Setting up a New Performance Plan in the Performance Appraisal Application (PAA)

Step-by-Step Guide

Setting up New Performance Plans in PAA

Either the employee or the rating official can begin the process of setting up a new performance plan.

Both have the option of copying from a previous plan ***or*** starting a new plan from scratch. Employees can copy one of their own plans from a former rating cycle. Rating official can also copy a plan from any of their employees to another employee.

This guide shows the steps for the employee to copy a plan and make changes. If starting from scratch, you will need to complete the mission and goals of the organization, and add the job objectives.

Once created, the rating official has two options for obtaining higher level review:

Option A: Transfer the plan to the higher level reviewer, who will review and either approve or return it for changes. This is the process used in this guide.

Option B: Document that the higher level reviewer has approved the plan (without actually transferring it to that person). This option requires printing out a copy of the plan and obtaining the higher level reviewer's signature

The plan is confirmed once the higher level reviewer has approved it.

Performance Plan & Job Objectives Fundamentals

- Reflects a joint understanding of performance expectations for the rating cycle
- Explains the organization's goals and to align employee objectives with these goals
- Focuses on results/work product and the employee's contribution in meeting the goals of the organization
- Establishes measurement methods (Quantity, quality, timelines, resources) *
- Job objectives are established at level 3 (Expected results) *
- Must be written in ***S·M·A·R·T*** style
- Should be challenging but attainable (avoid using absolutes, i.e., 100%, all, every; unless required, e.g., 100% safety check on flight engines) *
- Identify developmental needs
- Job objectives must be weighted (not less than 10% per objective NTE 100% for all objectives)

Communication between employee and rating official is key

* (Links to other guides)

USAG Schweinfurt
Mission Statement & Goals

USAG Schweinfurt provides installation operations in order to support readiness and mission execution of stationed and rotational units while ensuring the well-being of the community.

1. **Maintain High Levels of Safety, Force Protection, and Occupational Health**
2. **Sustain and Improve Local Community Relations**
3. **Develop and Retain a Professional Workforce**
4. **Optimize Resources**
5. **Be an Adaptive, Customer-Focused Organization**
6. **Sustain and Improve the Infrastructure**
7. **Maintain Deployment, Sustainment, Redeployment Operations**

Sequence of Events

Who	Action*	Slides
Employee	Initiate new plan, transfer to rating official	6 - 17
Rating Official	Review the proposed plan and change as needed; obtain higher level review	18 - 29
Higher Level Reviewer	Review the performance plan and approve or return for changes	30 - 41
Rating Official	Transfer plan to employee for acknowledgement	42 - 48
Employee	Acknowledge receipt of plan	49 - 53

* (linked in Slide Show mode)

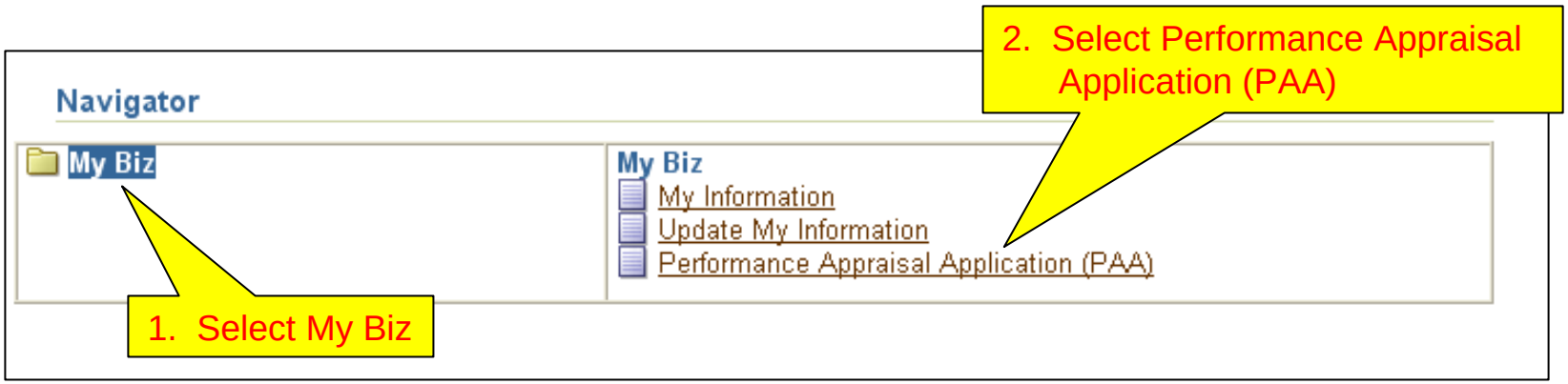
Setting up a Performance Plan

Employee Actions

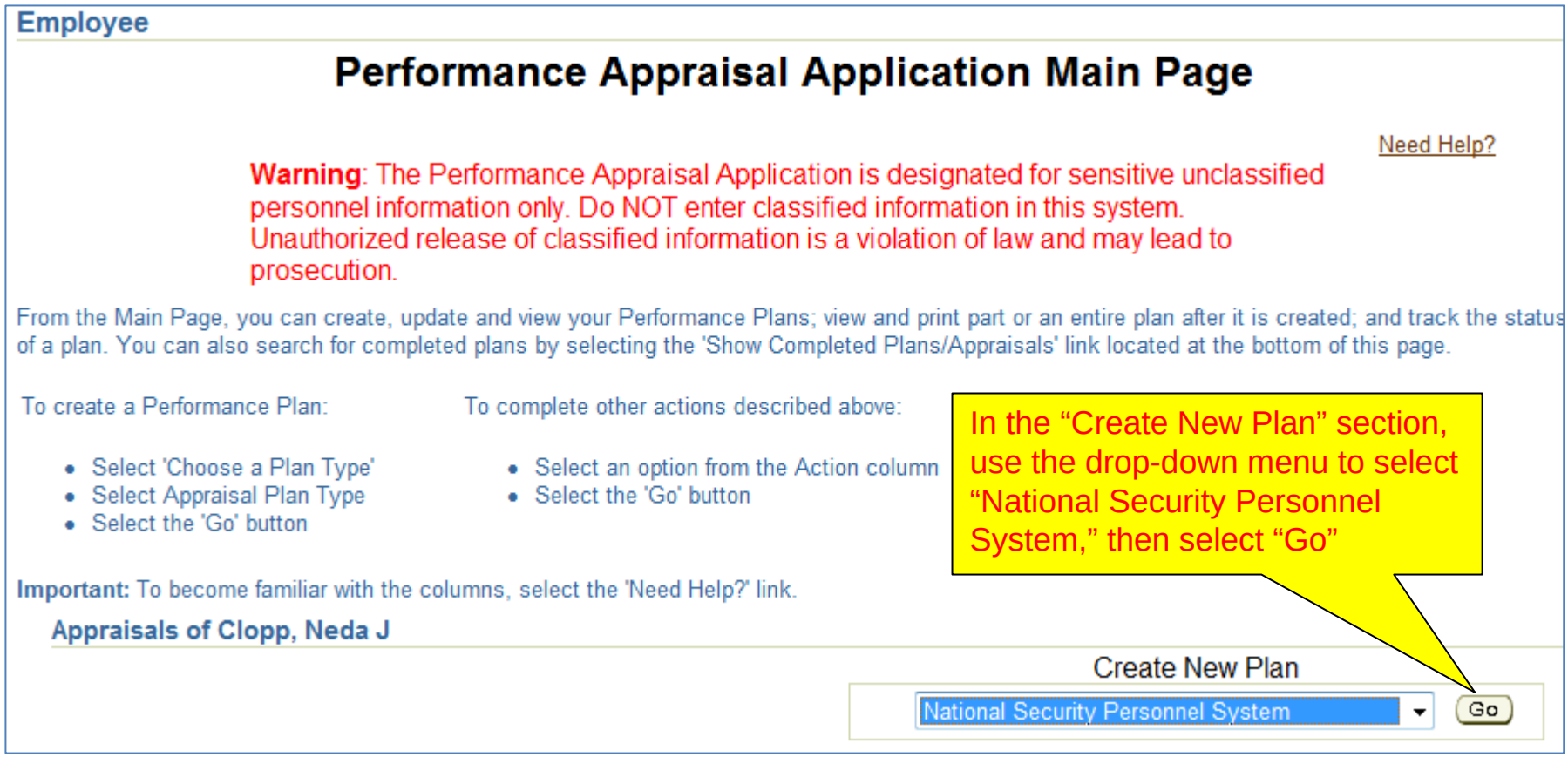
- ***Create*** a new plan **or** ***copy*** an existing plan
- Transfer it to the rating official

Back to TOC

Employee: Open the Performance Appraisal Application



Employee: Select the option to create an NSPS performance plan



In the "Create New Plan" section, use the drop-down menu to select "National Security Personnel System," then select "Go"

Employee: Check dates and names, select new or copy existing

Create Performance Plan: Setup Details

Cancel and Return to Main Page

Need Help?

