



# Performance Management

Ohio TPR 430  
&  
Using the PAA



# Overview

- Performance Cycle & Employee Engagement
- Plans & Objectives
- Interims
- Appraisals
- Reports

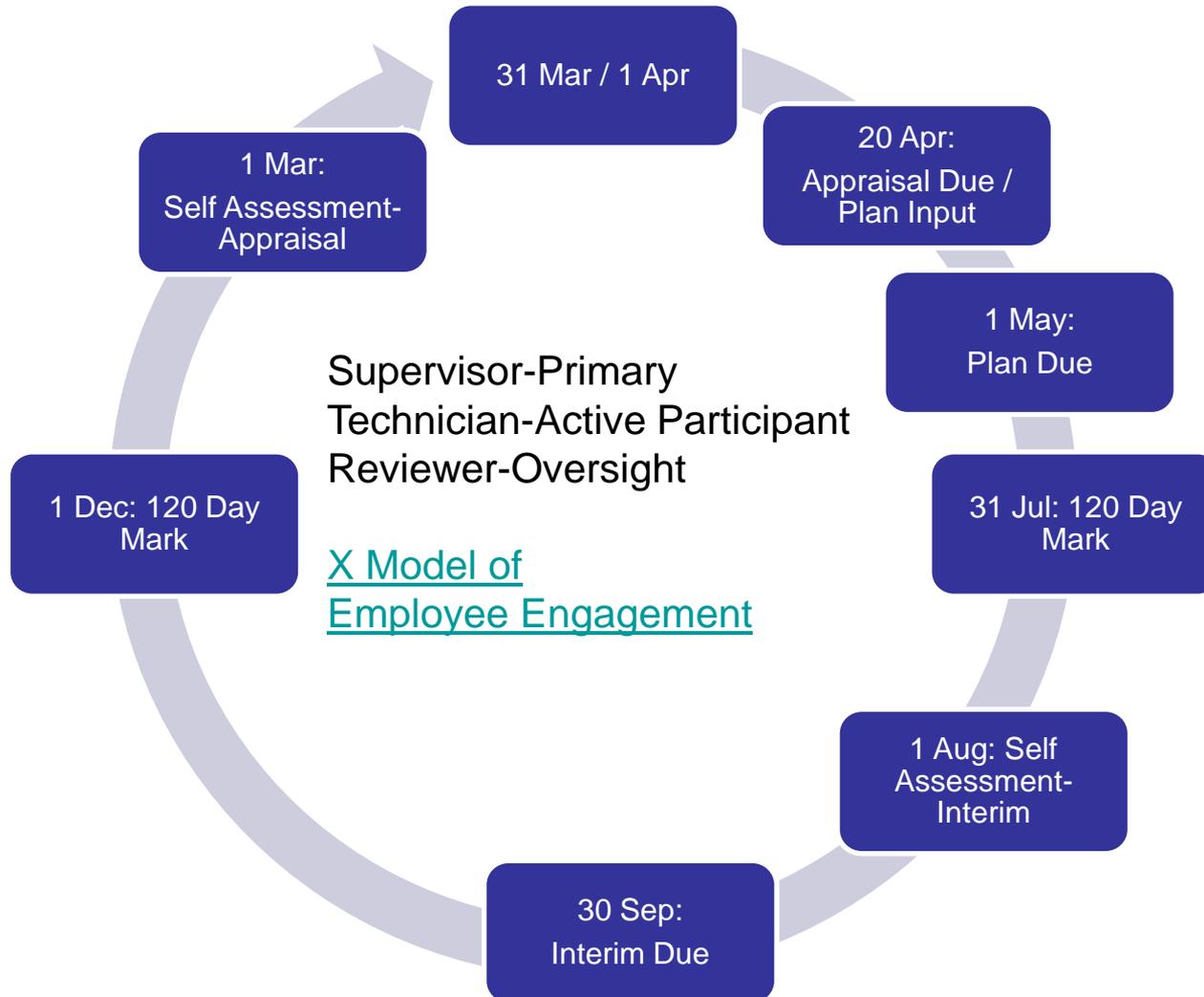


# Responsibilities

- Adjutant General-Program owner & final appeal authority
- HRO-Oversight and training
- Supervisors
  - Executing Performance Mgmt requirements-plans, interims, closeouts, annual ratings
  - Training technicians in the program
  - Communicating plans & holding technicians responsible
  - Aligning plans & development with mission
  - Providing constructive feedback
  - Ensuring techs have the opportunity do a self assessment
  - Fostering & rewarding excellent performance
  - Addressing poor performance
  - Making meaningful distinctions based on contributions
- Technicians-Understand and participate



# Performance Management Cycle





# Performance periods

Appraisal Period: 52 weeks 1 Apr-31 Mar

Minimum Period 120 days: Non-pay status does not count; Temps excluded

Tenure 1: 1 Apr-31 Mar or until 120 days reached

Tenure 2: Day of Hire thru 1 year, then on to the standard cycle

Tenure 3: Initially day of hire thru 1 year, then on to the standard cycle.

