating Official - Request or Document Higher Level Review.
7. To request higher level review, choose option A.
 - Change the name of the HLR, if necessary.
 - Enter a notification message to the HLR.
 - Select the “Transfer to HLR” 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 approver (the HLR) if necessary.
 - Select the “Save” link.
9. Select the “Next” link to continue with the process, 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” dropdown menu, and select the “Go” link.

Note: The DCIPS PAA status is “Midpoint Approved by HLR.”
3. Select the *Mid-point Reviews* tab to list the employee’s midpoint reviews.
4. Select the “Update” link for the selected midpoint review.
5. Select the *Approvals and 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.
10. Select the “Return to Main Page” link to start a new process, or select the “Logout” link to end your session.



Instructions for Completing Activities Associated with My Employee's Performance Evaluation

Rate an Employee's 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" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status will be "Midpoint Review Completed."
3. Select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the *Plan Details tab*.
4. Select the *Performance Evaluation tab* to continue.
5. Select the *Performance Objective Assessments 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, if you have not already done so.
8. Recommend a performance objective rating.
9. Repeat steps 6 through 8 until all performance objectives are evaluated and rated.
10. Select the *Performance Element Assessments 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, if you already have not done so.
13. Recommend a performance element rating.
14. Repeat steps 9 through 11 until all performance elements are evaluated and rated.
15. Select the "Performance Evaluation" 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" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status will be "Midpoint Review Completed."



3. Select “Annual Appraisal – DCIPS” from the drop-down menu adjacent to the “Appraisal Type” field from the *Plan Details tab*.
4. Select the *Performance Evaluation tab* to continue.
5. Select the *Approvals and Acknowledgments tab*.
6. In “Step 1: Rating Official - Request/Document Higher Level Review,” select the “Approve” link.
7. Select either Option A: Transfer to the Higher Level Reviewer (HLR) in the DCIPS PAA or Option B: Document the Higher Level Review has taken place.
8. Select the “Transfer to HLR” link for Option A or the “Save” link for Option B.



Instructions for Completing Activities Associated with My Employee's Closeout Assessment

Complete a Closeout 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, and select the "Go" link.
3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the **Plan Details** tab.
4. Select the *Performance Evaluation tab*.
5. Select the *Performance Objective Assessments tab*.
6. Select the radio button for the performance objective for which you want to write an assessment.
7. Type your assessment into the "Rating Official Assessment" box.
8. Select the *Performance Elements Assessments tab*.
9. Select the radio button for the Performance Element for which you want to write an assessment.
10. Type your assessment into the "Rating Official Assessment" box.
11. When you have completed entering your self-assessment for all of your employee's performance objectives and performance elements you should transfer your performance evaluation to the HLR via the *Approvals and Acknowledgments tab*.

Document Completion of a Closeout Assessment

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.
Note: The DCIPS PAA status is "Closeout in Progress."
3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the **Plan Details tab**.
4. Select the *Performance Evaluation tab*.
5. Select the **Approvals and Acknowledgments tab**.
6. In "Step 2: Rating Official - Document Communication to the Employee," select the "Start" link.
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.
10. Select the “Return to Main Page” link to continue with the process, or select the “Logout” link to end your session.