

# Steps to Creating an NSPS Performance Plan Performance Appraisal Application (PAA) Version 2

## Options

NSPS performance plans can be created by an employee or a supervisor (rating official). This step-by-step guide covers both approaches.

The examples shown in this guide are using the default dates for the rating cycle ending 30 Sep 2008 (rating year = 2009).

### **Employee actions:**

<b>Description</b>	<b>See Page</b>
Create draft performance plan, transfer plan to rating official	2
Acknowledge perf plan, retain or transfer back to rating official	29

### **Rating Official actions:**

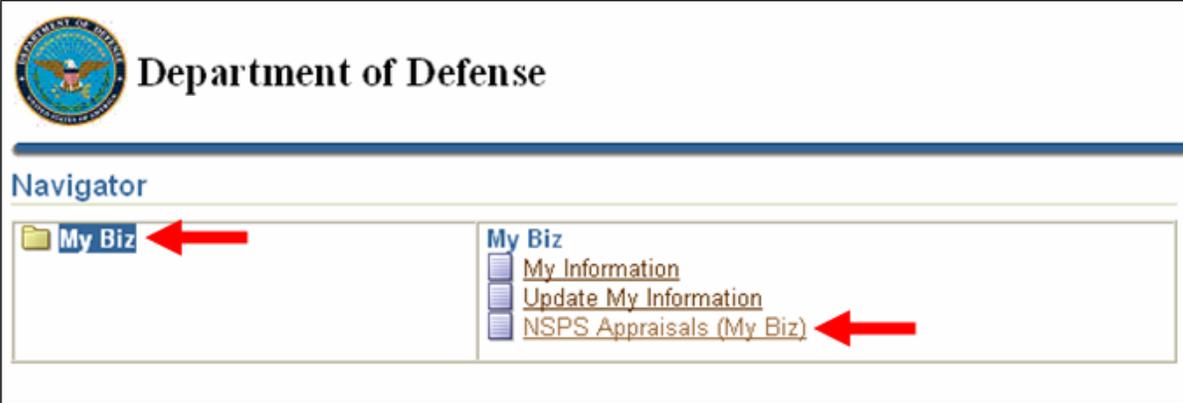
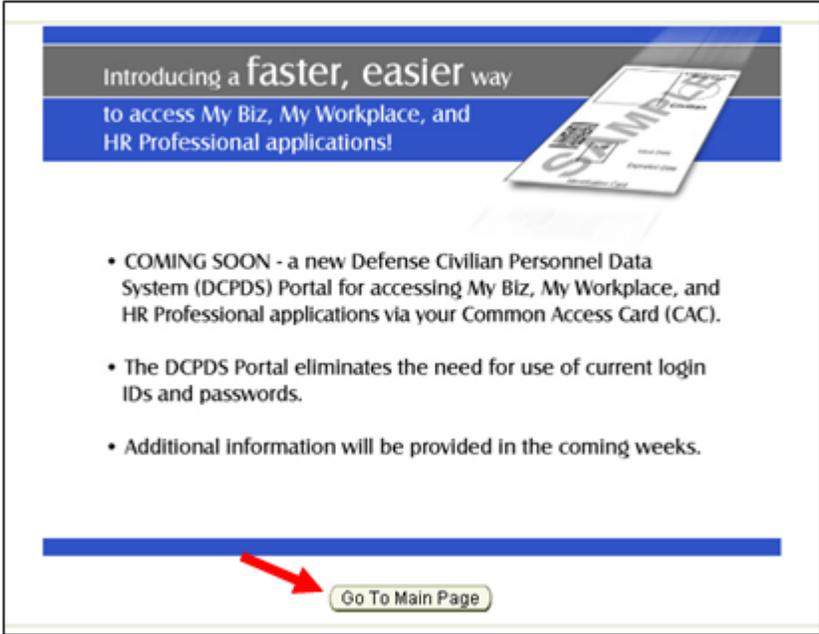
<b>Description</b>	<b>See Page</b>
Enter weights, approve objectives (employee-created plan)	8
Create performance plan	12
Approvals and Acknowledgements	19

### **Higher Level Reviewer actions:**

<b>Description</b>	<b>See Page</b>
Review plan, approve (or return), transfer back to rating official	25

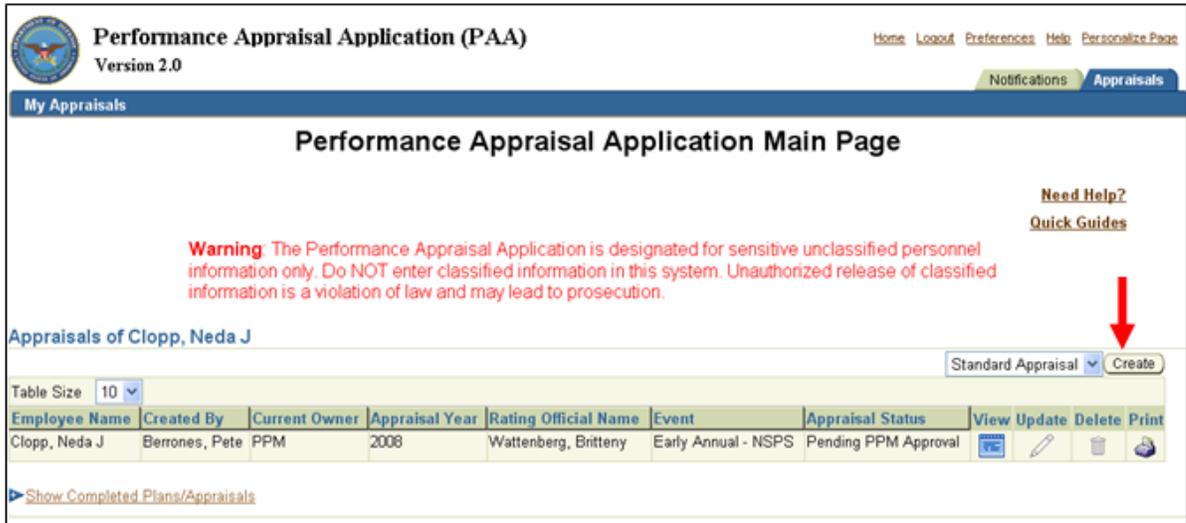
## Employee-Initiated Plan

Create draft performance plan, transfer to rating official.

Step	Employee Action
1	<p data-bbox="266 331 1299 369">Employee logs into Self-Service: <b>“My Biz” → “NSPS Appraisals (My Biz)”</b>:</p> <div data-bbox="272 411 1455 814"></div>
2	<p data-bbox="266 871 852 909">Welcome Page: <b>Select “Go to Main Page”</b>:</p> <div data-bbox="457 957 1276 1591"></div>

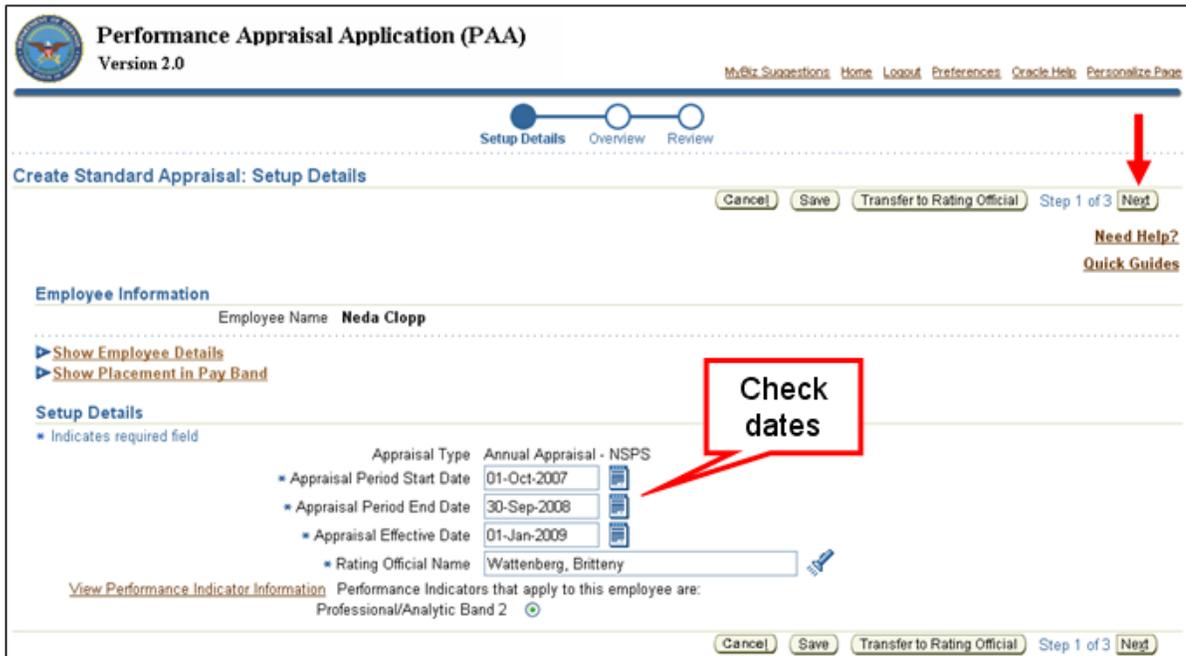
**Step** **Employee Action, continued**

3 **Performance Appraisal Application Main Page: Select “Create” button by “Standard Appraisal”:**