## Temporary Details

<120 days-Primary supervisor responsible-May add an objective to plan, but for annotation only, not enough days to rate (NR)

>120 days-Temporary supervisor drafts a plan based on the temporary assignment & rates the technician at the end of the assignment

## Reassignments or Promotions

Rate if 120 days completed in cycle

If not, administratively close from the Main Page (use the drop down by Update)



Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
2012	Nov				
	Oct-Report				Green
	Sep-Interim				Review
	Aug	Tech Status			
	Jul				
	Jun	RTD	15-Jun-12		Rate / New Plan 15 Jun
	May-Report				LWOP-Off Report
	Apr-Start				
	Mar-End				Postpone
	Feb				
2011	Jan				
	Dec				
	Nov				
	Oct-Report				LWOP-Off Report
	Sep-Interim				
	Aug	AUS	15-Aug	136	Review
Jul					
Jun					
May-Report				Green	
Apr-Start	Tech Status	1-Apr-11		Plan Approved	

Example : >120 days prior to AUS, not RTD before end of cycle



Month	PAA Action/Status																																																			
2013	<table border="1"> <tr> <td data-bbox="1800 164 1883 396">Mar-End</td> <td data-bbox="1800 396 1883 1269">Tech Status</td> <td data-bbox="1800 892 1883 1269">Rate as of 31 Mar</td> </tr> <tr> <td data-bbox="1634 164 1800 396">Feb Jan Dec Nov</td> <td data-bbox="1634 396 1800 1269"></td> <td data-bbox="1634 892 1800 1269"></td> </tr> <tr> <td data-bbox="1479 164 1634 396">Oct-Report</td> <td data-bbox="1479 396 1634 1269">Green</td> <td data-bbox="1479 892 1634 1269">Review</td> </tr> <tr> <td data-bbox="1479 164 1634 396">Sep-Interim</td> <td data-bbox="1479 396 1634 1269">Aug</td> <td data-bbox="1479 892 1634 1269">Review</td> </tr> <tr> <td data-bbox="1277 164 1479 396">Jun Jul</td> <td data-bbox="1277 396 1479 1269"></td> <td data-bbox="1277 892 1479 1269"></td> </tr> <tr> <td data-bbox="1103 164 1277 396">May-Report</td> <td data-bbox="1103 396 1277 1269">Green</td> <td data-bbox="1103 892 1277 1269">Plan Approved</td> </tr> <tr> <td data-bbox="1010 164 1103 396">Apr-Start</td> <td data-bbox="1010 396 1103 1269"></td> <td data-bbox="1010 892 1103 1269">Rate</td> </tr> <tr> <td data-bbox="917 164 1010 396">Mar-End</td> <td data-bbox="917 396 1010 1269"></td> <td data-bbox="917 892 1010 1269"></td> </tr> <tr> <td data-bbox="917 164 1010 396">2012</td> <td data-bbox="917 396 1010 1269"></td> <td data-bbox="917 892 1010 1269"></td> </tr> <tr> <td data-bbox="811 164 917 396">Feb Jan Nov Dec</td> <td data-bbox="811 396 917 1269"></td> <td data-bbox="811 892 917 1269"></td> </tr> <tr> <td data-bbox="730 164 811 396">Oct-Report</td> <td data-bbox="730 396 811 1269">Tech Status</td> <td data-bbox="730 892 811 1269">Green</td> </tr> <tr> <td data-bbox="637 164 730 396">Sep-Interim</td> <td data-bbox="637 396 730 1269">RTD</td> <td data-bbox="637 892 730 1269">Review as if never left</td> </tr> <tr> <td data-bbox="579 164 637 396">Aug</td> <td data-bbox="579 396 637 1269">AUS</td> <td data-bbox="579 892 637 1269">136</td> </tr> <tr> <td data-bbox="510 164 579 396">Jun</td> <td data-bbox="510 396 579 1269"></td> <td data-bbox="510 892 579 1269"></td> </tr> <tr> <td data-bbox="455 164 510 396">May-Report</td> <td data-bbox="455 396 510 1269">Green</td> <td data-bbox="455 892 510 1269"></td> </tr> <tr> <td data-bbox="382 164 455 396">2011</td> <td data-bbox="382 396 455 1269"> <table border="1"> <tr> <td data-bbox="382 164 455 396">Apr-Start</td> <td data-bbox="382 396 455 1269">Tech Status</td> <td data-bbox="382 658 455 768">1-Apr-11</td> <td data-bbox="382 892 455 1269">Plan Approved</td> </tr> </table> </td> </tr> </table>	Mar-End	Tech Status	Rate as of 31 Mar	Feb Jan Dec Nov			Oct-Report	Green	Review	Sep-Interim	Aug	Review	Jun Jul			May-Report	Green	Plan Approved	Apr-Start		Rate	Mar-End			2012			Feb Jan Nov Dec			Oct-Report	Tech Status	Green	Sep-Interim	RTD	Review as if never left	Aug	AUS	136	Jun			May-Report	Green		2011	<table border="1"> <tr> <td data-bbox="382 164 455 396">Apr-Start</td> <td data-bbox="382 396 455 1269">Tech Status</td> <td data-bbox="382 658 455 768">1-Apr-11</td> <td data-bbox="382 892 455 1269">Plan Approved</td> </tr> </table>	Apr-Start	Tech Status	1-Apr-11	Plan Approved
Mar-End	Tech Status	Rate as of 31 Mar																																																		
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Example : <120 days prior to AUS, will RTD before end of cycle & >120 days

