Oracle Applications Home Page - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE

File Edit View Favorites Tools Help

Favorites | Suggested Sites | http--www.opm.gov-fedd... | Web Slice Gallery

Oracle Applications Home Page

Page Safety Tools

Department of Defense

Click on My Workplace then select View/Print Performance Management Reports.

Help

Navigator

- 911 NGB NJHRO00001
- AGR Mgr NJHRO00010
- HR-TRNG NJHRO00001T
- My Biz
- **My Workplace**
- NG NJ Performance Appraisal Administrator
- NJ CIVDOD PAYROLL REGENERATION
- PER NJHRO00010
- RPT NJHRO00010
- VSB RPT NJHRO00027

My Workplace

- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Suspenses
- Apply Action(s) to Multiple Employees (PAA)
- Manage PAA Trusted Agent Authorization
- CIV Fill Request Status

View/Print Reports

- View/Print Performance Management Reports
- View Previous Requests
- Telework Report

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Favorites

Personalize

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information Click here

DCPDS Timing Out "Idle" Notice!

New

DCPDS My Biz, MyWorkplace and Human Resources user connections that are inactive ("idle") for 60 minutes will automatically terminate.

DCPDS Users must select the 'Log Out' link at either the top or bottom of the page to properly logout and exit their DCPDS Portal session.

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- Enter and Maintain
- Civilian Inbox
- PSEUDOSF50
- Description (Work Structures : Position)
- Submit Process & Report (Processes and Reports)
- PAY500 (PER NJHRO00010)
- Pay Status (PER NJHRO00010)
- CPMS Homepage
- OPM Homepage
- TSP Homepage
- MyPay

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Report Request - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/RF.jsp?function_id=1021535&resp_id=557068

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Report Request

Page Safety Tools

Performance Appraisal Application (PAA)
Version 3.0

Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences Help

Report Request
* Indicates required field

Click on the magnifying glass to select a report type

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

Concurrent Program Name

Cancel Step 1 of 3 Next

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Search and Select List of Values - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/cabo/jsps/a.jsp?_t=fredRC&enc=WINDOWS-1252&_minWidth=750&_minHeight=550&configName=OAConfig&contextURI:

Search and Select: Report Name

Click on the go button for a list of available reports.

Cancel | Select

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or 02%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and firstname followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Program Name [ ] Go

Results

Select	Quick Select	Program Name	Application Name
	No search conducted.		

Cancel | Select

Done | Internet | Protected Mode: Off | 100%

Start | 2 Microsoft Office Ou... | 4 Internet Explorer | Microsoft PowerPoint - ... | 1ST tUESDAY | 3:43 PM

Search and Select List of Values - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/cabo/jsps/a.jsp?_t=fredRC&enc=WINDOWS-1252&_minWidth=750&_minHeight=550&configName=OAConfig&contextURI=/C

Select any of the reports with "NG" at the end then click select

Search and Select: Report Name

Cancel | Select

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or 02%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and firstname followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Program Name Go

Results

Select	Quick Select	Program Name	Application Name
		Closeout Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
		Interim Review Status Report (Rating Official) - NG	CIVDODHR
		Interim Review Status Report (Rating Official) - NSPS	CIVDODHR
		Midpoint Review Status Report (Rating Official) - DCIPS	CIVDODHR
		Performance Appraisal Status Report (Rating Official) - NG	CIVDODHR
		Performance Appraisal Status Report (Rating Official) - NSPS	CIVDODHR
		Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
		Performance Plan Status Report (Rating Official) - DCIPS	CIVDODHR
		Performance Plan Status Report (Rating Official) - NG	CIVDODHR
		Performance Plan Status Report (Rating Official) - NSPS	CIVDODHR

Results: Report Name

Cancel | Select

Done | Internet | Protected Mode: Off | 100%

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Report Request - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?_ri=0&_rc=FNDCPPROGRAMPAGE&_ti

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Report Request

Page Safety Tools

Performance Appraisal Application (PAA)
Version 3.0

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Report Request

* Indicates required field

Your report title will appear in the Report Name box.
Click on the "Next " button

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 th 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: Performance Plan Status Report (Rating Official) - NG

Request Name:

The name can later be used to search for this request

Cancel Step 1 of 3 Next

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javascript:void window.open('/OA_HTML/civdodhr/faq.htm','FAQ','resizable=yes,scrollbars=y

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Report: Parameters - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?RequestTypeMode=N&_ri=0&_rc=FN

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Report: Parameters

Page Safety Tools

Performance Appraisal Application (P
Version 3.0

Help

Fill in your parameters to search on. As a minimum, you must input appraisal year, and rating official, Then select "Next".
NOTE: You can only search within your own hierarchy.

Report: Parameters

* Indicates required field

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 **Performance Plan Status Report (Rating Official) - NG**

* Appraisal Effective Year (YYYY)
* Rating Official
Higher Level Reviewer
Current PAA Status EQUALS
Current PAA Status DOES NOT EQUAL
Performance Plan Status EQUALS
Perf Plan Status DOES NOT EQUAL
Employee Name
Employee Number
Organization Name

Cancel Back Step 2 of 3 Next

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Report Request: Review - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?_ri=0&_rc=FNDCPPARAMETERPAGE&

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Report Request: Review

Page Safety Tools

Performance Appraisal Application (PAA)
Version 3.0

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Report Request: Review

Verify the parameters you selected and select submit.

Cancel Submit

How to complete Step 3 of 3:

Verify the information located within the 'Parameters'
If the information is correct, select the 'Submit' button to continue.
If you wish to cancel this request, select the 'Cancel' button.

Report Name

Performance Plan Status Report (Rating Official) - NG

Parameters

Appraisal Effective Year (YYYY)	**2011**
Rating Official	**Thomas, Michele**
Higher Level Reviewer	
Current PAA Status EQUALS	
Current PAA Status DOES NOT EQUAL	
Performance Plan Status EQUALS	
Perf Plan Status DOES NOT EQUAL	
Employee Name	
Employee Number	
Organization Name	

Cancel Submit

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Done | Internet | Protected Mode: Off | 100%

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https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?_ri=0&_rc=FNDCPSUBSUMMARYPAGE

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Information

Page Safety Tools

Performance Appraisal Application (PAA)
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Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

Information

Your request for Performance Plan Status Report (Rating Official) - NG has been scheduled. The Request ID is 9848560

Select "OK"

OK

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Done | Internet | Protected Mode: Off | 100%

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Requests - Windows Internet Explorer provided by NJARNG G6

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?_rc=FNDCPREQUESTVIEWPAGE&_ri=C

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Requests | Page | Safety | Tools

Select "Output". A pop up box will ask if you want to save the file, select yes.

Performance Appraisal Application (PAA)
Version 3.0

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Requests

Refresh Button: Select to update the Phase of the process execution
Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters
Output Icon: Review report information

To exit this page, select the 'Home' link or select 'Logout' to exit the system.

Requests Summary Table

Refresh TIP: Click "Refresh" to update the phase of the process execution

Process Name	Phase	Details	Output	Request ID	Status
Performance Plan Status Report (Rating Official) - NG	Completed			9848560	Normal
Performance Plan Status Report (HR) - NG	Completed			9846692	Normal
Performance Plan Status Report (HR) - NG	Completed			9846669	Normal
Performance Plan Status Report (HR) - NG	Completed			9846651	Normal
Performance Appraisal Status Report (HR) - NG	Completed			9846632	Normal

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You can open your saved file and review your Performance Reports

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