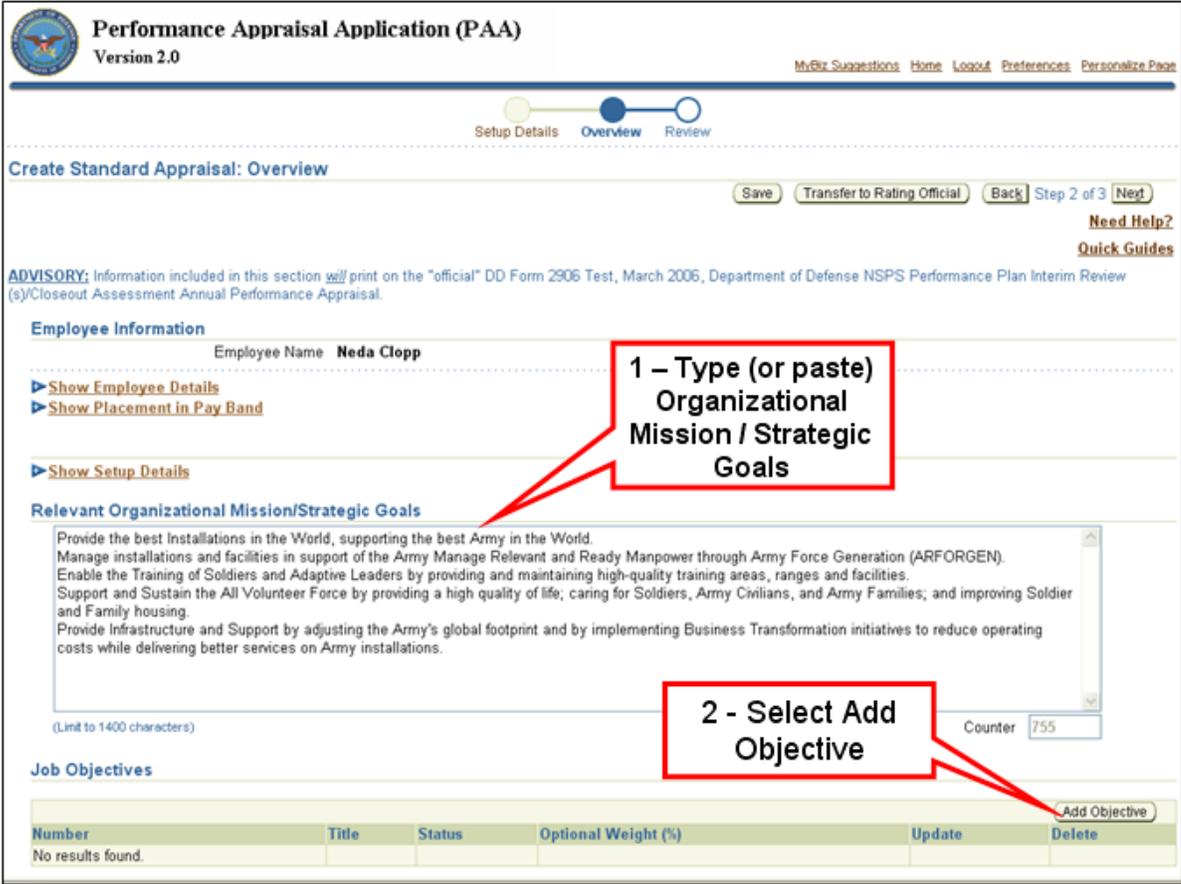


Note: This employee already has a performance plan from the last rating cycle (Appraisal Year is 2008). The Appraisal Status is “Pending PPM Approval,” meaning that the appraisal is ready for review by the pay pool panel.

4 **Create Standard Appraisal: Setup Details: Check dates, change if necessary, select “Next”:**



Default dates for the current rating year are displayed by default. Change only if necessary (continued on next page):

Step	Employee Action, <i>continued</i>
4, con't	<ul style="list-style-type: none"> <li>• Appraisal Period Start Date: Change if your organization is spiraling in during this rating cycle (spiral 2 – use your conversion date), or you are a new employee (started working for this organization after the rest of the organization – use your starting date), or you are establishing an extended rating period covering part of the prior rating cycle.</li> <li>• Appraisal Period End Date: <u>Do not change</u> unless instructed to do so.</li> <li>• Appraisal Effective Date: Always January 1 of the following year. <u>Do not change</u> unless instructed to do so.</li> </ul>
5	<p><b>Create Standard Appraisal: Overview (top):</b></p> <ol style="list-style-type: none"> <li><b>Type in (or copy and paste from another document) your organizational mission / strategic goals.</b> The source for or location of your organizational mission and goals should be provided to you by your supervisor or management.</li> <li><b>Select “Add Objective” to add job objectives.</b></li> </ol> 

Step **Employee Action, continued**

6

**Add Job Objective:**

- 1. Select Objective Number.**
- 2. Enter a Title for the Objective.**
- 3. Check the Start Date** (change only if you are on a non-standard cycle).
- 4. Enter the text of the objective** (type, or copy and paste from another document; note character limitation and counter).
- 5. Scroll down** to identify Contributing Factors (next step).

**1 – Select Objective Number**

**2 – Enter Objective Title**

**3 – Check Start Date**

**4 – Enter Objective Text**

**5 – Scroll down**

7

**Select Contributing Factors:**

- 1. Select one or more Contributing Factors.**
- 2. Select “Save and Add Another” to add another job objective (repeat steps 6-7).**
- 3. When done, select “Save and Return to Overview Page”.**

**1 – Select one or more Contributing Factors**

**2 – Select Save and Add Another**

Step **Employee Action, continued**

8 **After selecting “Save and Return to Overview Page,” select “Next”:**

Number	Title	Status	Optional Weight (%)	Update	Delete
1	Evaluation of Industrial Property Programs	PENDING			
2	Industrial Property Inspections	PENDING			
3	Special Projects	PENDING			

Component Unique Information

Save Transfer to Rating Official Back Step 2 of 3 **Next**

9 **Create Standard Appraisal: Review: Select “Transfer to Rating Official”:**

Performance Appraisal Application (PAA) Version 2.0

MyBiz Suggestions Home Logout Preferences Personalize Page

Setup Details Overview **Review**

Create Standard Appraisal: Review

Return to Main Page Back Step 3 of 3 **Transfer to Rating Official**

Need Help? Quick Guides

TIP To make changes to the appraisal, click Back.

**Employee Information**

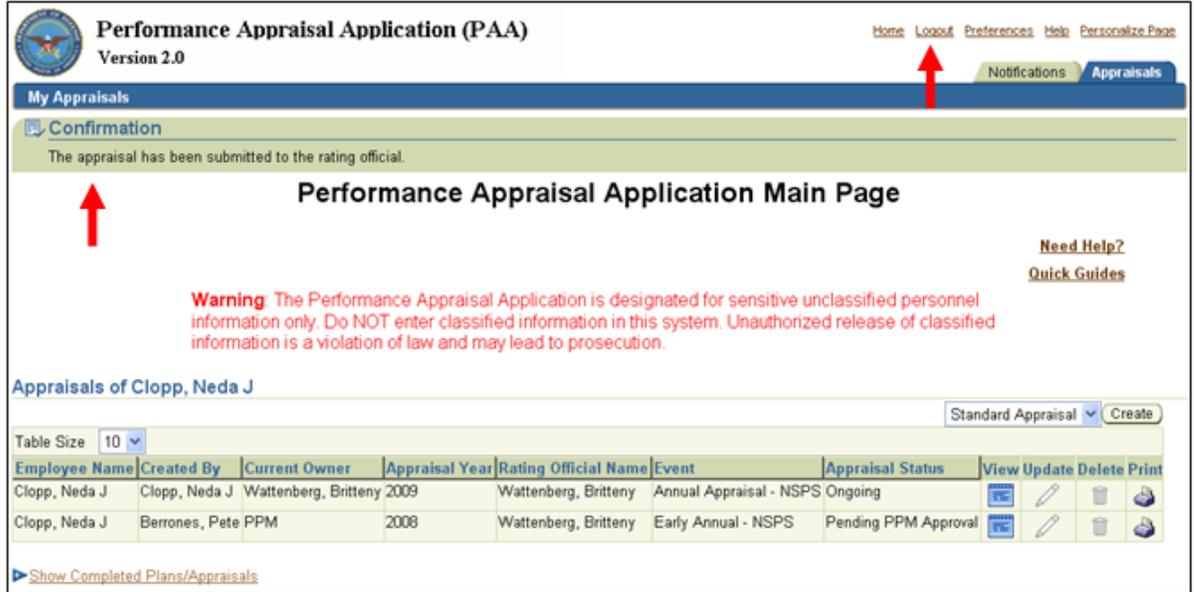
Employee Name **Neda Clopp**

Show Employee Details Show Placement in Pay Band

Show Setup Details Show Relevant Organizational Mission/Strategic Goals

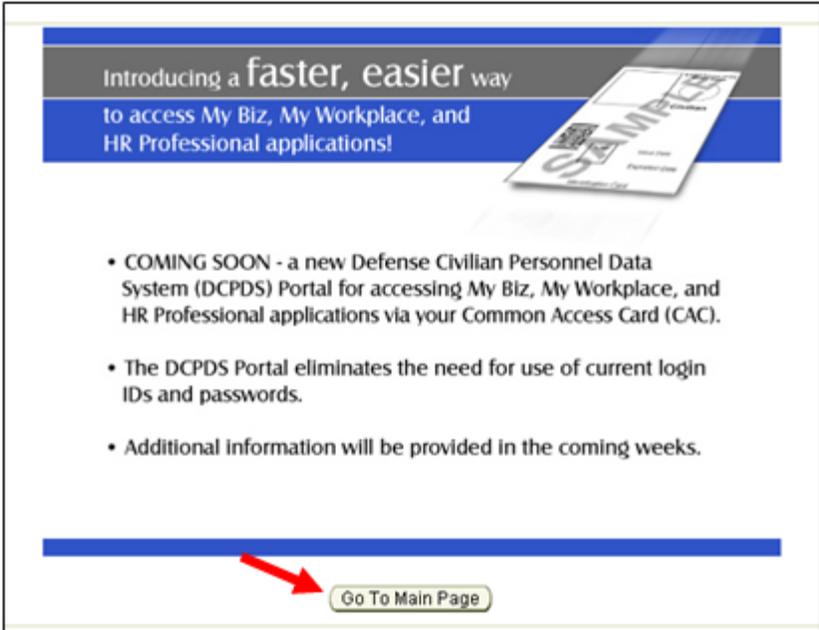
**Job Objectives**

Details	Number	Title	Status	Optional Weight (%)
Show 1		Evaluation of Industrial Property Programs	PENDING	
Show 2		Industrial Property Inspections	PENDING	
Show 3		Special Projects	PENDING	
Total Score			Comments	