Date  
Days



Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
	Nov				
2012	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jun				Green
	May-Report				Green
	Apr-Start				Plan Approved
	Mar-End				Rate as of 31 Mar
	Feb				
	Jan				
	Nov				
2011	Oct-Report				Green
	Sep-Interim	Tech Status			Interim
	Aug	RTD	15-Aug-11		Pick up plan
	Jun	AUS	15-Jun-11	75	
	May-Report				Green
Apr-Start	Tech Status	1-Apr-11		Plan Approved	

Example : <120 days prior to AUS, >120 days after RTD



Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
	Nov				
2012	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jun				
	Jul				
2011	May-Report				Green
	Apr-Start				Plan Approved
	Mar-End		31-Mar-12	182	Rate
	Feb	Tech Status			
	Jan				
2011	Dec				
	Nov				
	Oct-Report				Green
	Sep-Interim				
	Aug				
2011	Jun				
	May-Report				Green
	Apr-Start	Tech Status	1-Apr-11		Plan Approved

Example : <120 days prior to AUS, <120 days after RTD

AUS 15-Jun-11 75

RTD 15-Dec-11

Pick up Plan



Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
	Nov				
2012	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jul				
	Jun				
2011	May-Report				Green
	Apr-Start				Rate/Plan Approved
	Mar-End	Tech Status	31-Mar-12	115	Postpone
	Feb	RTD	20-Feb-12		Pick up Plan
	Jan				
2011	Oct-Report				Green
	Sep-Interim				
	Aug				
	Jun	AUS	15-Jun-11	75	Green
	May-Report				
2011	Apr-Start	Tech Status	1-Apr-11		Plan Approved

Example : <120 days prior to AUS, <120 days after RTD



Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status	31-Jul-12	122	Rate as of 31 Mar
	Feb				Review
	Jan				
	Dec				Green
	Nov				Green
2012	Oct-Report	RTD	14-Jun-12	75	Rate/Plan Approved
	Sep-Interim				LWOP-Off Report
	Aug				
	May-Report				Postpone
	Apr-Start				
Mar-End	Green				
2011	Feb	Tech Status	1-Apr-11	75	Plan Approved
	Jan				Green
	Nov				
	Dec				Green
	Oct-Report				
Oct-Report	AUS				
Oct-Report	Example : <120 days prior to AUS, RTD after end of cycle				





Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
	Nov				
	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jul				
	Jun				
	May-Report				Green
	Apr-Start				Plan Approved
2012	Mar-End				Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
	Nov				
	Oct-Report				Green
	Sep-Interim	New Job Starts	1-Sep-11		New Plan Approved
	Aug	Old Job Ends	31-Aug-11	152	Rate Old
	Jul				
	Jun				
	May-Report				
	Apr-Start				
2011	Apr-Start	Tech Status	1-Apr-11		Plan Approved
	May-Report				Green