Employee Information

Employee Name **Clopp, Neda J**

Show Employee Details

Setup Details

This screen provides information regarding your Appraisal Type and Dates. Update your Ap
and Appraisal Dates, if necessary.

Importa start of your performance
period u edule and pay band will be
your ap elect the 'Need Help?' link

1. Check (and change, if necessary) the plan dates, rating official, and higher level reviewer names

2. Select "Build New Plan" to create a plan from scratch, or "Copy Existing Plan" to copy last year's plan (***you can make changes***)

- Select the 'Copy an Existing Plan' bu y an existing performance plan.
- Select the 'Build New Plan' button to cre an.

Build New Plan | Copy An Existing Plan

Appraisal Type	**Annual Appraisal - NSPS**
* Appraisal Period Start Date	**01-Oct-2009**
* Appraisal Period End Date	**30-Sep-2010**
* Appraisal Effective Date	**01-Jan-2011**
* Rating Official Name	**Wattenberg, Britteny**
* Higher Level Reviewer Name	**Arqueta, Floyd C**

Employee: Copy an existing plan

Copy Performance Plan

Return to Plan Setup

Rating Officials and employees car ating Officials can copy a plan from one employee to another. Once copied,

Need Help?

1. Change date to the year of the plan you want copy from (***usually the past rating cycle – 1-Jan-2010***)

Search

Please enter your search criteria and selec tton to see the result. Note that the search is case insensitive.

Select the "flas ssistance in entering the employee name. You must select Employee Name or Appraisa e Date.

Employee Name: Clopp, Neda J

Appraisal Effective Date: 01-Jan-2010 (example: 28-Sep-2009)

2. Select "Find"

Find | Clear

3. Select "Copy"

Appraisal ID	Employee Name	Employee Number	Appraisal Effective Date	Plan Approval Date	Type	Plan Status	View	Copy
32577	Clopp, Neda J	60157	01-Jan-2010	07-Oct-2009	Annual Appraisal - NSPS	MODIFIED		Copy

Return to Plan Setup

4. On the Information screen, select "Yes"

Information

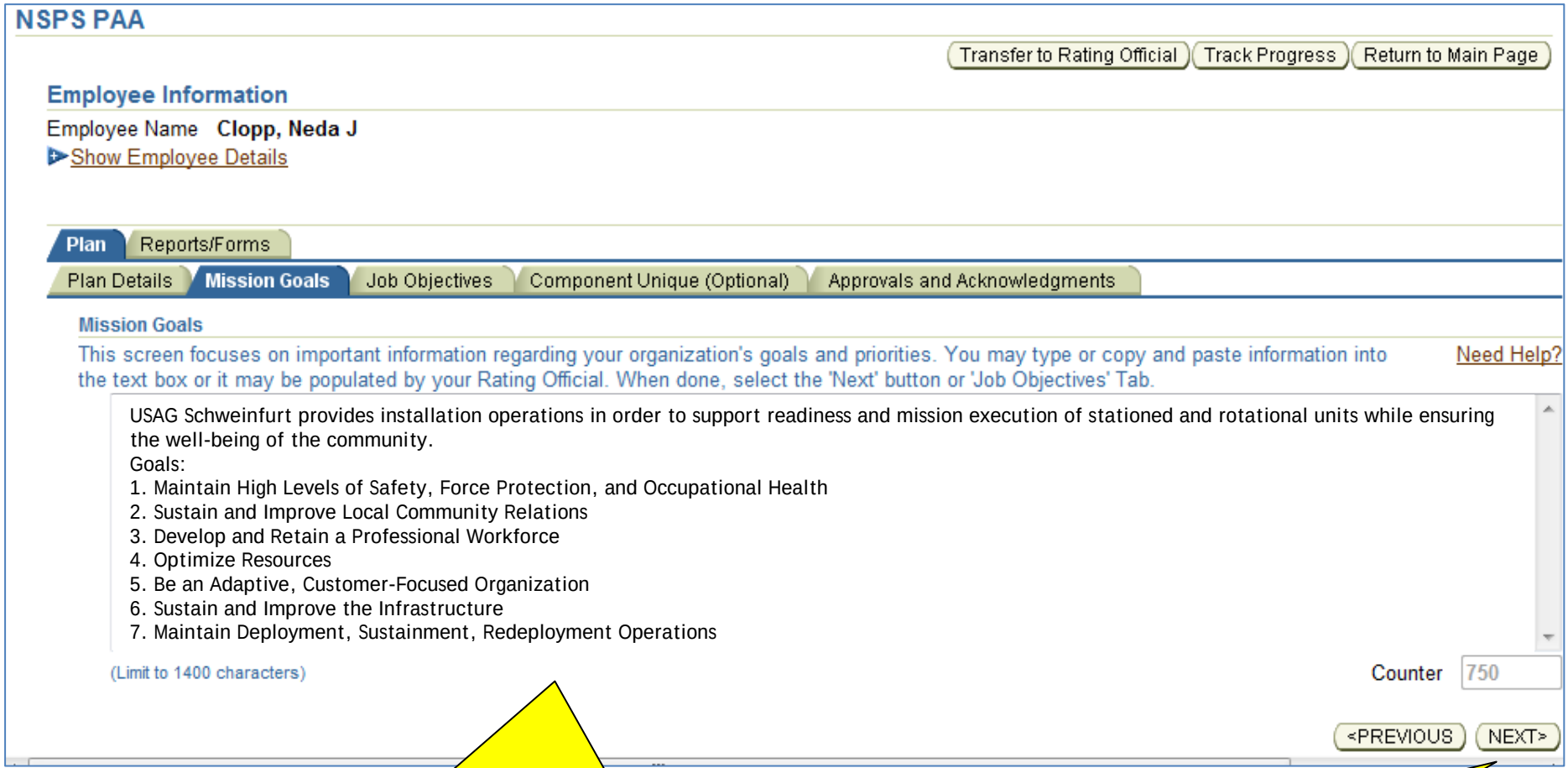
Do you wish to copy the plan of Clopp, Neda J using the Appraisal ID: 32577?

No | Yes

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Personalize Page

About this Page

Employee: Mission and Goals tab



1. Review the mission and goals for your organization and insert here.

2. Select “Next” (or use the “Job Objectives” tab above)

Employee: Job Objectives tab

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Job Objectives

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view approved Job Objectives. Need Help?

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the action column. (**Important:** You must have ownership of your Performance Plan to update your Job Objectives)
- All 'Approved' Job Objectives with assigned weights must equal a total of 100%.
- To view an existing Job Objective, select the 'View' button under the Action Column.

Important: If your Job Objective is approved, only your Rating Official may change/edit it.

Show Applicable Performance Indicators

Add Job Objecti

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Industrial Property Inspections	Cooperation and Teamwork	PENDING	40%	Update	
Show	2	Special Projects	Customer Focus	PENDING	20%	Update	
Show	3	Industrial property evaluations	Critical Thinking	PENDING	40%	Update	

Review each of your job objectives from the copied plan by selecting the "Update" action (see next page)

Other actions:
- Select "Add Job Objective" to add an objective
- Select the "Delete" icon to delete an objective
- Change the weight of the objective using the drop-down

Employee: Update Job Objective screen (top)

Job Objective Number 1

* Job Objective Title Industrial Property Inspections

* Start Date 01-Oct-2009
(example: 28-Sep-2009)

1. Change the default Start Date, if necessary to reflect actual EOD or effective date of plan

Job Objective Status PENDING

Date Last Modified 28-Sep-2009

Job Objective
If you need help in writing job objectives, go to the iSuccess training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

As required, effectively leads evaluation/inspection teams and study groups formed to evaluate industrial properties that support Army units/activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change within supervisor established suspense date.