Step	Employee Action, <i>continued</i>																																	
10	<p data-bbox="261 216 1393 247"><b>Share Appraisal Details with Rating Official: Select “Transfer to Rating Official”:</b></p> 																																	
11	<p data-bbox="261 663 1330 695"><b>Performance Appraisal Application Main Page: Check confirmation, Logout:</b></p>  <p data-bbox="277 1119 521 1140"><b>Appraisals of Clopp, Neda J</b></p> <table border="1" data-bbox="277 1171 1433 1283"> <thead> <tr> <th>Employee Name</th> <th>Created By</th> <th>Current Owner</th> <th>Appraisal Year</th> <th>Rating Official Name</th> <th>Event</th> <th>Appraisal Status</th> <th>View</th> <th>Update</th> <th>Delete</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Clopp, Neda J</td> <td>Clopp, Neda J</td> <td>Wattenberg, Britteny</td> <td>2009</td> <td>Wattenberg, Britteny</td> <td>Annual Appraisal - NSPS</td> <td>Ongoing</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clopp, Neda J</td> <td>Berrones, Pete</td> <td>PPM</td> <td>2008</td> <td>Wattenberg, Britteny</td> <td>Early Annual - NSPS</td> <td>Pending PPM Approval</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Employee Name	Created By	Current Owner	Appraisal Year	Rating Official Name	Event	Appraisal Status	View	Update	Delete	Print	Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2009	Wattenberg, Britteny	Annual Appraisal - NSPS	Ongoing					Clopp, Neda J	Berrones, Pete	PPM	2008	Wattenberg, Britteny	Early Annual - NSPS	Pending PPM Approval				
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Clopp, Neda J	Berrones, Pete	PPM	2008	Wattenberg, Britteny	Early Annual - NSPS	Pending PPM Approval																												

# Rating Official Actions (Employee-Initiated Plan)

Review draft plan, add weights, and approve objectives.

Step	Rating Official Action
1	<p data-bbox="264 373 1421 411"><b>Log in to Self Service → Navigator screen: Select “My Workplace” → “Appraisals”:</b></p> 
2	<p data-bbox="264 835 852 873"><b>Welcome Page: Select “Go to Main Page”:</b></p> 

Step **Rating Official Action, *continued***

3 **Performance Appraisal Application Main Page: *Select Update icon (blue pencil) for desired employee:***

**Performance Appraisal Application (PAA)**  
Version 2.0

Home Logout Preferences Help Personalize Page

Notifications Appraisals

Main Appraiser

**Performance Appraisal Application Main Page**

Need Help? Quick Guides

**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.

**Plans/Appraisals in Progress**

Show Me All Appraisals Appraisal Year ALL Standard Appraisal Create

Table Size 10

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print
Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2009		Pending	Ongoing					
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2009	18-Oct-2007	Approved	Ongoing					
Newton, Vasiliki	Newton, Vasiliki	Newton, Vasiliki	2009	10-Sep-2007	Approved	Transferred					
Clopp, Neda J	Berrones, Pete	PPM	2008	12-Jun-2007	Modified	Pending PPM Approval					
Mowery, Lesley N	Wattenberg, Britteny	PPM	2008	26-Oct-2006	Approved	Pending PPM Approval					

Show Completed Plans/Appraisals

4 **Rating Official Review page: *Select Update Plan / Appraisal:***

**Performance Appraisal Application (PAA)**  
Version 2.0

MyBiz Suggestions Home Logout Preferences Personalize Page

Rating Official Review

Change Rating Official Transfer to Employee Update Plan/Appraisal Submit Recommended Ratings Return to Main Page

Need Help? Quick Guides

**Employee Information**

Employee Name **Neda Clopp**

Show Employee Details  
Show Placement in Pay Band  
Show Setup Details  
Show Relevant Organizational Mission/Strategic Goals

**Job Objectives**

Show All Details | Hide All Details

Details	Number	Title	Status	Optional Weight (%)	Adjusted Weight (%)	Rating	Contributing Factor	Impact	Adjusted Rating
Show 1		Evaluation of Industrial Property Programs	PENDING						
Show 2		Industrial Property Inspections	PENDING						
Show 3		Special Projects	PENDING						

Step **Rating Official Action, continued**

5 **Update Plan / Appraisal page: Scroll down to Job Objectives, use “Show” and “Hide” links to view objective text and details:**

**Use “Show” and “Hide” links to view job objectives**

6 **Update Plan / Appraisal page: Add weights:**

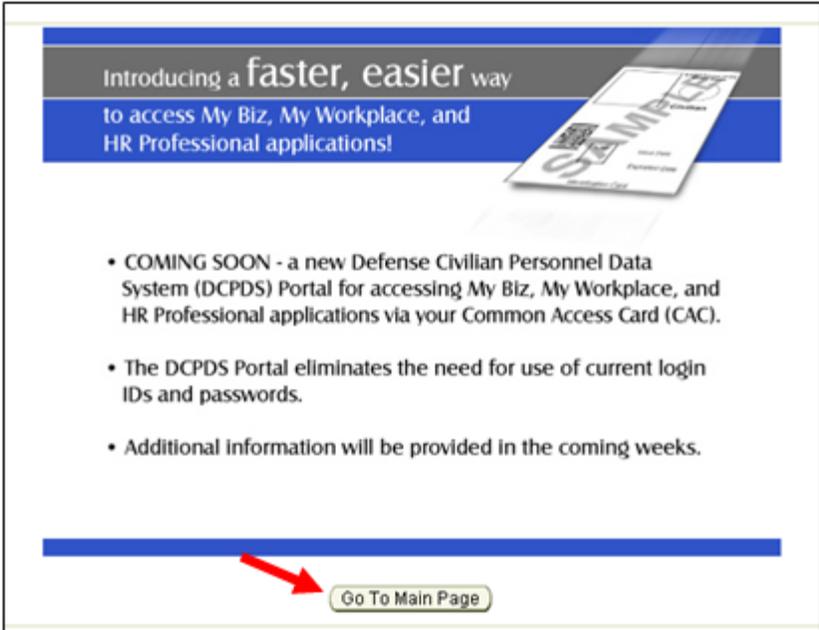
**Note: Weights must total 100%.**

7 **Update Plan / Appraisal page: “Select ALL” objectives, select “Approve”:**

Step	Rating Official Action, <i>continued</i>																																												
8	<p data-bbox="261 216 1430 285"><b>Update Plan / Appraisal page: Once objectives are approved, add the Army values to the Component Unique Information block, then select “Save and Continue”:</b></p> <div data-bbox="272 327 1463 961"> <p><b>Job Objectives</b></p> <p><input checked="" type="checkbox"/> TIP Only “Approved” Job Objectives will be used to calculate the rating of record and average score. All “Approved” Job Objectives with assigned optional weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5.</p> <p style="text-align: right;"><input type="button" value="Add Objective"/> <input type="button" value="Approve"/></p> <p>Select All   Select None</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Details</th> <th>Objective Number</th> <th>Title</th> <th>Status</th> <th>Optional Weight</th> <th>Adjusted Weight (%)</th> <th>Contributing Factor</th> <th>Adjusted Rating</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Show</td> <td>1</td> <td>Evaluation of Industrial Property Programs</td> <td>APPROVED</td> <td>40%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Show</td> <td>2</td> <td>Industrial Property Inspections</td> <td>APPROVED</td> <td>40%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Show</td> <td>3</td> <td>Special Projects</td> <td>APPROVED</td> <td>20%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Component Unique Information</b></p> <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Army values are to be listed in this section: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage</p> </div> <p>(Limit to 4400 characters)</p> <p style="text-align: right;">Counter <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save and Continue"/></p> </div>	Select	Details	Objective Number	Title	Status	Optional Weight	Adjusted Weight (%)	Contributing Factor	Adjusted Rating	Update	Delete	<input type="checkbox"/>	Show	1	Evaluation of Industrial Property Programs	APPROVED	40%						<input type="checkbox"/>	Show	2	Industrial Property Inspections	APPROVED	40%						<input type="checkbox"/>	Show	3	Special Projects	APPROVED	20%					
Select	Details	Objective Number	Title	Status	Optional Weight	Adjusted Weight (%)	Contributing Factor	Adjusted Rating	Update	Delete																																			
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<input type="checkbox"/>	Show	3	Special Projects	APPROVED	20%																																								
9	<b>Proceed to Approvals and Acknowledgements, page 19.</b>																																												

# Supervisor-Initiated Plan

Create performance plan.

Step	Rating Official Action
1	<p data-bbox="261 373 1422 411"><b>Log in to Self Service → Navigator screen: Select “My Workplace” → “Appraisals”:</b></p> 
2	<p data-bbox="261 835 850 873"><b>Welcome Page: Select “Go to Main Page”:</b></p> 

Step **Rating Official Action, continued**

3 **Performance Appraisal Application Main Page: Select “Create” button by “Standard Appraisal”:**

**Performance Appraisal Application (PAA)**  
Version 2.0

Home Logout Preferences Help Personalize Page

Notifications Appraisals

Main Appraiser

**Performance Appraisal Application Main Page**

Need Help? Quick Guides

**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.

Plans/Appraisals in Progress

Show Me All Appraisals Appraisal Year ALL Standard Appraisal Create

Table Size 10

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print
Clopp, Neda J	Clopp, Neda J	Wattenberg, Britteny	2009		Pending	Ongoing					
Newton, Vasiliki	Newton, Vasiliki	Newton, Vasiliki	2009	10-Sep-2007	Approved	Transferred					
Clopp, Neda J	Berrones, Pete	PPM	2008	12-Jun-2007	Modified	Pending PPM Approval					
Mowery, Lesley N	Wattenberg, Britteny	PPM	2008	26-Oct-2006	Approved	Pending PPM Approval					

Show Completed Plans/Appraisals

4 **Create Performance Plan: My Rating Hierarchy page: Select “Create” icon by employee’s name:**

**Performance Appraisal Application (PAA)**  
Version 2.0

MyBiz Suggestions Home Logout Preferences Personalize Page

Appraisals: Main Appraiser >

**Create Standard Appraisal: My Rating Hierarchy**

Return to Main Page

Need Help? Quick Guides

TIP Select the employee for whom you wish to create a performance plan by clicking the Create icon to the right of the employee's name.

