



# Documenting the Annual Performance Conversation in the Performance Appraisal Application (PAA)

## Step-by-Step Guide

# Completing Performance Plan by documenting the Annual Performance Conversation in PAA

**The Rating Official (RO) must conduct the Annual Performance Conversation and document the event in the PAA to complete the rating process.**

## **Quick Step:**

Logon to MY WORKPLACE, click on UPDATE next to the employee name, then click on the ANNUAL APPRAISAL tab, then the APPROVAL and ACKNOWLEDGEMENT tab.

Click the START button at STEP 4: Rating Official - Document Communication to Employee. Enter the communication date (date the conversation took place with the employee) and the method (mostly FACE-TO-FACE), then click on SAVE and COMPLETE.

This moves the completed 2906 into COMPLETED APPRAISALS category and allows employees to access the form through the MYBIZ account to view the official rating of record.

**The RO must inform the employee that this event starts the clock for the RECONDIERATION timeline.**

Rating Official/Higher Level Reviewer - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA\_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprViewPG&\_ti=1941672173&retainAM=

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Rating Official/Higher Level Reviewer

 **Performance Appraisal Application (PAA)**  
Version 3.0

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PAA Main Page Provide Guest Feedback

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 All Appraisals Appraisal Year ALL

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Chambers, Deborah E	Hager, Angelika	Hager, Angelika	2010	391931	10-Nov-2008	NSPS	Approved	Approved by PPM	Update <input type="button" value="Go"/>

[Show Completed Plans/Appraisals](#)

PAA Main Page | Provide Guest Feedback | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

Trusted sites | Protected Mode: Off | 100%

Inbox - Microsoft O... CPOL Portal 8.1 Des... DCPDSPORTAL - Wi... Rating Official/High... Document1 - Micro... 2:38 PM

Action field must be 'UPDATE' then click 'GO' to open appraisal.



Appraisal Details - Windows Internet Explorer  
https://pyxis.chrcs.army.mil:8007/OA\_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprViewPG&\_ti=1941672173&retainAM=

File Edit View Favorites Tools Help  
Appraisal Details

# Performance Appraisal Application (PAA)

Version 3.0

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## NSPS PAA - Rating Official

Track Progress Return to Main Page

### Employee Information

Employee Name Chambers, Deborah E  
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Manage Guest Participants Mock Pay Pool Info

Assessments and Ratings Shares and Payout Distribution **Approvals and Acknowledgments**

### Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Appraisal.  
Select 'Show' to see detailed information about the status of your employee's Appraisal. [Need Help?](#)

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

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	
<a href="#">Show</a>	Step 3: Pay Pool - Review	Completed	
<a href="#">Show</a>	Step 4: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>

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Auto saving in about 14 minute(s) Trusted sites | Protected Mode: Off 100%

1. Click 'ANNUAL APPRAISAL'

2. Click 'ANNUAL APPRAISAL'

3. Click 'START'.

Appraisal Details - Windows Internet Explorer  
 https://pyxis.chrcs.army.mil:8007/OA\_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprViewPG&\_ti=1941672173&retainAM=

File Edit View Favorites Tools Help

Appraisal Details

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Version 3.0

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**NSPS PAA - Rating Official**

Track Progress Return to Main Page

**Employee Information**  
 Employee Name **Chambers, Deborah E**  
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms Manage Guest Participants Mock Pay Pool Info

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<a href="#">Hide</a>	Step 4: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>

Rating Official Name:

Communication Date:

Communication Method:

Other Method:

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Auto saving in about 15 minute(s) Trusted sites | Protected Mode: Off 100%

**Enter Communication Date (Click on Calendar icon) and communication method (face-to-face). Click 'SAVE AND COMPLETE' when done.**

Confirmation - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA\_HTML/OA.jsp?page=/civdodhri/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprViewPG&\_ti=1941672173&retainAM=

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Confirmation

This appraisal will be removed from the Plans/Appraisals in Progress on the Performance Appraisal Application (PAA) Main Page. The completed DD Form 2906 will be available under the 'Completed Plans/Appraisals' area found on the PAA Main Page. Do you want to print a copy of the final DD Form 2906?

Click here to return to the PAA Main Page.

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No Yes

File Download

Do you want to open or save this file?

Name: CIV\_PAA\_DD2906.PDF  
Type: Adobe Acrobat Document  
From: pyxis.chrcs.army.mil

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Start downloading from site: https://pyxis.chrcs.army.mil:8007/OA\_HTML/civgentempl.jsp

Trusted sites | Protected Mode: Off | 100%

Inbox - Microsoft O... CPOL Portal 8.1 Des... DCPDSPORTAL - Wi... Confirmation - Win... Document1 - Micro...

2:41 PM

**3. Click 'NO' when printing is completed.**

**1. Click 'YES' to print a copy of the completed DD Form 2906.**

**2. Click 'OPEN' to print a copy of the completed DD Form 2906.**

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**Plans/Appraisals In Progress**  
 TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals      Appraisal Year: ALL     

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No results found.									

Select the link to search for Completed Plans.  
 Hide Completed Plans/Appraisals

**Completed Plans/Appraisals**

1. Begin with entering search criteria. The following fields can be entered in any combination, e.g., Employee Name only, the Employee Name.
2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name: Chambers, Deborah E     

Appraisal Year: 2010

Event: NSPS Performance Plan

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
Chambers, Deborah E	2010	391931	NSPS	NSPS Performance Plan	10-Nov-2008	<input type="button" value="Print"/>

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**The Performance Appraisal has moved from 'PLANS APPRAISALS IN PROGRESS' to 'COMPLETED PLANS/APPRAISALS.'**

**Lookup completed appraisals by entering employee data and click 'FIND'. Remember appraisal year is the year of the payout effective date (e.g., Appraisal end date 30-SEP-09 = Appraisal Year '2010').**