2. Review the objective text and change as needed (Consider using MS Word features – spell-checker and word count)

4. Watch the character counter to not exceed the 1000 character limit

3. Scroll down for bottom of screen

(Limit to 1000 characters)

Counter 384

Employee: Update Job Objective screen (bottom)

(Limit to 1000 characters)

Counter 384

Review and select the most applicable contributing factor or change (from copied plan), if necessary

Select Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

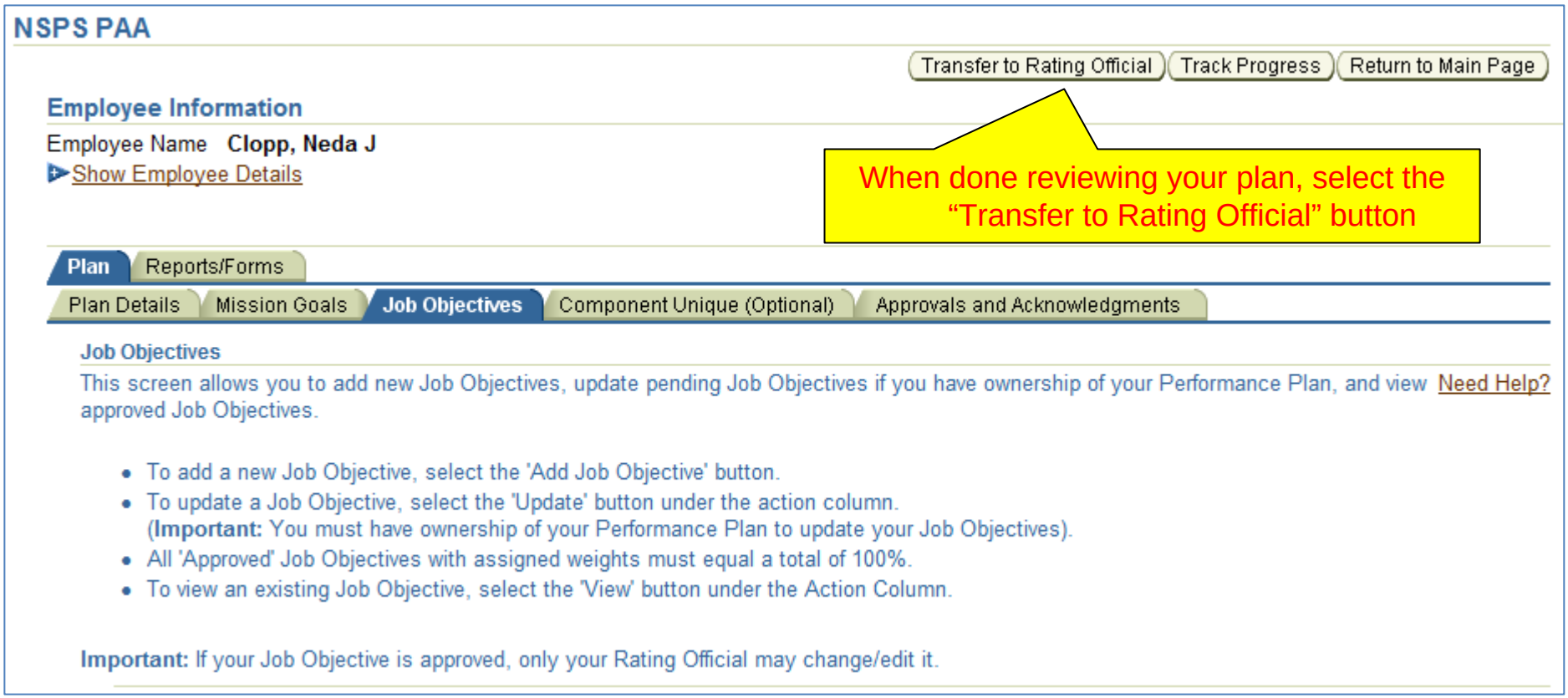
- [ ] Technical Proficiency
- [ ] Critical Thinking
- [x] Cooperation and Teamwork
- [ ] Communication
- [ ] Customer Focus
- [ ] Resource Management
- [ ] Leadership

Save | Save and Update Another Job Objective | Save and Return to Job Objectives Tab

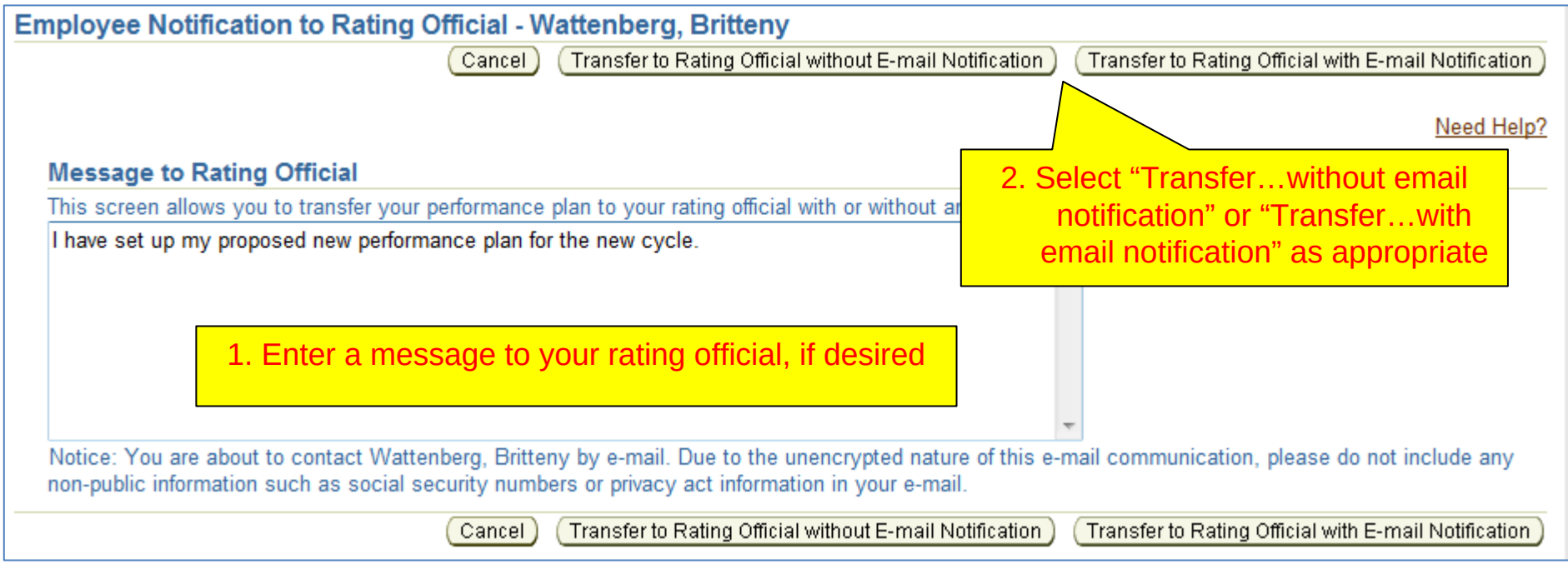
Select 1 but not more than 2 contributing factors

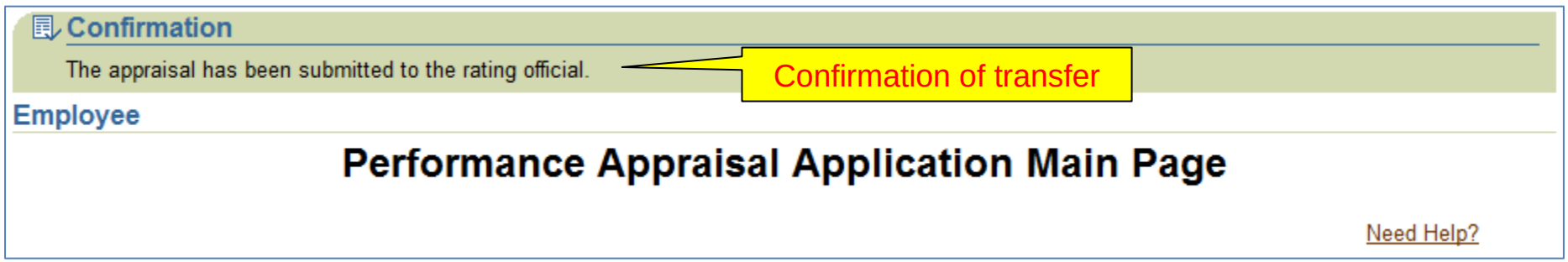
Select "Save and Update Another" to look at the next objective, or select "Save and Return to Job Objectives Tab" when done