Focus	Employee Name	Occupational Code	Position Name	Organization	Employee Create Information
	Britteny Wattenberg				
	Deangelo Nolda	2010.Inventory Management Specialist (NSPS)	94068.SUPV INVENTORY MANAGEMENT SPEC.135534.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	
	Kirstin Fietsam	0346.Logistics Management (0346)	96076.LOGISTICS MANAGEMENT SPECIALIST.133703.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	
	Lakesha Comfort	0318.Secretary (0318)	94075.SECRETARY (OFFICE AUTOMATION).119640.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	
	Lesley Mowery	0346.Logistics Management Specialist (NSPS)	120217.LOGISTICS MANAGEMENT SPEC.135295.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	
	Milo Metevia	0346.Logistics Management Specialist (NSPS)	93014.SUPV LOGISTICS MANAGEMENT SPEC.135515.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	
	Neda Clopp	1103.Industrial Property Specialist (NSPS)	02157.INDUSTRIAL PROPERTY SPEC.135330.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	
	Sherilyn Gerst	2010.Inventory Management Specialist (NSPS)	134824.INVENTORY MANAGEMENT SPEC.135529.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	
	Vasiliki Newton	0346.Logistics Management Specialist (NSPS)	96076.LOGISTICS MANAGEMENT SPEC.135504.ARBA.APPR	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	

Return to Main Page

- If an employee is not listed, correct or update the rating hierarchy.

Step

### Rating Official Action, *continued*

5

**Create Performance Plan: Setup Details page: **Check dates, change if necessary (see below), then select “Next”:****

The screenshot shows the 'Performance Appraisal Application (PAA) Version 2.0' interface. At the top, there are navigation links: 'MyBiz Suggestions', 'Home', 'Logout', 'Preferences', 'Oracle Help', and 'Personalize Page'. Below this is a progress bar with three steps: 'Setup Details' (active), 'Overview', and 'Review'. The main heading is 'Create Standard Appraisal: Setup Details'. On the right, there are buttons for 'Cancel', 'Save', 'Step 1 of 3', and 'Next'. Below the heading, there are links for 'Need Help?' and 'Quick Guides'. The 'Employee Information' section shows 'Employee Name: Lesley Mowery'. There are expandable sections for 'Show Employee Details' and 'Show Placement in Pay Band'. The 'Setup Details' section includes: 'Appraisal Type: Annual Appraisal - NSPS', 'Appraisal Period Start Date: 01-Oct-2007', 'Appraisal Period End Date: 30-Sep-2008', 'Appraisal Effective Date: 01-Jan-2009', and 'Rating Official Name: Wattenberg, Britteny'. A red box with the text 'Check dates' points to the date fields. At the bottom, there is a link for 'View Performance Indicator Information' and a note about 'Performance Indicators that apply to this employee are: Professional/Analytic Band 2'. There are also 'Cancel', 'Save', 'Step 1 of 3', and 'Next' buttons at the bottom right.

**Default dates for the current rating year are displayed by default. Change only if necessary:**

- Appraisal Period Start Date: Change if your organization is spiraling in during this rating cycle (spiral 2 – use your conversion date), or this is a new employee (started working for this organization after the rest of the organization – use the EOD date), or you are establishing an extended rating period covering part of the prior rating cycle.
- Appraisal Period End Date: Do not change unless instructed to do so.
- Appraisal Effective Date: Always January 1 of the following year. Do not change unless instructed to do so.

Step	Rating Official Action, <i>continued</i>
6	<p data-bbox="266 216 941 247"><b>Create Standard Appraisal: Overview page (top):</b></p> <ol data-bbox="313 254 1455 359" style="list-style-type: none"> <li data-bbox="313 254 1455 321">1. Type in (or copy and paste from another document) your organizational mission / strategic goals.</li> <li data-bbox="313 327 1455 359">2. Select “Add Objective” to begin adding job objectives.</li> </ol> <div data-bbox="272 401 1463 1293" style="border: 1px solid black; padding: 10px;"> </div>

Step **Rating Official Action, continued**

7

- Add Job Objective page:**
1. **Select Objective Number.**
  2. **Enter a Title for the Objective.**
  3. **Check the Start Date** (change only if you are on a non-standard cycle).
  4. **Enter the text of the objective** (type, or copy and paste from another document; note character limitation and counter).
  5. **Scroll down** to identify Contributing Factors (next step).

8

- Select Contributing Factors:**
1. **Select one or more Contributing Factors.**
  2. **Select “Save and Add Another” to add another job objective (repeat steps 7-8).**
  3. **When done, select “Save and Return to Overview Page”.**

9

**Job Objectives page (after selecting “Save and Return to Overview page”):**

1. Use the drop-down menu to select the weight for each objective (they must total 100%).
2. Select “Select All”.
3. Select “Approve”.
4. Type in the Army values in the Component Unique Information block.

**2 – Select “Select All”**

**1 – Select weights for each objective**

**3 – Select “Approve”**

Component Unique Information

Army values are to be listed in this section: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage

Select	Details	Objective Number	Title	Status	Optional Weight	Adjusted Weight (%)	Contributing Factor	Adjusted Rating	Update	Delete
<input type="checkbox"/>	Show	1	Evaluation of Industrial Property Programs	APPROVED	40%					
<input type="checkbox"/>	Show	2	Industrial Property Inspections	APPROVED	40%					
<input type="checkbox"/>	Show	3	Special Projects	APPROVED	20%					

Step

**Rating Official Action, *continued***

10

**Create Standard Appraisal: Review page: Select “Continue”** (Note: Job objectives are approved.):

Performance Appraisal Application (PAA) Version 2.0

Setup Details Overview **Review**

Create Standard Appraisal: Review

Back Step 3 of 3 **Continue**

Need Help? Quick Guides

TIP To make changes to the appraisal, click Back.

**Employee Information**

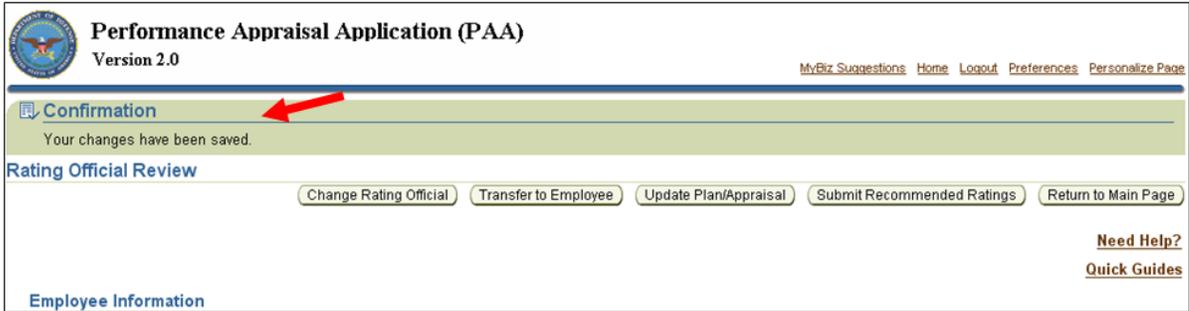
Employee Name **Lesley Mowery**

Show Employee Details  
Show Placement in Pay Band

Show Setup Details  
Show Relevant Organizational Mission/Strategic Goals

**Job Objectives**

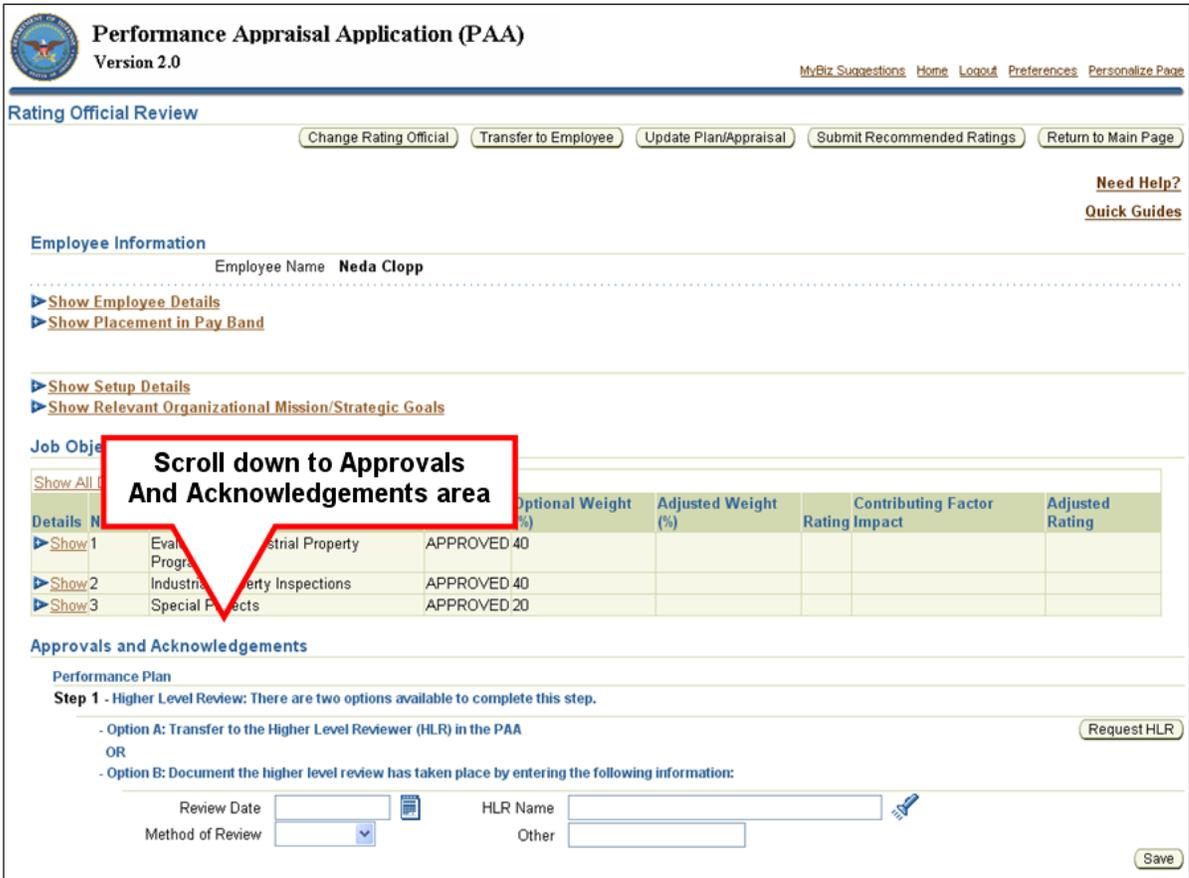
Details	Number	Title	Status	Optional Weight (%)	Adjusted Weight (%)	Contributing Factor	Adjusted Rating
Show	1	Review and Analysis of Logistics Programs	APPROVED	40			
Show	2	Evaluation and Inspection Teams	APPROVED	40			
Show	3	Special Projects	APPROVED	20			
Total Score							
Comments							