**Example : Job change midway thru cycle, before Interim**



Year	Month	Tech Status	Date	Days	PAA Action/Status
2011	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
	Nov				
	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jul				
	Jun				Green
	May-Report				Plan Approved
	Apr-Start				Rate as of 31 Mar
2012	Mar-End				
	Feb				
	Jan				
	Dec				
	Nov				
	Oct-Report	New Job Starts	1-Nov-11		New Plan Approved
	Sep-Interim	Old Job Ends	31-Oct-11		Green Rate old Plan
	Aug				Interim
	Jul				
	Jun				
	May-Report				
	Apr-Start				
Mar-End					
2013	Feb				
	Jan				
	Dec				
	Nov				
	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jul				
	Jun				
	May-Report				
	Apr-Start				
	Mar-End				
<b>Example : Job change after Interim, but &gt;120 days left in cycle</b>					
		Tech Status	1-Apr-11		Plan Approved



Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Dec				
	Nov				
	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jul				
	Jun				
	May-Report				Green / Approve New
	Apr-Start			30-Apr-12	120
Mar-End			31-Mar-12	90	
2012	Feb				
	Jan	New Job Starts	1-Jan-12		New Plan Approved
	Dec	Old Job Ends	31-Dec-11		Rate old Plan
	Nov				
	Oct-Report				Green
	Sep-Interim				Interim
2011	Aug				
	Jul				
	Jun				
	May-Report				Green
	Apr-Start	Tech Status	1-Apr-11		Plan Approved

**Example : Job change after Interim, <120 days left in cycle**







Year	Month	Tech Status	Date	Days	PAA Action/Status
2013	Mar-End	Tech Status			Rate as of 31
	Feb				
	Jan				
	Dec				
	Nov				
2012	Oct-Report	Tech Status			Green
	Sep-Interim				Review
	Aug				
	Jul				
	Jun				
	May-Report				Green
	Apr-Start				Plan Approved
	Mar-End				Rate as of 31
	Feb				
	Jan				
2011	Dec	Tech Status			Transfer
	Nov				New Supervisor In 1-Nov-11
	Oct-Report				Old Supervisor Out 31-Oct-11
	Sep-Interim				Green
	Aug				Interim
	Jul				
	Jun				
May-Report	Green				
Apr-Start	Plan Approved				
<b>Example : Supervisor change after Interim, but &gt;120 days left in cycle</b>					



Year	Month	Tech Status	Date	Days	PAA Action/Status
2011	Mar-End	Tech Status			Rate as of 31 Mar
	Feb				
	Jan				
	Nov				
	Oct-Report				Green
	Sep-Interim				Review
	Aug				
	Jul				
	Jun				
	May-Report				Green
2012	Apr-Start		30-Apr-12		
	Mar-End		31-Mar-12		
	Feb				
	Jan	New Supervisor In	1-Jan-12		New Plan
	Dec	Old Supervisor Out	31-Dec-11	274	Rate
	Nov				
	Oct-Report				Green
	Sep-Interim				Interim
	Aug				
	Jul				
2013	Jun				
	May-Report				Green
	Apr-Start	Tech Status	1-Apr-11		Plan Approved

**Example :  
Supervisor  
change after  
Interim, <120  
days left in  
cycle**



# Plans & Objectives

## Performance Plans

Built in the PAA , aligned with mission

Expectations based on goals, requirements, procedures, or other instructions

Communication: must be ongoing and two-way between supervisor and technician.

## Objectives:

3-5 recommended, may be weighted.

Written at 5 levels so that supervisor and technician understand what is expected, and how performance will be evaluated into a rating

1000 character limit

Objectives may be modified/reapproved if there are 120 days left in the rating period

May not be based on non-critical aspects of the job



# Mandatory Supervisory Objective

## Strategy Map Obj 2.8

### **5 Outstanding**

For 3 or more manners of performance: results were far superior in quality, quantity, and/or impact to the stated objective to what was expected; overcame significant obstacles; demonstrated the highest standards of personal and professional conduct; represented the organization effectively

### **4 Excellent**

Meets the fully acceptable standard and, in addition, meets the requirements for outstanding in at least 1 manner of performance

### **3 Fully Successful**

Administer the performance management process in a timely and effective manner; ensure effective administration and compliance with laws, regulations and policies concerning merit system principles, prohibited personnel practices, EO/EEO, and Safety

### **2 Marginal**

Following formal counseling, fails to follow any 1 manner of performance shown in the fully acceptable standard

### **1 Unacceptable**

Following counseling, fails in any 2 or more fully successful manners of performance standard