Employee: Transfer plan to rating official



Employee: Complete the transfer





Employee: Status on PAA Main Page

Appraisals of Clopp, Neda J

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action	
Clopp, Neda J	Wattenberg, Britteny	Wattenberg, Britteny	2011	32690		NSPS	Pending	Plan in Progress	View	Go
Clopp, Neda J	Berrones, Pete	Berrones, Pete	2010	32577	07-Oct-2009	NSPS	Modified	Plan Approved	View	Go

At this point on the employee's main page:
- Current owner is the rating official to whom the plan has been transferred
- Plan Status is "Pending" and Current PAA Status is "Plan in Progress."
- No approval date yet.
- Use the "Action" drop-down menu if you want to print a copy of your plan so far.

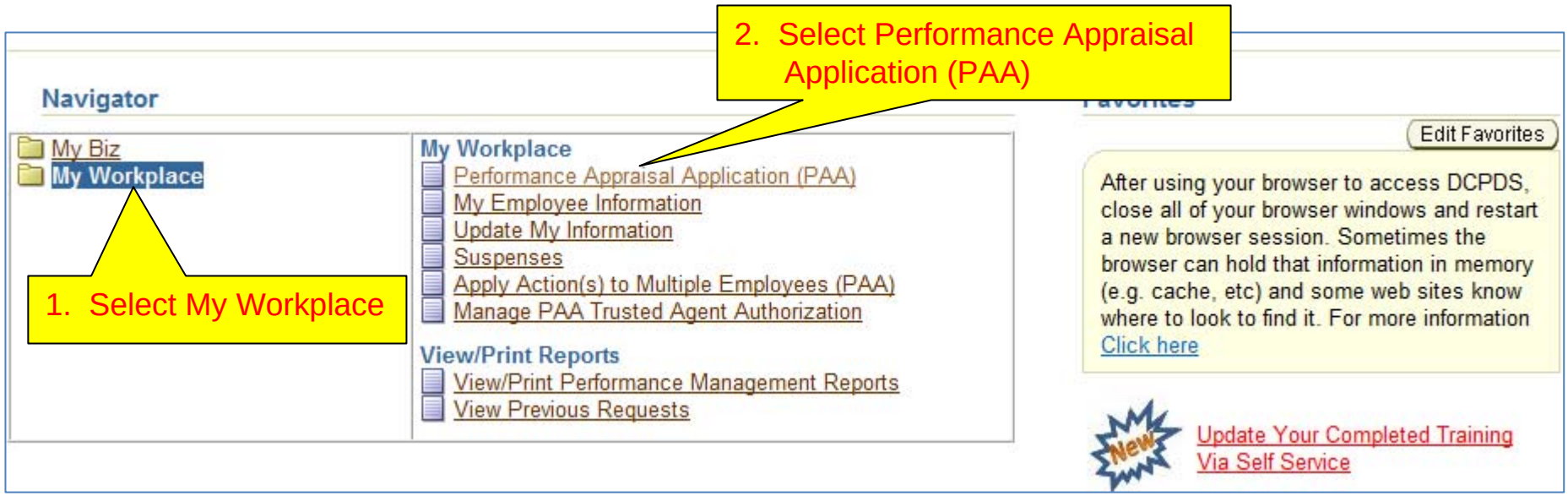
Setting up a Performance Plan

Rating Official Actions

- Rating Official may also create a new of copy an existing plan (follow Employee actions pages 9-14)
- Review proposed plan and make changes if desired
- Obtain or document higher level review
- Transfer plan to employee for acknowledgement

Back to TOC

Rating Official: Open Performance Appraisal Application (PAA)



Rating Official: Select the plan you want to review

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Nolda, Deangelo	PPM	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Pending PPM Approval	View Go
Clopp, Neda J	Wattenberg, Britteny	Wattenberg, Britteny	2011	32690		NSPS	Pending	Plan in Progress	Update Go
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2010	32628	01-Nov-2008	NSPS	Approved	Plan Approved	Update Go

Select the link to search for Completed Plans.

Show Completed Plans/Appraisals

Make sure "Action" reads "**Update**" then select "Go"

Rating Official: Review plan details

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan.

Need Help?

- Update the Appraisal Type and Appraisal Dates, if necessary.

  Important Note: The Appraisal Period Start Date represents the start of your employee's perfo n. Certain information such as the pay schedule and pay band will be populated on the appraisal form bas e select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer
- Transfer the Performance Plan to your employee

To change a Rating Official, Higher Level Reviewer or both, then d/or Higher Level Reviewe tton.

When done, select the 'Next' button or the 'Mission Goals' tab.

Click here to change the rating official or higher level reviewer if needed

Change Rating Official and/or Higher Level Reviewer

1. Check plan dates, change if needed

* Appraisal Type	Annual Appraisal - NSP
* Appraisal Period Start Date	01-Oct-2009
* Appraisal Period End Date	30-Sep-2010
* Appraisal Effective Date	01-Jan-2011
Rating Official Name	Wattenberg, Britteny
Higher Level Reviewer Name	Arqueta, Floyd C

Performance Plan Approval Date	
Plan Last Modified	
Created By	Clopp, Neda J

2. Select "Next"

NEXT>

Rating Official: Review Mission/Goals

Plan | Reports/Forms

Plan Details | **Mission Goals** | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Mission Goals

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box, or it may be populated by your employee. When done, select the 'Next' button or 'Job Objective' tab. Need Help?

Relevant Organizational Mission/Strategic Goals

USAG Schweinfurt provides installation operations in order to support readiness and mission execution of stationed and rotational units while ensuring the well-being of the community.
Goals:
1. Maintain High Levels of Safety, Force Protection, and Occupational Health
2. Sustain and Improve Local Community Relations
3. Develop and Retain a Professional Workforce
4. Optimize Resources
5. Be an Adaptive, Customer-Focused Organization
6. Sustain and Improve the Infrastructure
7. Maintain Deployment, Sustainment, Redeployment Operations

(Limit to 1400 characters) Counter 755

<PREVIOUS NEXT>

1. Review the mission and goals for your organization and make changes, if needed..

2. Select "Next"

Rating Official: Job Objectives tab

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Job Objectives

Need Help?

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

Review each of the job objectives by selecting the "Update" action (continue on next page)

Show Applicable Performance Indicators

Add Job Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Industrial Property Inspections	Cooperation and Teamwork	PENDING	40%	Update	
Show	2	Special Projects	Customer Focus	PENDING	20%	Update	
Show	3	Industrial property evaluations	Critical Thinking	PENDING	40%	Update	

<PREVIOUS NEXT>

Rating Official: Update Job Objective screen (top)

Job Objective Number 1

* Job Objective Title Industrial Property Inspections

* Start Date 01-Oct-2009
(example: 29-Sep-2009)

1. Check the Start Date, change if necessary

Job Objective Status PENDING

Date Last Modified 28-Sep-2009

Job Objective
If you need help in writing Job Objectives, go to the iSuccess training course.

As required, effectively leads evaluation/inspection teams and study groups formed to evaluate industrial properties that support Army units/activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change within supervisor established suspense date.