Step	<b>Rating Official Action, <i>continued</i></b>
11	<p data-bbox="261 216 943 247"><b>Rating Official Review page: <span style="color: red;">Note Confirmation:</span></b></p> <div data-bbox="269 285 1458 596" style="border: 1px solid black; padding: 10px;">  <p data-bbox="277 296 792 359"><b>Performance Appraisal Application (PAA)</b> Version 2.0</p> <p data-bbox="1065 344 1455 359"><a href="#">MyBiz Suggestions</a> <a href="#">Home</a> <a href="#">Logout</a> <a href="#">Preferences</a> <a href="#">Personalize Page</a></p> <p data-bbox="277 384 427 407"><b>Confirmation</b></p> <p data-bbox="310 415 521 434">Your changes have been saved.</p> <p data-bbox="269 445 466 468"><b>Rating Official Review</b></p> <p data-bbox="570 470 1450 489"> <input type="button" value="Change Rating Official"/> <input type="button" value="Transfer to Employee"/> <input type="button" value="Update Plan/Appraisal"/> <input type="button" value="Submit Recommended Ratings"/> <input type="button" value="Return to Main Page"/> </p> <p data-bbox="1352 516 1455 535"><a href="#">Need Help?</a></p> <p data-bbox="1352 543 1455 562"><a href="#">Quick Guides</a></p> <p data-bbox="293 575 472 594"><a href="#">Employee Information</a></p> </div>
12	<b>Proceed to Approvals and Acknowledgements (page 19).</b>

# Rating Official Approvals and Acknowledgements

Three steps:

1. Obtain or document higher level reviewer approval. Two options: (A) transfer the plan to the HLR in the PAA, or (B) document the HLR approval (without transferring the plan).
2. Document the form of communication used to inform the employee.
3. Obtain or document employee acknowledgement. Two options: (A) transfer the plan to the employee for them to acknowledge, or (B) document that the employee has received the plan (without transferring the plan).

Step	Rating Official Action																				
1	<p><b>Rating Official Review page: <span style="color: red;">Scroll down to Approvals and Acknowledgements area:</span></b></p>  <p><b>Scroll down to Approvals And Acknowledgements area</b></p> <table border="1"> <thead> <tr> <th>Details</th> <th>Optional Weight (%)</th> <th>Adjusted Weight (%)</th> <th>Contributing Factor Rating Impact</th> <th>Adjusted Rating</th> </tr> </thead> <tbody> <tr> <td>Show 1 Eval. Industrial Property</td> <td>APPROVED 40</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show 2 Industrial Property Inspections</td> <td>APPROVED 40</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show 3 Special Projects</td> <td>APPROVED 20</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Approvals and Acknowledgements</b></p> <p>Performance Plan</p> <p><b>Step 1 - Higher Level Review: There are two options available to complete this step.</b></p> <ul style="list-style-type: none"> <li>- Option A: Transfer to the Higher Level Reviewer (HLR) in the PAA <span style="float: right;">Request HLR</span></li> <li>OR</li> <li>- Option B: Document the higher level review has taken place by entering the following information:</li> </ul> <p>Review Date <input type="text"/> <input type="button" value="📅"/> HLR Name <input type="text"/> <input type="button" value="🔍"/></p> <p>Method of Review <input type="text"/> <input type="button" value="⌵"/> Other <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p>	Details	Optional Weight (%)	Adjusted Weight (%)	Contributing Factor Rating Impact	Adjusted Rating	Show 1 Eval. Industrial Property	APPROVED 40				Show 2 Industrial Property Inspections	APPROVED 40				Show 3 Special Projects	APPROVED 20			
Details	Optional Weight (%)	Adjusted Weight (%)	Contributing Factor Rating Impact	Adjusted Rating																	
Show 1 Eval. Industrial Property	APPROVED 40																				
Show 2 Industrial Property Inspections	APPROVED 40																				
Show 3 Special Projects	APPROVED 20																				

## 1. HRL Approval, Option A

2 **Step 1, Option A (transfer to HLR):** **Select “Request HLR”** (if using Option B, proceed to step 9):

**Approvals and Acknowledgements**

Performance Plan

**Step 1 - Higher Level Review:** There are two options available to complete this step.

- Option A: Transfer to the Higher Level Reviewer (HLR) in the PAA **Request HLR**

OR

- Option B: Document the higher level review has taken place by entering the following information:

Review Date  HLR Name

Method of Review  Other

**Save**

3 **Submit Performance Plan for Higher Level Review – Option A:** **Check the higher level reviewer’s name.** **If it is correct, select “Transfer to HLR”** and proceed to step 7. **If it is not correct, proceed to step 4:**

**Performance Appraisal Application (PAA)**  
Version 2.0

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

**Submit Performance Plan for Higher Level Review - Option A**

**1 – Check HLR name**

**2 – If OK, select “Transfer to HLR”**

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[Quick Guides](#)

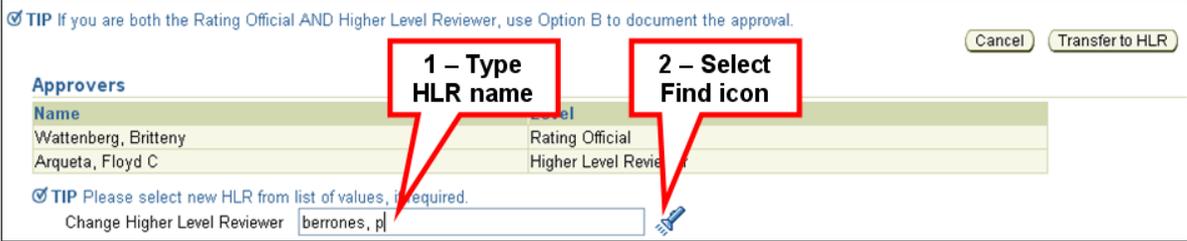
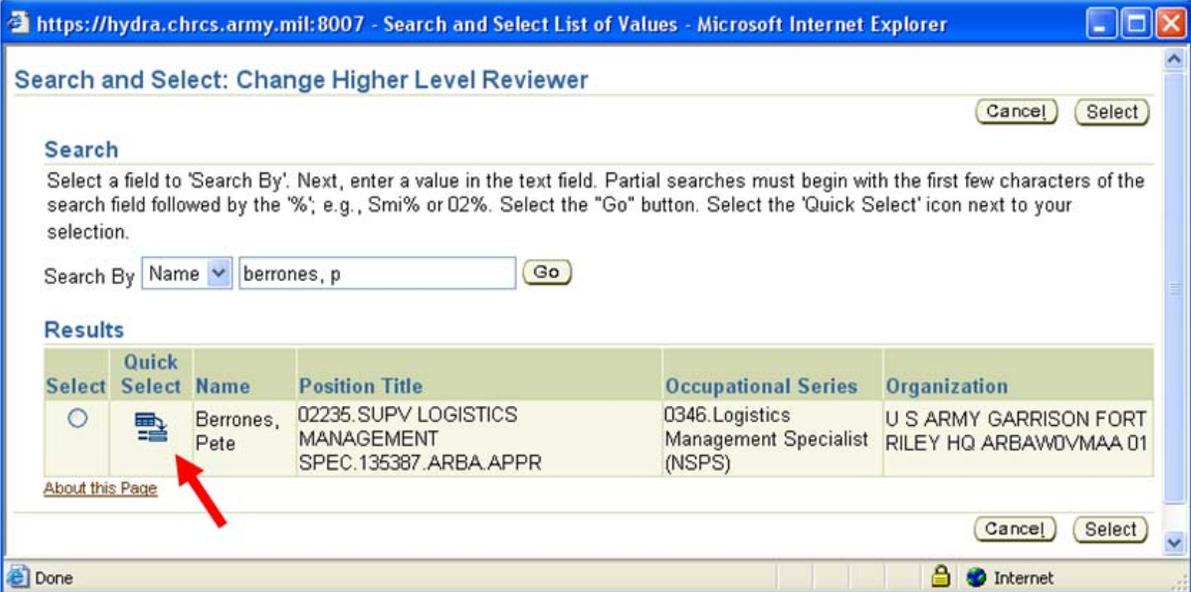
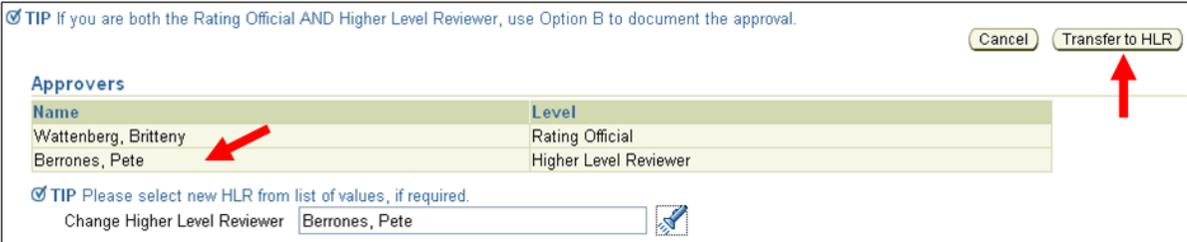
**TIP** If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

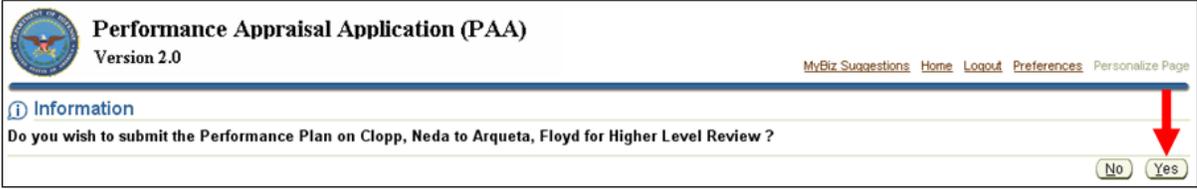
Name	Level
Wattenberg, Britteny	Rating Official
Arqueta, Floyd C	Higher Level Reviewer

