

Rating Official Assessment



“How do I” Guides are posted on the DMAVA web site at

<http://www.state.us/military/hro>

In the PAA folder

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[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: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

CREATE A NEW PLAN.
SELECT NG T32
CAN USE TO COPY AN
EXISTING PLAN

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

MUST HAVE OWNERSHIP

| Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status | Action |
|--------------------|-----------------|----------------------|----------------|--------------|--------------------|------|-------------|--------------------|---|
| Platt, Vanessa Lor | Thomas, Michele | Thomas, Michele | 2010 | 19355 | 01-Jun-2010 | NG | Approved | Plan Approved | <input type="text" value="Update"/> <input type="button" value="Go"/> |

SELECT GO

RO WILL SEE ALL THEIR EMPLOYEES

PLAN MUST BE APPROVED.

Appraisal Details - Windows Internet Explorer

https://potter.dcpds.cpm.sosd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps

Appraisal Details

NG PAA - Rating Official ← IDENTIFIES THE SCREEN AND RESPONSIBILITY

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name **Platt, Vanessa Lor**

Show Employee Details

SELECT TO ACCESS ASSESSMENT

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

Plan Details Mission Goals Job Objectives Approvals & 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 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 | Annual Appraisal - NG ▼ | Performance Plan Approval Date | 01-Jun-2010 |
| * Appraisal Period Start Date | 01-Jun-2010 | Plan Last Modified Date | 25-May-2010 |
| * Appraisal Period End Date | 30-Sep-2010 | Created By | Platt, Vanessa Lor |
| * Appraisal Effective Date | 01-Oct-2010 | | |
| Rating Official Name | Thomas, Michele | | |
| Higher Level Reviewer | Bordenealy, Alfreda | | |

Auto saving in about 15 minute(s) Trusted sites | Protected Mode: Off 125%

2 Microsoft ... 2010 J1 COS 8 NOV 1... CoS Brief 8 Nov... 3 Internet Ex... 2:04 PM

NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Platt, Vanessa Lor**

[Show Employee Details](#)

SCREEN OPENS TO THE FIRST JOB OBJECTIVE AS THE DEFAULT

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

Assessments and Ratings Rating of Record Approvals & Acknowledgments

HELP TAB

Assessments and Ratings

This screen allows you to view your employee's job objectives and self-assessment and write your evaluations.

[Need Help?](#)

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once all Assessments and Ratings have been assigned to Job Objectives, select the Rating of Record tab.

RADIO BUTTON IDENTIFIES WHICH JOB OBJECTIVE YOU ARE ASSESSING

Type **Annual Appraisal - NG**
Date **01-Oct-2010**

Appraisal Period Start Date **01-Jun-2010**
Appraisal Period End Date **30-Sep-2010**

MUST SCROLL DOWN TO ENTER ASSESSMENT

| Select | Order | Objective Title | Status | Weights % (Optional) |
|----------------------------------|-------|----------------------------|----------|----------------------|
| <input checked="" type="radio"/> | 1 | Technical Advisory Service | APPROVED | |
| <input type="radio"/> | 2 | Quality Assurance | APPROVED | |
| <input type="radio"/> | 3 | Customer Service | APPROVED | |
| <input type="radio"/> | 4 | System Releases | APPROVED | |
| <input type="radio"/> | 5 | Training | APPROVED | |

Job Objective

Uses data system skills and human resource management and administrative knowledge to assist the senior specialist, J1 personnel, and employees as needed in all aspects of the automated personnel system through analysis on various reports, daily, weekly, bi-weekly, monthly and/or as system reports are generated, by determining data inaccuracies, corrective action, and recommend follow on actions required within 1 business day of receipt. Advise should be sound with 95% accuracy.