2. Review the objective text and change as needed (watch the character counter to not go over the character limit)

4. Watch the character counter to not exceed the 1000 character limit

3. Scroll down to bottom of screen

(Limit to 1000 characters)

Counter 384

Rating Official: Update Job Objective screen (bottom)

(Limit to 1000 characters)

Review and select the most applicable contributing factor or change (from copied plan), if necessary

Counter 384

Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

- [ ] Technical Proficiency
- [ ] Critical Thinking
- [x] Cooperation and Teamwork
- [ ] Communication
- [ ] Customer Focus
- [ ] Resource Management
- [ ] Leadership

Save | Save and Update Another Job Objective | Save and Return to Job Objectives Tab

Select 1 but not more than 2 contributing factors

Select "Save and Update Another" to look at the next objective, or select "Save and Return to Job Objectives Tab" when done

Rating Official: Proceed to Approvals and Acknowledgments

NSPS PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

Employee Information

Employee Name **Clopp, Neda J**

Show Employee Details

Select "Approvals and Acknowledgments" tab

Plan | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Component Unique (Optional) | Approvals and Acknowledgments

Job Objectives

Need Help?

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

Show Applicable Performance Indicators

Add Job Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Industrial Property Inspections	Cooperation and Teamwork	PENDING	40%	Update	
Show	2	Special Projects	Customer Focus	PENDING	20%	Update	
Show	3	Industrial property evaluations	Critical Thinking	PENDING	40%	Update	

<PREVIOUS | NEXT>

Rating Official: Begin step 1

NSPS PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

Employee Information

Employee Name **Clopp, Neda J**

Show Employee Details

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | **Approvals and Acknowledgments**

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

Need Help?

Select "Start" button for step 1

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review	Not Started	Start
Show	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

<PREVIOUS

Rating Official: Request higher level review

Two options for higher level review:

- Option A: transfer the plan to the HLR
- Option B: document higher level review without transferring plan (requires signature on hard copy DD Form 2906)

TIP There are two options available to complete this step. If you are both the Rating Official AND Hig

Option A - Transfer to the Higher Level Reviewer (HLR)

Name	Date
Wattenberg, Britteny	Rating Official
Arqueta, Floyd C	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer: Arqueta, Floyd C

Option A: Change higher level reviewer name, if necessary

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Option A: Select transfer with or without email notification

Notice: You are about to contact Arqueta, Floyd ... mail. Due to the unencrypted nature of this e-mail communication, p ... security numbers or privacy act information in your e-

Cancel | Transfer to Higher Level Reviewer without E-mail Notification | Transfer to Higher Level Reviewer with E-mail N

Option B - Document the higher level review has taken place by entering the follow ... mation:

Important Note: The Higher Level Reviewer's signature must be obtained on a printed copy ... DD Form 2906 when using this option. A printed copy of the DD Form 2906 can be obtained on the Reports/Forms tab.

Higher Level Reviewer: Arqueta, Floyd C

Method of Review

Review Date

Other Method

Save | Cancel

Option B:

1. Change HLR name, if necessary
2. Enter review date
3. Enter method of review
4. Save

Rating Official: Confirmation of transfer; status on PAA Main Page

Select OK on confirmation screen

Information

The performance plan has been transferred to the Higher Level Reviewer.

OK

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Nolda, Deangelo	PPM	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Pending PPM Approval	View Go
Clopp, Neda J	Arqueta, Floyd C	Wattenberg, Britteny	2011	32690		NSPS	Pending	Plan Pending HLR Review	View Go
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2010	32628	01-Nov-2008	NSPS	Approved	an Approved	Update Go

Plan is now owned by Higher Level Reviewer; status is “Plan Pending HLR review”

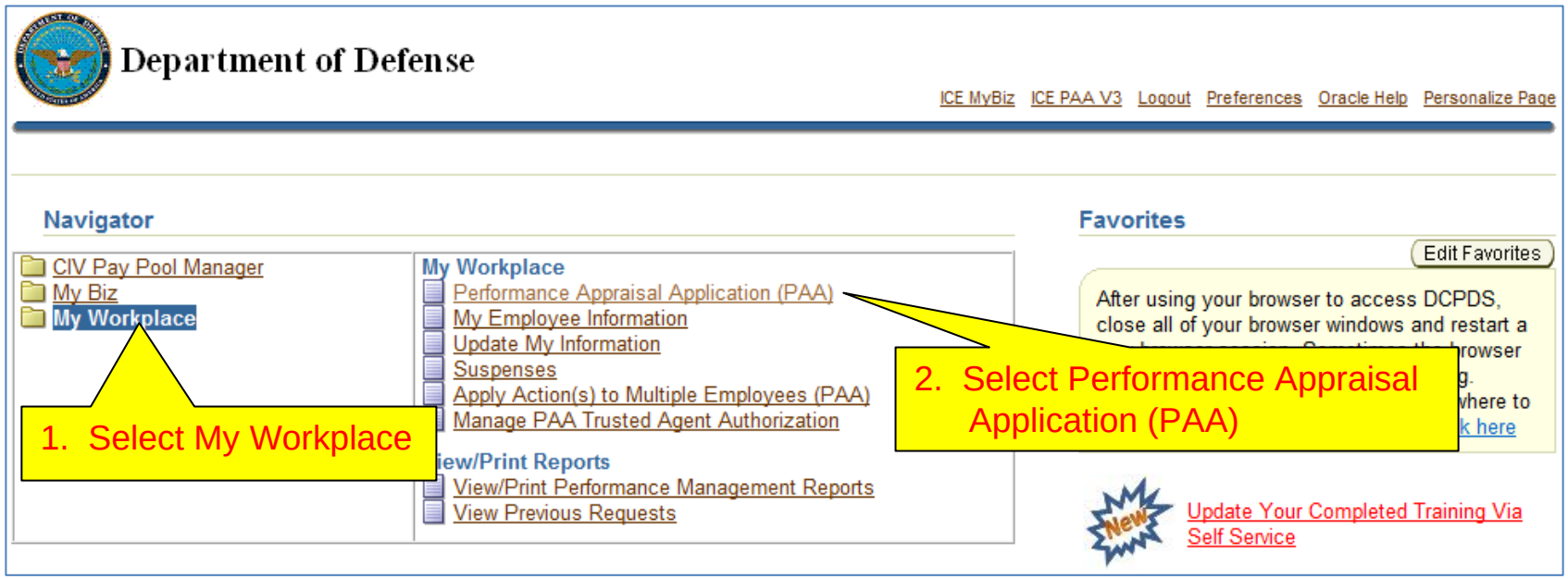
Setting up a Performance Plan

Higher Level Reviewer Actions

- Review performance plan
- Approve the plan, or return for changes

Back to TOC

Higher Level Reviewer: Access Performance Appraisal Application (PAA)



Higher Level Reviewer: Select plan to review

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 ... pleted Plans/Appraisals' link located at the bottom of this page.

To create a P... s described above:

- Select 'Choose ...
- Select 'Apprais ... e'
- Select the 'Go' ...
- Select an option from the Action column
- Select the 'Go' button

Important: To become ... ar with the columns, select the 'Need Help?' link.

Plans/Appraisal ... Progress

TIP Only Emplo ... es that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL ... w Plan Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	...	... AA	Action
Nolda, Deangelo	PPM	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	P... Ap	PPM	View Go
Michelotti, Ernie U	Berrones, Pete	Berrones, Pete	2010	32550	08-Oct-2008	NSPS	Approved	Inte... Pro...	n ... ss	View Go
Clopp, Neda J	Berrones, Pete	Berrones, Pete	2010	32577	07-Oct-2009	NSPS	Modified	Plan Approved		View Go
Clopp, Neda J	Arqueta, Floyd C	Wattenberg, Britteny	2011	32690		NSPS	Pending	Plan Pending HLR Review		Update Go
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2010	32628	01-Nov-2008	NSPS	Approved	Plan Approved		View Go

Optional filters available (e.g., HLR Appraisals only)

Current PAA Status is "Plan Pending HLR Review"

Make sure Action shows "Update," then select "Go"

Higher Level Reviewer: Check plan details

Click here to change the rating official or higher level reviewer, if needed

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes.

Need Help?

Change Rating Official and/or Higher Level Reviewer

Appraisal Type	**Annual Appraisal - NSPS**	Performance Plan Approval Date	
Appraisal Period Start Date	**01-Oct-2009**	Plan Last Modified	
Appraisal Period End Date	**30-Sep-2010**	Created By	**Clopp, Neda J**
Appraisal Effective Date	**01-Jan-2011**		
Rating Official Name	**Wattenberg, Britteny**		
Higher Level Reviewer Name	**Arqueta, Floyd C**		

Select "Next"

NEXT>

Higher Level Reviewer: Review Mission/Goals

Plan | Reports/Forms

Plan Details | **Mission Goals** | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Mission Goals

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box, or it may be populated by your employee. When done, select the 'Next' button or 'Job Objective' tab. Need Help?