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

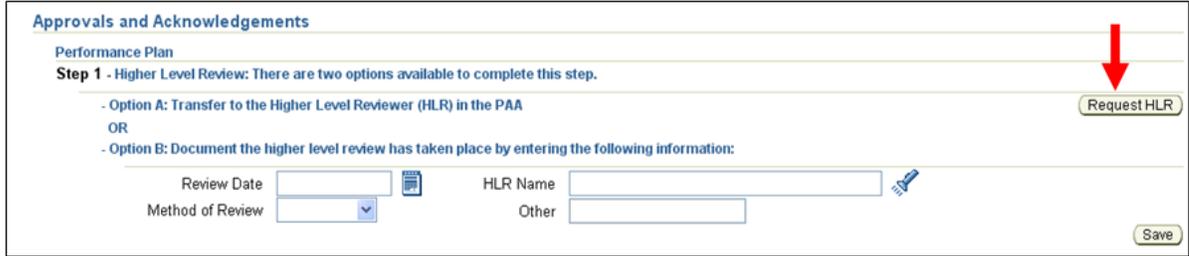
Change Higher Level Reviewer

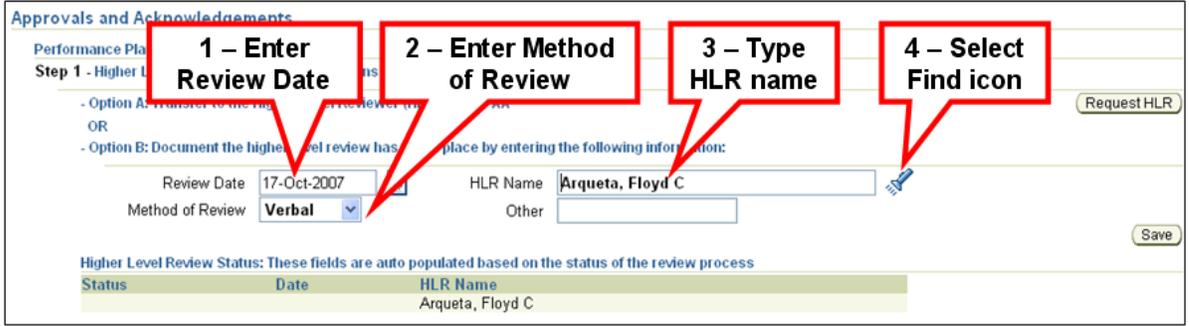
Notification Message to Higher Level Reviewer. Enter your message, and click Transfer to HLR.

Step	Rating Official Action, <i>continued</i>												
4	<p><b>Change HLR:</b></p> <ol style="list-style-type: none"> <li><b>Type the HLR name in the “Change Higher Level Reviewer” block (last name (comma) first name or initial).</b></li> <li><b>Select the Find icon (flashlight).</b></li> </ol>  <p><b>1 – Type HLR name</b></p> <p><b>2 – Select Find icon</b></p>												
5	<p><b>Change HLR, continued – Search and Select: Change Higher Level Reviewer window: Select “Quick Select” by the correct name:</b></p>  <p><b>Search</b></p> <p>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 O2%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.</p> <p>Search By: Name   berrones, p   Go</p> <p><b>Results</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Quick Select</th> <th>Name</th> <th>Position Title</th> <th>Occupational Series</th> <th>Organization</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td></td> <td>Berrones, Pete</td> <td>02235.SUPV LOGISTICS MANAGEMENT SPEC.135387.ARBA.APPR</td> <td>0346.Logistics Management Specialist (NSPS)</td> <td>U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01</td> </tr> </tbody> </table> <p><b>6</b></p>	Select	Quick Select	Name	Position Title	Occupational Series	Organization	<input type="radio"/>		Berrones, Pete	02235.SUPV LOGISTICS MANAGEMENT SPEC.135387.ARBA.APPR	0346.Logistics Management Specialist (NSPS)	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01
Select	Quick Select	Name	Position Title	Occupational Series	Organization								
<input type="radio"/>		Berrones, Pete	02235.SUPV LOGISTICS MANAGEMENT SPEC.135387.ARBA.APPR	0346.Logistics Management Specialist (NSPS)	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01								
6	<p><b>Change HLR, continued: The new HLR now displays. Select “Transfer to HLR”:</b></p>  <p><b>Approvers</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Wattenberg, Britteny</td> <td>Rating Official</td> </tr> <tr> <td>Berrones, Pete</td> <td>Higher Level Reviewer</td> </tr> </tbody> </table> <p>Change Higher Level Reviewer: Berrones, Pete</p>	Name	Level	Wattenberg, Britteny	Rating Official	Berrones, Pete	Higher Level Reviewer						
Name	Level												
Wattenberg, Britteny	Rating Official												
Berrones, Pete	Higher Level Reviewer												

Step	<b>Rating Official Action, <i>continued</i></b>
7	<p><b>Information page: Select “Yes”, then proceed to step 11:</b></p> 

## 1. HRL Approval, Option B

8	<p><b>Step 1, Option B (document HLR approval): Select “Request HLR”:</b></p> 
---	--

9	<p><b>Documenting HLR Approval: Enter fields as shown:</b></p> 
---	---

Step **Rating Official Action, *continued***

10 **Search and Select: HLR Name: *Select Quick Select by the correct name:***

The screenshot shows a web browser window titled "https://hydra.chrcs.army.mil:8007 - Search and Select List of Values - Microsoft Internet Explorer". The page content includes a search bar with "Arqueta" entered and a "Go" button. Below the search bar is a "Results" section with a table. A red arrow points to the "Quick Select" icon in the first row of the table.

Quick Select	Name	Position Title	Occupational Series	Organization
	Arqueta, Floyd C	94167.SUPV TRAFFIC MANAGEMENT SPEC.135516.ARBA.APPR	2130.Traffic Management Specialist (NSPS)	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01

11 **Main Page: *Plan Status is now "Pending HLR Approval":***

The screenshot shows a table titled "Plans/Appraisals in Progress". The table has columns for Employee Name, Created By, Current Owner, Appraisal Year, Plan Approval Date, Plan Status, and Appraisal Status. A red arrow points to the "Plan Status" column for the first row, which is "Pending HLR Approval".

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print
Clopp, Neda J	Clopp, Neda J	Arqueta, Floyd C	2009		Pending HLR Approval	Ongoing					
Mowery, Lesley N	Wattenberg, Britteny	Wattenberg, Britteny	2009	18-Oct-2007	Approved	Ongoing					

**2. Documentation of Communication to Employee**

12 **Document communication of plan to employee:**

The screenshot shows a form titled "Step 2 - Document communication of performance plan to employee". The form has fields for "Communication Date" (18-Oct-2007) and "Communication Method" (Face to Face). Three red callout boxes with arrows point to the form: "1 - Enter Commu. Date" points to the date field, "2 - Enter Commu. Method" points to the method dropdown, and "3 - Select option for Step 3" points to the "Save and go to Step 3" button.

**1 - Enter Commu. Date**

**2 - Enter Commu. Method**

**3 - Select option for Step 3**

Step 2 - Document communication of performance plan to employee

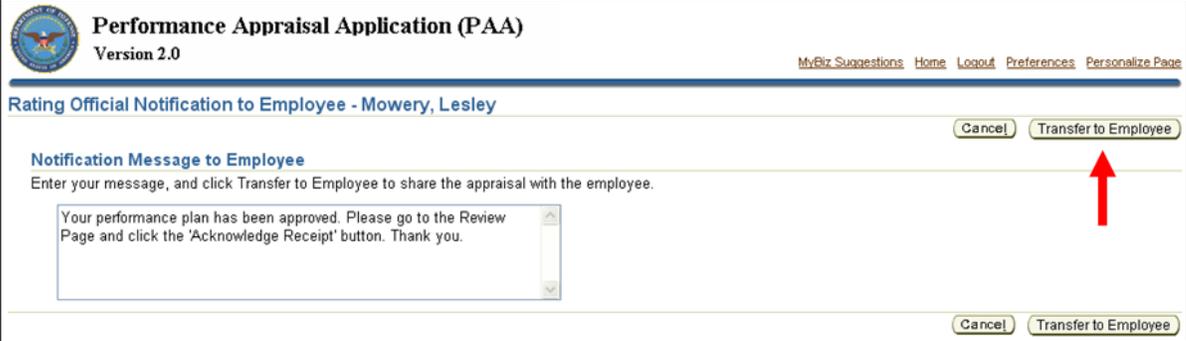
TIP Communication Date entered will be used to populate the Performance Plan approval Date.

Communication Date: 18-Oct-2007 Communication Method: Face to Face Other: [ ]

Save and Transfer to Employee for Acknowledgement Save and go to Step 3

### 3. Employee Acknowledgement, Option A (transfer)

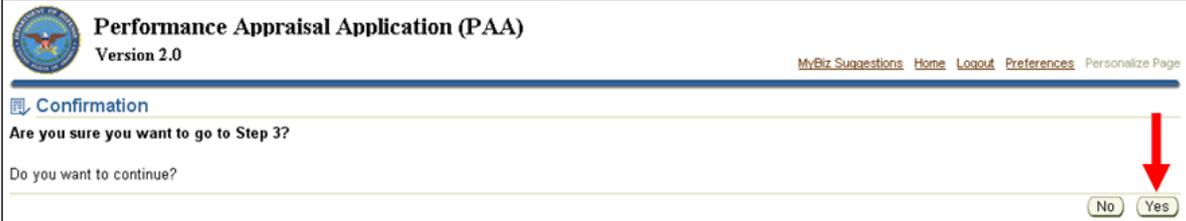
13 **Rating Official Notification to Employee: Select “Transfer to Employee”:**



**Employee acknowledges plan (see page 29).**

### 3. Employee Acknowledgement, Option B (document acknowledgement)

14 **Confirmation: Select “Yes”:**



15 **Document employee acknowledgement:**

1. Select the type of acknowledgement (other, or refused – if “Other,” provide a brief description).
2. Enter the date of the acknowledgement (or the refusal).
3. Select “Save”.

