

- INSTRUCTIONS TO CHANGE THE DATES FOR A CURRENT PERFORMANCE PLAN

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 Appraisal Year

Create New Plan

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
	Thomas, Michele	Thomas, Michele	:	181792		NG	Approved	Plan Approved	Update <input type="button" value="Go"/>

- The supervisor must have current ownership of the plan
- On the far right, Action should be "Update". If not, verify current ownership
- Click on the "Go" button on the far right next to the employee's name

Appraisal Details - Windows Internet Explorer

https://potter.dcpds.cpms.osd.mil/OA_HTML/OA.jsp?page=/

DCPDSPORTAL Appraisal Details

File Edit View Favorites Tools Help

Army Knowledge Online DCPDS http--www.opm.gov-feddat... Suggested Sites Web Slice Gallery ARNG Enterprise VPN - Home

Employee Information

Employee Name
[Show Employee Details](#)

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms Manage Guest Participants

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments Job Objective Re-Approvals

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 performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the 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 Performance Plan to your employee.

To change a Rating Official, 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 or Higher Level Reviewer](#)

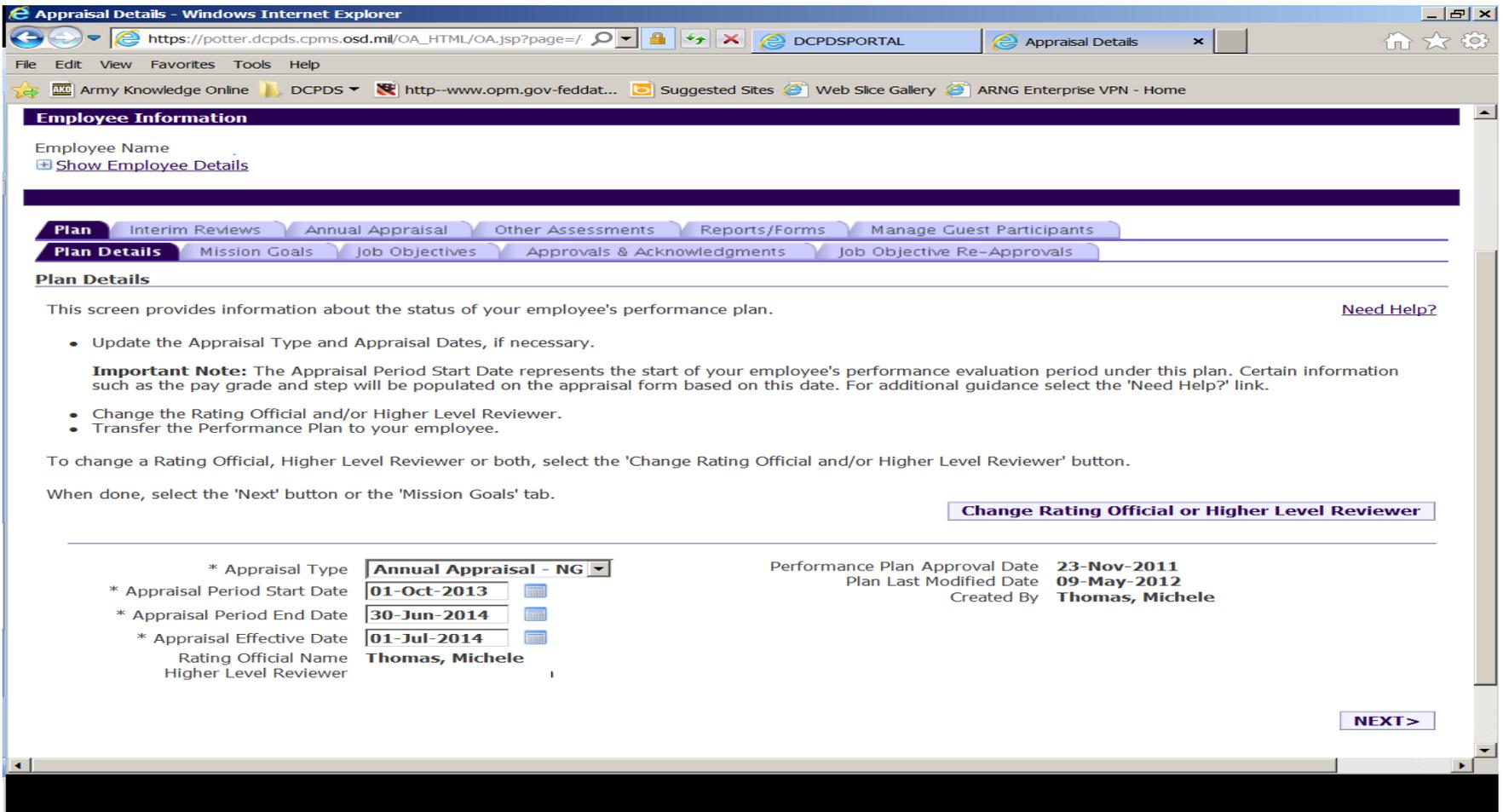
* Appraisal Type	<input type="text" value="Annual Appraisal - NG"/>	Performance Plan Approval Date	23-Nov-2011
* Appraisal Period Start Date	<input type="text" value="01-Oct-2011"/>	Plan Last Modified Date	09-May-2012
* Appraisal Period End Date	<input type="text" value="30-Sep-2012"/>	Created By	Thomas, Michele
* Appraisal Effective Date	<input type="text" value="01-Oct-2012"/>		
Rating Official Name	Thomas, Michele		
Higher Level Reviewer			

[NEXT >](#)

- Select the calendar icon to the right of “Appraisal Period End Date”
- Go to June 2014 and select the date (30 Jun) and select “OK”
- Select the calendar icon to the right of “Appraisal Effective Date”
- Go to July 2014 and select the date (1 Jul) and select “OK”
- Select the “next” tab.



- This warning message is verifying you are changing the appraisal period end date.
- Select "Yes"



-The "Plan Details" screen will refresh with the new dates