Relevant Organizational Mission/Strategic Goals

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4. Optimize Resources
5. Be an Adaptive, Customer-Focused Organization
6. Sustain and Improve the Infrastructure
7. Maintain Deployment, Sustainment, Redeployment Operations

(Limit to 1400 characters) Counter 755

<PREVIOUS NEXT>

1. Check mission and goals statement and direct update when necessary

2. Select "Next"

Higher Level Reviewer: Job Objectives tab

Review each of the job objectives by selecting the "View" action (see next page)

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Job Objectives

This screen allows you to view your employee's Job Objectives. Select the 'View' button next to the Job Objective you want to view.

Need Help?

Show Applicable Performance Indicators

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Industrial Property Inspections	Cooperation and Teamwork	PENDING	40%	View	
Show	2	Special Projects	Customer Focus	PENDING	20%	View	
Show	3	Industrial property evaluations	Critical Thinking	PENDING	40%	View	

<PREVIOUS NEXT>

Higher Level Reviewer: View Job Objective screen (***top***)

View Job Objective

* Indicates required field

Return to Job Objectives Tab

Need Help?

Show Applicable Performance Indicators

This screen allows you to update a Job Objective and select the appropriate Contributing Factor.

- A Job Objective Title is required.
- Make sure you use the appropriate Performance Indicator when writing the Job Objective.

Job Objective Number	1
* Job Objective Title	Industrial Property Inspections
* Start Date	01-Oct-2009
Job Objective Status	PENDING
Date Last Modified	28-Sep-2009

Job Objective

If you need help in writing Job Objectives, go to the iSuccess training course.

(Limit to 1000 characters)

As required, effectively leads evaluation/inspection teams and study groups formed to evaluate industrial properties that support Army units/activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change within supervisor established suspense date.

Review the objective text

Scroll down for bottom of screen

Higher Level Reviewer: View Job Objective screen (***bottom***)

Review the selected contributing factor(s)

Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☑ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

Return to Job Objectives Tab

Select "Return to Job Objectives Tab" button and continue reviewing remaining objectives

Higher Level Reviewer: View remaining job objectives

1. Continue reviewing remaining objectives by selecting the View button for each

2. When done, select the "Approvals and Acknowledgments" tab

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Job Objectives

This screen allows you to view your employee's [illegible] you want to view.

Need Help?

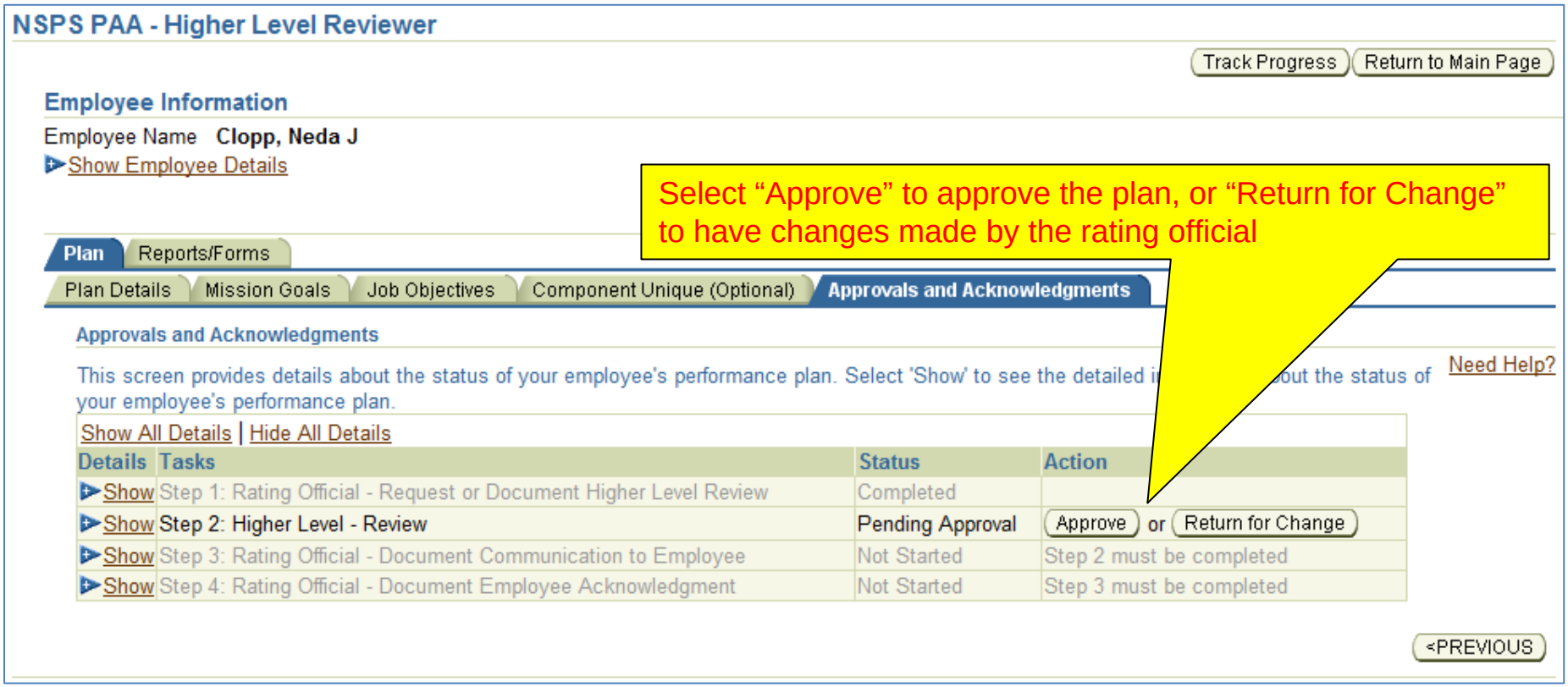
Show Applicable Performance Indicators

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Industrial Property Inspections	Cooperation and Teamwork	PENDING	40%	View	
Show	2	Special Projects	Customer Focus	PENDING	20%	View	
Show	3	Industrial property evaluations	Critical Thinking	PENDING	40%	View	

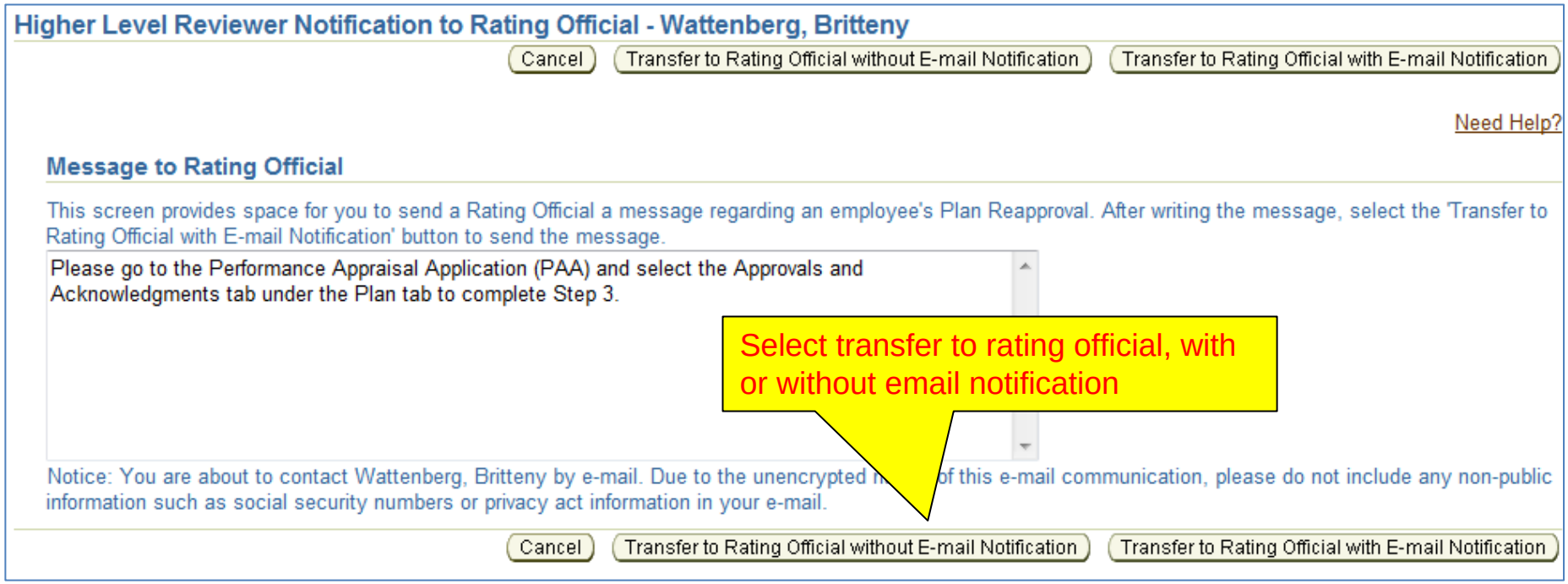
<PREVIOUS NEXT>

Higher Level Reviewer: Approve or Return for Change



Performance Plans are approved by the HLR. Changes must be made by the rating official.