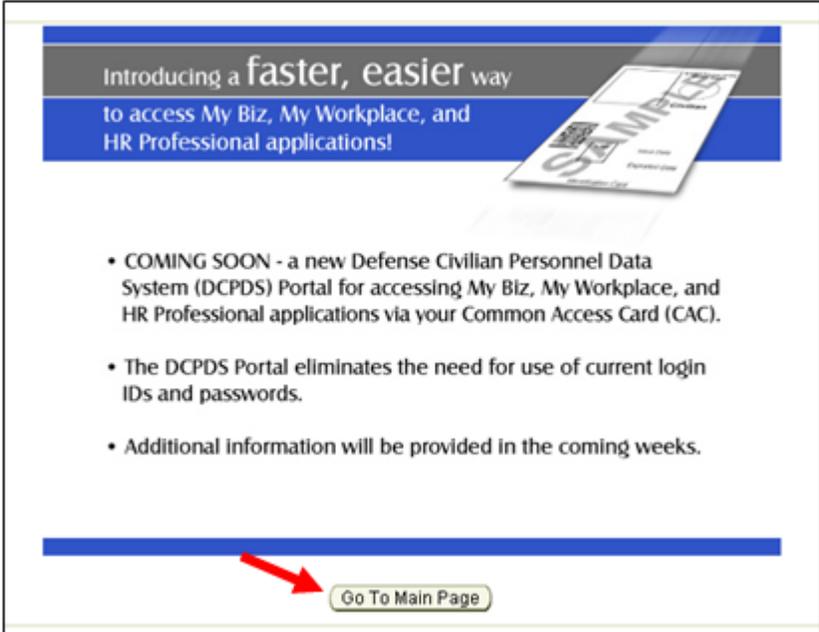


16 **This one is complete. Select “Return to Main Page”:**



# Higher Level Reviewer

Review and approve (or return) plan.

Step	Higher Level Reviewer Action
1	<p><b>Log in to Self Service → Navigator screen: Select “My Workplace” → “Appraisals”:</b></p> 
2	<p><b>Welcome Page: Select “Go to Main Page”:</b></p> 

Step **Higher Level Reviewer Action, *continued***

3 **Performance Appraisal Application Main Page: *Select Update icon (blue pencil) for selected employee* (note plan status is “Pending HLR Approval”):**

**Performance Appraisal Application (PAA)**  
Version 2.0

Home Logout Preferences Help Personalize Page

Notifications Appraisals

Main Appraiser

**Performance Appraisal Application Main Page**

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**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.

Plans/Appraisals in Progress

Show Me All Appraisals Appraisal Year ALL Standard Appraisal Create

Table Size 10

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View Update Delete Close Print
Clopp, Neda J	Clopp, Neda J	Arqueta, Floyd C	2009		Pending HLR Approval	Ongoing	
Gerst, Sherilyn B	Gerst, Sherilyn B	PPM	2008	02-Aug-2007	Approved	Pending PPM Approval	

4 **Details: Higher Level Reviewer (HLR) for Performance Plan: *Use the “Show” links to view details and objectives:***

Details: Higher Level Reviewer (HLR) for Performance Plan

Cancel Save Approve Return for Correction Return to Main Page

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**Employee Information**

Employee Name Neda Clopp

▶ Show Employee Details  
▶ Show Placement in Pay Band

▶ Show Setup Details  
▶ Show Relevant Organizational Mission/Strat

**Job Objectives**

Show All Details Hide All Details

Details	Number	Title	Status	Optional Weight (%)	Adjusted Weight (%)	Contributing Factor Rating	Impact	Adjusted Rating
▶ Show	1	Evaluation of Industrial Property Programs	APPROVED	40				
▶ Show	2	Industrial Property Inspections	APPROVED	40				
▶ Show	3	Special Projects	APPROVED	20				

**Component Unique Information**

Use “Show” and “Hide” links to view job objectives, employee information, etc.

Step **Higher Level Reviewer Action, *continued***

5 **Sample job objective, expanded:**

**Job Objectives**

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

Details	Number	Title	Status	Optional Weight (%)	Adjusted Weight (%)	Rating	Contributing Factor Impact	Adjusted Rating
▼ Hide	1	Evaluation of Industrial Property Programs	APPROVED	40				
<p><b>Additional Details</b></p> <p>Job Objective: <b>Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies. Coordinate with representatives of the Army, other services, and DoD components in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published DA and IMCOM guidance.</b></p> <p>Contributing Factors: <b>Cooperation and Teamwork</b></p> <p>Last Modified Date: <b>30-Nov-2007</b></p>								
▶ Show	2	Industrial Property Inspections	APPROVED	40				
▶ Show	3	Special Projects	APPROVED	20				

6 **Details: Higher Level Reviewer (HLR) for Performance Plan: Select whether to “Approve” the plan or “Return for Correction”:**

Details: Higher Level Reviewer (HLR) for Performance Plan

↑ ↑  
**Select option:  
Approve, or Return  
for Correction**

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**Employee Information**

Employee Name: Neda Clopp

[▶ Show Employee Details](#)  
[▶ Show Placement in Pay Band](#)

7 **HLR Notification Message to Rating Official: Select “Return to Rating Official”:**

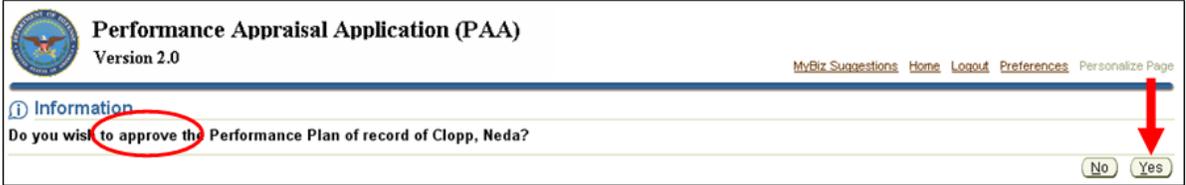
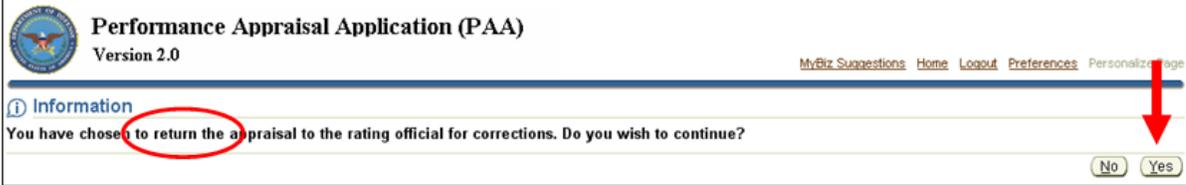
 **Performance Appraisal Application (PAA)**  
Version 2.0

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[Home](#)
[Logout](#)
[Preferences](#)
[Personalize Page](#)

Details: Higher Level Reviewer (HLR) for Performance Plan >

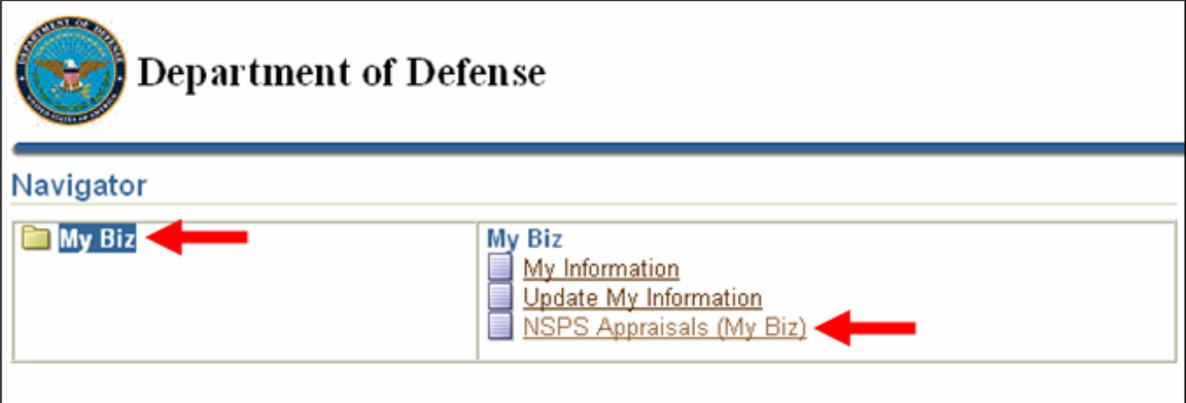
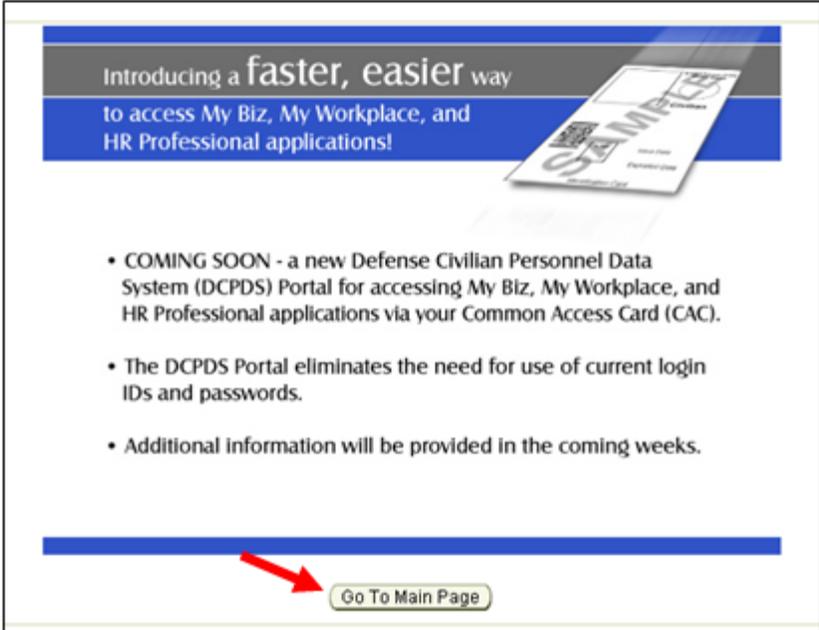
**HLR Notification Message to Rating Official**