JOB OBJECTIVE DESCRIPTION

Employee Self Assessment

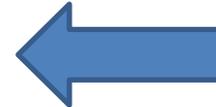
I've provide all the skills and knowledge that I know from DCPDS, Field Reference Guide, TNI Letters, Discoverer, BOA and other training skills to the best of my ability to assist my senior specialist with learning her job when she returned from deployment. Also helped J1 personnel and employees with DCPDS errors on personnel records when loading new employees into the automatic data system as needed. Help in all aspects of corrective action for Pay New Rejects, and determining accuracies of data within the 1 business day of my receipt. If I don't know the answer or fix its send to NGB DCPDS help desk and once I receive a response back from NGB it's apply within a 1 business day of my receipt IAW there regulars and guidance. Attended meeting for my boss if she was not in the office so that she is kept inform on what was happening.



Rating Official Assessment



RATING OFFICIAL ENTERS THEIR ASSESSMENT OF THE EMPLOYEE



SELECT A RATING FOR EACH JOB OBJECTIVE

TO SAVE THE ASSESSMENT, CLICK HERE

(Limit to 2000 characters)

Objective Rating

Optional Weight
Adjusted Weight

Job Objective Rating

- 5
- 4
- 3
- 2
- 1
- NR



Performance Appraisal Application (PAA)

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#)

NG PAA - Rating Official

SELECT APPROVALS AND ACKNOWLEDGEMENTS TO TRANSFER TO HLR

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Platt, Vanessa Lor**
[▶ Show Employee Details](#)

- Plan
 - Interim Reviews
 - Annual Appraisal**
 - Other Assessments
 - Reports/Forms
 - Manage Guest Participants
- Assessments and Ratings
 - Rating of Record
 - Approvals & Acknowledgments**

Approvals & Acknowledgments

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

[Need Help?](#)

If the 'Start' button is active, select it to complete the process.

Select 'Show' to see the detailed information about the status of your Annual Appraisal.

SELECT "START" TO TRANSFER TO HLR. SELECT "TRANSFER TO HLR WITH E-MAIL NOTIFICATION"

[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 |

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

Five Rating Level Evaluation Method

Rating Critical Elements

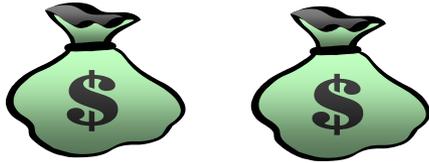
| | |
|----|---|
| 5 | Outstanding – Outstanding performance in one or more critical element(s) and excellent performance for all other critical element(s). |
| 4 | Excellent – Excellent performance in one or more critical elements(s) and fully successful performance for all other critical element(s). |
| 3 | Fully Successful – Overall fully successful performance. |
| 2 | Marginal – Below fully successful performance for one or more critical element(s), but at least marginal performance for all critical element(s). |
| 1 | Unacceptable – Fails to meet at least the marginal performance standard in one or more critical element(s). |
| | |
| NR | Not Rated – Employee did not have opportunity to perform the critical element because it became obsolete or could not be accomplished due to extenuating circumstances. |

Five Rating Level Evaluation Method

Rating of Record

| Average Rating Range | Rating of Record | Rating of Record Descriptor |
|----------------------------------|-------------------------|------------------------------------|
| 4.51 to 5.00 | 5 | Outstanding |
| 3.51 to 4.50 | 4 | Excellent |
| 2.51 to 3.50 | 3 | Fully Successful |
| 2.00 to 2.50 | 2 | Marginal |
| 1 on any critical element | 1 | Unacceptable |

Five Rating Level Evaluation Method



*Valued performance will
be rewarded*



What Your Rating of Record Means

| Performance Rating | Employees are eligible to receive... |
|----------------------|---|
| 5 - Outstanding | Quality Step Increase Sustained Superior Performance Time Off Award |
| 4 - Excellent | Sustained Superior Performance Time Off Award |
| 3 - Fully Successful | Sustained Superior Performance Time Off Award |
| 2 - Marginal | Counseling, Mentoring, Coaching Increased Supervisory Assistance |
| 1 - Unacceptable | Performance Improvement Plan (PIP) |