Higher Level Reviewer: Transfer approved plan back to rating official



Higher level reviewer: Confirmation of approval; status on PAA Main Page

Select "Yes" or "No" to approve or disapprove the performance plan

Information

Do you wish to approve the performance plan job objectives for Clopp, Neda J?

No Yes

Performance Appraisal Application (PAA)

Version 3.0

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Personalize Page

PAA Main Page | Provide Guest Feedback

Confirmation

The appraisal has been submitted to the Rating Official.

Confirmation of transfer back to rating official

Rating Official/Higher Level Reviewer

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan

--Choose a Plan Type-- Go

Plan status is now "Plan Reviewed by HLR"

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	C St	Action
Nolda, Deangelo	PPM	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Per Appr	View Go
Michelotti, Ernie U	Berrones, Pete	Berrones, Pete	2010	32550	08-Oct-2008	NSPS	Approved	Interi Progre	View Go
Clopp, Neda J	Berrones, Pete	Berrones, Pete	2010	32577	07-Oct-2009	NSPS	Modified	Plan Approved	View Go
Clopp, Neda J	Wattenberg, Britteny	Wattenberg, Britteny	2011	32690		NSPS	Pending	Plan Reviewed by HLR	View Go
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2010	32628	01-Nov-2008	NSPS	Approved	Plan Approved	View Go

Setting up a Performance Plan

Rating Official Actions

- Transfer plan to employee for acknowledgement

Back to TOC

Rating Official: Select plan from PAA main page

Make sure Action shows "Update," then select "Go"

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan

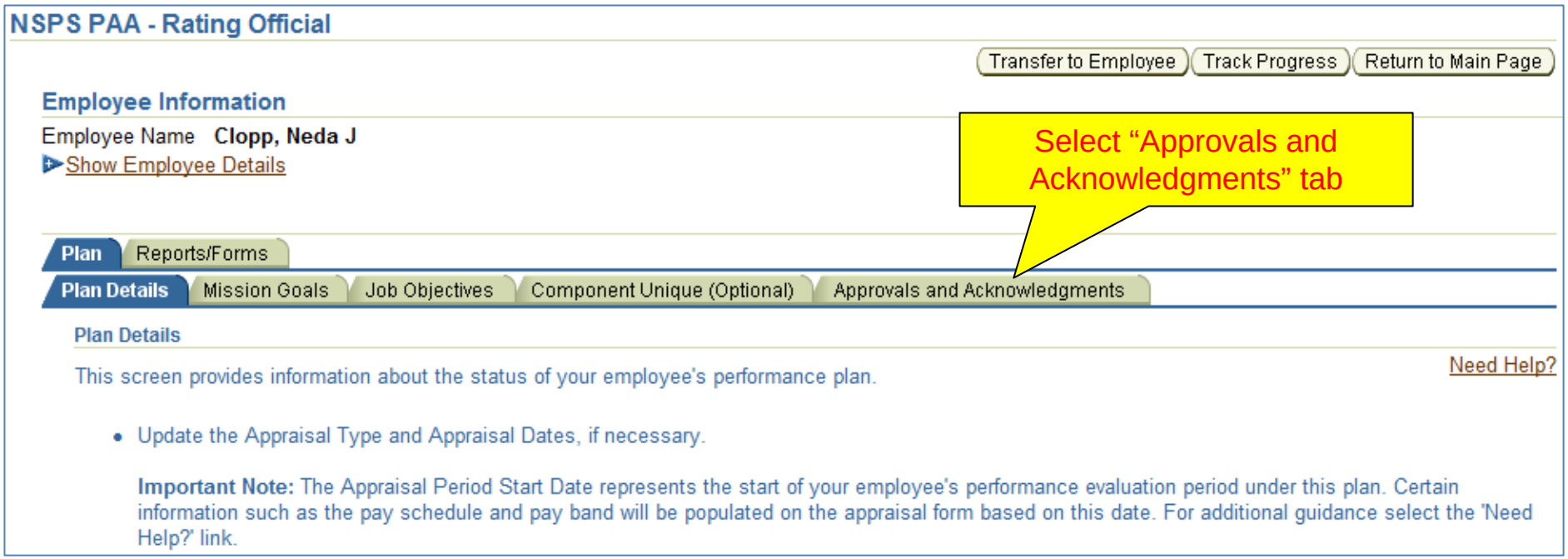
--Choose a Plan Type-- Go

Table Size 10

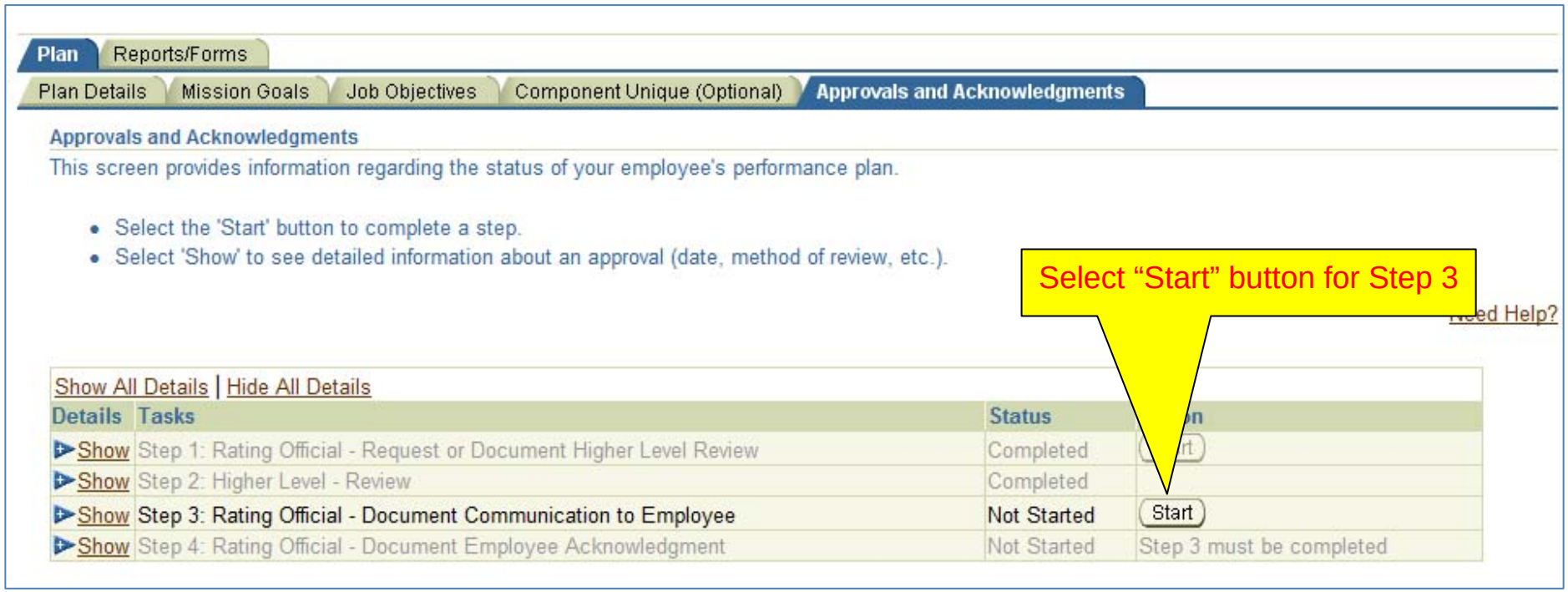
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Nolda, Deangelo	PPM	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Pending PPM Approval	View Go
Clopp, Neda J	Wattenberg, Britteny	Wattenberg, Britteny	2011	32690		NSPS	Pending	Plan Reviewed by HLR	Update Go
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2010	32628	01-Nov-2008	NSPS	Approved	P Approved	Update Go