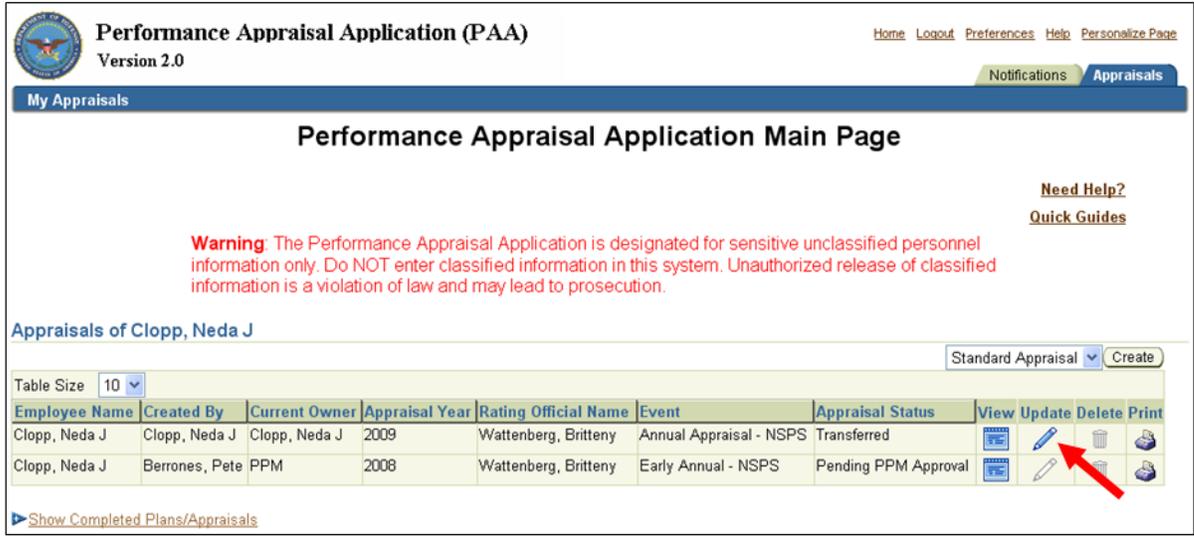
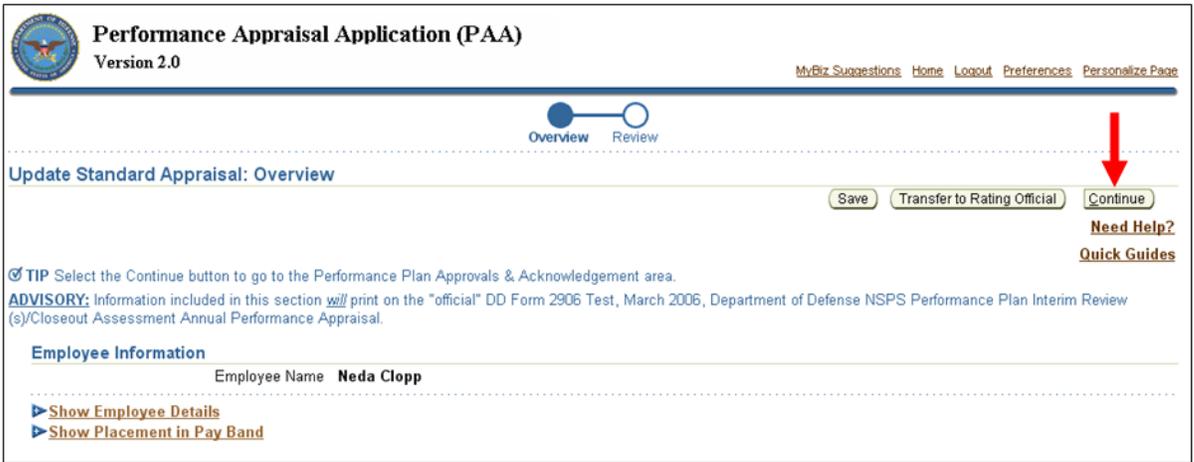
Enter your message, and click Transfer to Rating Official.

Step	Higher Level Reviewer Action, <i>continued</i>
8	<p data-bbox="272 218 834 254"><b>Confirm your choice (approve or return):</b></p> <div data-bbox="272 289 1458 474">  <p>Performance Appraisal Application (PAA) Version 2.0</p> <p>MyBiz Suggestions Home Logout Preferences Personalize Page</p> <p>Information</p> <p>Do you wish to approve the Performance Plan of record of Clopp, Neda?</p> <p>No Yes</p> </div> <div data-bbox="272 533 1458 718">  <p>Performance Appraisal Application (PAA) Version 2.0</p> <p>MyBiz Suggestions Home Logout Preferences Personalize Page</p> <p>Information</p> <p>You have chosen to return the appraisal to the rating official for corrections. Do you wish to continue?</p> <p>No Yes</p> </div>
9	<p data-bbox="272 779 1435 842"><b>The performance plan has been returned to the Rating Official for appropriate action and is no longer listed on your Main Page.</b></p>

# Employee Acknowledgement

Acknowledge receipt of the plan.

Step	Rating Official Action
1	<p>Employee logs into Self-Service: <b>“My Biz” → “NSPS Appraisals (My Biz)”</b>:</p> 
2	<p>Welcome Page: <b>Select “Go to Main Page”</b>:</p> 

Step	Employee Action, <i>continued</i>																																	
3	<p data-bbox="261 216 1468 285"><b>Performance Appraisal Application Main Page: Select the Update icon (blue pencil) for the performance plan to be acknowledged:</b></p> <div data-bbox="269 327 1463 863">  <p data-bbox="277 348 797 401"><b>Performance Appraisal Application (PAA)</b> Version 2.0</p> <p data-bbox="1138 348 1446 369">Home Logout Preferences Help Personalize Page</p> <p data-bbox="1252 390 1430 411">Notifications Appraisals</p> <p data-bbox="285 411 399 432">My Appraisals</p> <p data-bbox="561 443 1170 474"><b>Performance Appraisal Application Main Page</b></p> <p data-bbox="1300 506 1398 548"><a href="#">Need Help?</a> <a href="#">Quick Guides</a></p> <p data-bbox="456 558 1268 621"><b>Warning:</b> 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.</p> <p data-bbox="277 642 521 663">Appraisals of Clopp, Neda J</p> <p data-bbox="1211 663 1430 684">Standard Appraisal Create</p> <p data-bbox="277 695 407 716">Table Size 10</p> <table border="1" data-bbox="277 726 1430 810"> <thead> <tr> <th>Employee Name</th> <th>Created By</th> <th>Current Owner</th> <th>Appraisal Year</th> <th>Rating Official Name</th> <th>Event</th> <th>Appraisal Status</th> <th>View</th> <th>Update</th> <th>Delete</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Clopp, Neda J</td> <td>Clopp, Neda J</td> <td>Clopp, Neda J</td> <td>2009</td> <td>Wattenberg, Britteny</td> <td>Annual Appraisal - NSPS</td> <td>Transferred</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clopp, Neda J</td> <td>Berrones, Pete</td> <td>PPM</td> <td>2008</td> <td>Wattenberg, Britteny</td> <td>Early Annual - NSPS</td> <td>Pending PPM Approval</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="277 831 521 852"><a href="#">Show Completed Plans/Appraisals</a></p> </div>	Employee Name	Created By	Current Owner	Appraisal Year	Rating Official Name	Event	Appraisal Status	View	Update	Delete	Print	Clopp, Neda J	Clopp, Neda J	Clopp, Neda J	2009	Wattenberg, Britteny	Annual Appraisal - NSPS	Transferred					Clopp, Neda J	Berrones, Pete	PPM	2008	Wattenberg, Britteny	Early Annual - NSPS	Pending PPM Approval				
Employee Name	Created By	Current Owner	Appraisal Year	Rating Official Name	Event	Appraisal Status	View	Update	Delete	Print																								
Clopp, Neda J	Clopp, Neda J	Clopp, Neda J	2009	Wattenberg, Britteny	Annual Appraisal - NSPS	Transferred																												
Clopp, Neda J	Berrones, Pete	PPM	2008	Wattenberg, Britteny	Early Annual - NSPS	Pending PPM Approval																												
4	<p data-bbox="261 913 1154 947"><b>Update Standard Appraisal: Overview page: Select "Continue":</b></p> <div data-bbox="269 989 1463 1451">  <p data-bbox="277 999 789 1052"><b>Performance Appraisal Application (PAA)</b> Version 2.0</p> <p data-bbox="1057 1041 1446 1062">MyBiz Suggestions Home Logout Preferences Personalize Page</p> <p data-bbox="789 1094 927 1125">Overview Review</p> <p data-bbox="277 1146 602 1167"><b>Update Standard Appraisal: Overview</b></p> <p data-bbox="1097 1167 1422 1188">Save Transfer to Rating Official <b>Continue</b></p> <p data-bbox="1341 1199 1446 1241"><a href="#">Need Help?</a> <a href="#">Quick Guides</a></p> <p data-bbox="277 1251 943 1272">✓ TIP Select the Continue button to go to the Performance Plan Approvals &amp; Acknowledgement area.</p> <p data-bbox="277 1272 1398 1314"><b>ADVISORY:</b> Information included in this section will print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review (s)/Closeout Assessment Annual Performance Appraisal.</p> <p data-bbox="293 1325 472 1346"><b>Employee Information</b></p> <p data-bbox="480 1346 691 1367">Employee Name <b>Neda Clopp</b></p> <p data-bbox="293 1388 488 1409"><a href="#">Show Employee Details</a></p> <p data-bbox="293 1409 529 1430"><a href="#">Show Placement in Pay Band</a></p> </div>																																	

**Step** **Employee Action, continued**

**5** **Update Standard Appraisal: Review page: Scroll down to the Approvals and Acknowledgements area:**

**6** **Approvals and Acknowledgements: Select “Acknowledge Receipt” (you are acknowledging that you have received the performance plan, not that you agree with it):**

Status	Date	HLR Name
APPROVED	30-Nov-2007	Arqueta, Floyd C

Communication Date	Communication Method	Other
30-Nov-2007	Face to Face	

Acknowledgement	Other	Date

**7** **Follow supervisor instructions: Retain for your use or Transfer to Rating Official:**