

# For Rating Officials –

## Early Annual Appraisal

An early annual appraisal is a recommended rating of record that is issued within 90 days before the end of the appraisal period. It is prepared when the rating official (or supervisor, if different) ceases to exercise rating official duties or an employee receives a new rating official and is reassigned, promoted, or demoted within NSPS.

Rating official ceases duties or employee is promoted, reassigned, or demoted ... and employee remains within the same database ... then:

### Actions Required by: LOSING RATING OFFICIAL

1. Change the appraisal type from Annual Appraisal - NSPS to **Early Annual - NSPS**.
2. Change the Appraisal Period End Date to reflect one day prior to the date rating official or employee departs organization.
3. Request Employee Self-Assessment.
4. Update Job Objective Ratings to derive the recommended rating and assess the employee's performance. (Note: To make recommendations of shares and payout distribution, you have to go through the **Submit Recommended Rating** area of the PAA.)
5. Submit the Early Annual recommended rating of record to the HLR. (Note: The HLR takes necessary action (approves or return for correction. Once the HLR approves the early annual recommended rating of record, the appraisal status changes from **Pending Approval** to **Pending PPM Approval**.)
6. Change in rating official action is required to reflect new rating official. The CIVDOD Performance Management Administrator, Pay Pool Administrator, or Pay Pool Manager responsibilities can change the PAA to reflect the gaining rating official name.

### Actions Required by: GAINING RATING OFFICIAL

1. Create new performance plan. The Appraisal Period Start Date includes the days that were not covered or rated by the early annual recommended rating.
2. Optionally, outside of the PAA, the gaining rating official can provide comments in support of or in disagreement with the early annual recommended rating of record for pay pool consideration.
3. Once the appraisal status equals **Approved by PPM**, communicate final rating to employee.



Employee is promoted, reassigned, or demoted ... and employee changes database; e.g., moves from Army to Air Force ... then:

**Actions Required by:  
LOSING RATING OFFICIAL**

**Actions Required by:  
GAINING RATING OFFICIAL**

**NOTE:** All tasks required by the losing rating official must be accomplished prior to the employee changing positions. Once the employee departs, he/she becomes an ex-employee in the losing database, and his/her PAA record is no longer available for update, with the exception of closing it as long as the recommended rating of record has not been submitted to the pay pool process.

1. Change the appraisal type from Annual Appraisal - NSPS to **Early Annual - NSPS**.
2. Change the Appraisal Period End Date to reflect one day prior to the date rating official departs organization.
3. Request Employee Self-Assessment.
4. Update Job Objective Ratings to derive the recommended rating and assess the employee's performance. (**Note:** To make recommendations of shares and payout distribution, you have to go through the **Submit Recommended Rating** area of the PAA.)
5. Submit the Early Annual recommended rating of record to the HLR. (**Note:** The HLR takes necessary action (approves or return for correction. Once the HLR approves the early annual recommended rating of record, the appraisal status changes from **Pending Approval** to **Pending PPM Approval**.)
6. Once the appraisal status equals **Pending PPM Approval**, the losing rating official selects the **Print** icon then View/Print Form to print or save the Working Copy DD Form 2906 as a .pdf electronic file.
7. Since the employee is an ex-employee and appraisal status is in a pay pool status, the rating official contacts an HR specialist to request that the PAA be closed through a **Change Request**.

1. Create new performance plan. The rating cycle start date includes the days that were not covered or rated by the early annual recommended rating.
2. Obtain a copy **Working Version DD Form 2906** from the losing rating official. Forward a copy to the gaining HLR for submission to the pay pool.
3. Use the DD Form 2906 to manually create the final DD Form 2906 in order to communicate the final rating of record to the employee.