Current PAA Status is "Plan Reviewed by HLR"

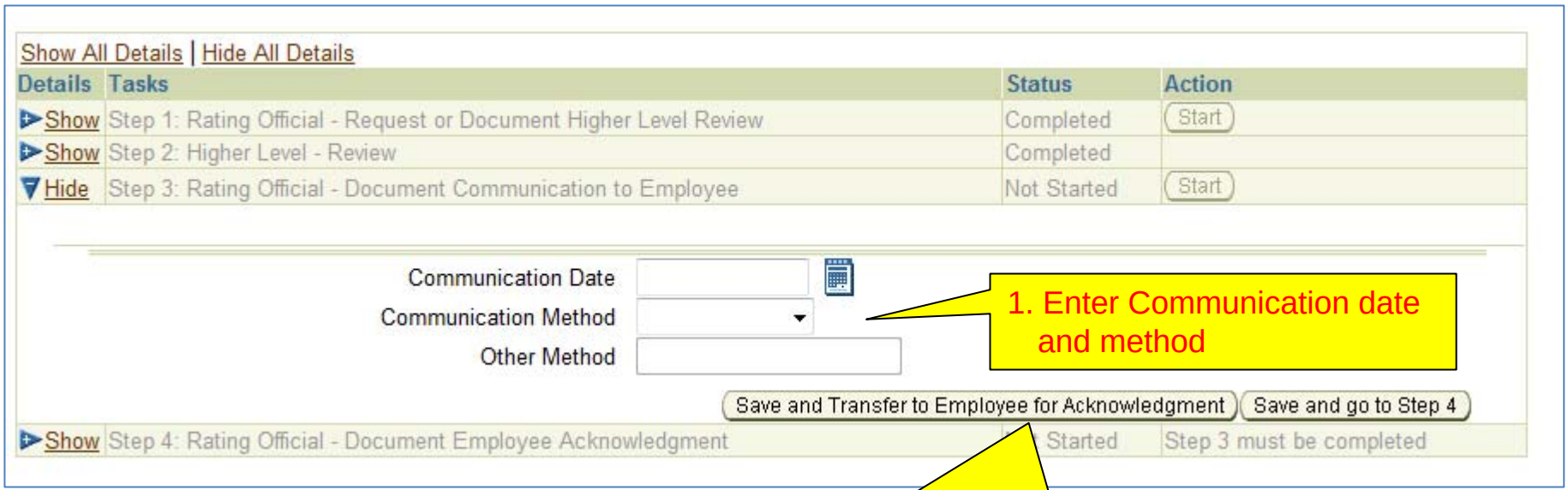
Rating Official: Select “Approvals and Acknowledgments” tab



Rating Official: Start Documentation of Communication to Employee



Rating Official: Documentation of Communication to Employee



1. Enter Communication date and method

2. Select to transfer to employee for acknowledgment, or document that employee has acknowledged * (by selecting "Save and go to Step 4")

*** Documenting that the employee has acknowledged the performance plan is normally done when the employee is unavailable.**

Rating Official: Transfer plan to employee

Rating Official Notification to Employee - Clopp, Neda J

Cancel | Transfer to Employee without E-mail Notification | Transfer to Employee with E-mail Notification

Need Help?

Message to Employee

This screen provides space for you to send your employee a message regarding his or her Performance Plan. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application and select the Approvals and Acknowledgments tab located under the Plan tab and complete Step 4. Once you have acknowledged, a copy of the DD Form 2906 will be available in the Completed Plans/Appraisals area of the Performance Appraisal Application Main Page.

Select transfer to employee, with or without email notification

Notice: You are about to contact Clopp, Neda J by e-mail. Due to the unencrypted nature of this e-mail communicatio ase do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Cancel | Transfer to Employee without E-mail Notification | Transfer to Employee with E-mail Notification

Rating Official: Confirmation of transfer; status on PAA main page

Confirmation

The appraisal has been submitted to the employee.

Confirmation of transfer to employee

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL --Cho n Type-- Go

Plan is now "Approved"

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	ent PAA tus	Action
Nolda, Deangelo	PPM	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	nding PPM pproval	View Go
Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2011	32690	29-Sep-2009	NSPS	Approved	Plan Approved	View Go
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2010	32628	01-Nov-2008	NSPS	Approved	Plan Approved	Update Go

Setting up a Performance Plan

Employee Actions

- Acknowledge receipt of plan

Back to TOC

Employee: Acknowledgment of approved performance plan

Appraisals of Clopp, Neda J

From PAA main page, check that Action is “Update,” then select “Go”

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2011	32690	29-Sep-2009	NSPS	Approved	Plan Approved	Update Go
Clopp, Neda J	Berrones, Pete	Berrones, Pete	2010	32577	07-Oct-2009	NSPS	Modified	Plan Approved	View Go

Employee: Select “Approvals and Acknowledgments” tab

Select “Approvals and Acknowledgments” tab

Plan | Interim Reviews | Annual Appraisal | Other Assessments | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Plan Details

This screen provides information about the status of your performance plan.

Need Help?

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official and/or Higher Level Reviewer

* Appraisal Type	**Annual Appraisal - NSPS**
Appraisal Period Start Date	**01-Oct-2009**
Appraisal Period End Date	**30-Sep-2010**
Appraisal Effective Date	**01-Jan-2011**
Rating Official Name	**Wattenberg, Britteny**
Higher Level Reviewer Name	**Arqueta, Floyd C**

Performance Plan Approval Date	29-Sep-2009
Plan Last Modified	
Created By	**Clopp, Neda J**

NEXT>

Employee: Select “Acknowledge receipt”

Plan | Interim Reviews | Annual Appraisal | Other Assessments | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Approvals and Acknowledgments

This screen provides information regarding the detailed status of your performance plan. Need Help?

- Select 'Show' to see detailed information about an approval (dates, method, etc.).
- If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Job Objectives.
- Select the 'Acknowledge Receipt' button if highlighted.

Show All Details | Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
Show	Step 2: Higher Level - Review	Completed	
Show	Step 3: Rating Official - Document Communication to Employee	Completed	
Show	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt

Select “Acknowledge receipt”

<PREVIOUS

Employee: Confirm acknowledgment date; status on PAA main page

Select "Yes" to acknowledge date of receipt"

Confirmation

Acknowledge Receipt date is 29-Sep-2009.

Is this correct?

No Yes

Appraisals of Clopp, Neda J

On PAA main page, plan is approved and the employee is the current owner

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2011	32690	29-Sep-2009	NSPS	Approved	Plan Approved	Update Go
Clopp, Neda J	Berrones, Pete	Berrones, Pete	2010	32577	07-Oct-2009	NSPS	Modified	Plan Approved	View Go

Select the link to search for completed plans.

Show Completed Plans/Appraisals

To view your plan at any time as it was when approved, select the Show Completed Plans/Appraisals link

Employee: Using the Completed Plans/Appraisals link

Hide Completed Plans/Appraisals

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g,, Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year 2011

Event NSPS Performance Plan

Find Clear

Enter filter criteria (or leave blank), then select "Find"

Table Size 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2011	32690	NSPS	NSPS Performance Plan	29-Sep-2009	

Select printer icon to generate a copy of the DD Form 2906

File Download

Do you want to open or save this file?

Name: CIV_PAA_DD2906.PDF
Type: Adobe Acrobat Document
From: hydra.chrcs.army.mil

Open Save Cancel

While files from the Internet can be useful, some files can potent harm your computer. If you do not trust the source, do not open save this file. What's the risk?

Select "Open" or "Save" to view or save a copy of the form

Back to TOC