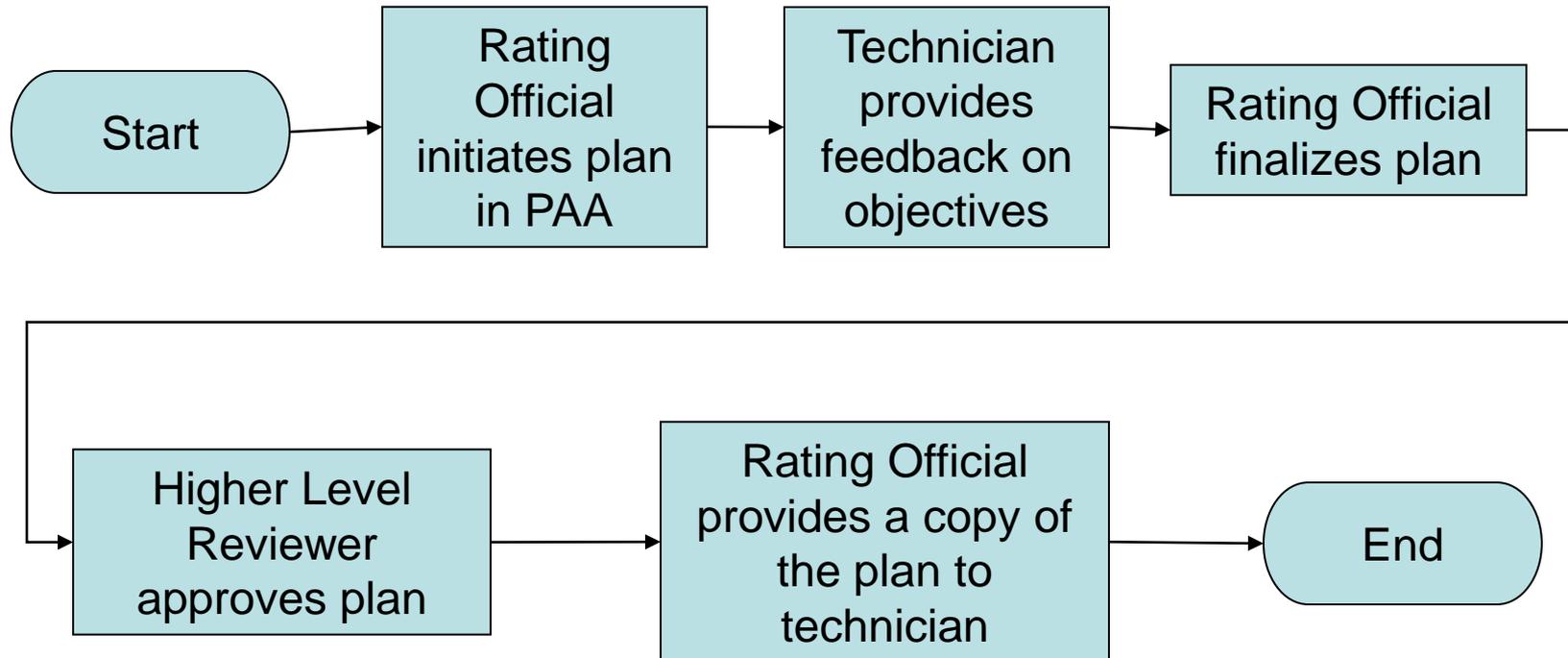


# Customer Service Objective: Strategy Map Obj. 2.4

5. Consistently achieved results that were far superior in quality, quantity, and/or impact than what would ordinarily be expected. Persisted in overcoming obstacles. Represented the organization effectively.
4. Meets the level 3 standard, intermittently achieves level 5 results, & continuously improves processes.
3. Establishes and maintains strong employees/customers relationships; understands their priorities; balances their interests with organizational demands and requirements; effectively communicates necessary actions to them and employee/customer satisfaction is conveyed
2. Following formal counseling, falls short of meeting the level 3 standard in any area
1. Following counseling, fails to meet the level 3 standard in multiple areas such that customers are negatively impacted in a significant manner.



# Process: Performance Plan





# Performance Appraisal Application

- Features:
  - Copy performance plans to multiple technicians
  - Copy Plans from Year to Year
  - Copy and paste for individual entries
  - Flexibility for plans, reviews & appraisals to be sent back and forth electronically, or for supervisor to certify on behalf of other individuals
  - Character Counter for text entries
  - Track Progress Page
  - Reassigning raters for one or multiple technicians when position moves take place (doesn't change hierarchy)
  - Archived copies of old plans and appraisals completed under this system
  - Assessment by Objective, with or without weighting



# Establishing a Performance Plan - Employee



Performance Appraisal Application (PAA)

Version 3.0

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Oracle Help

Employee

## Performance Appraisal Application Main Page

[Need Help?](#)

The **Need Help** link will give you information on what is available on the page where you are located.

**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 your Performance Plans; view and print part or an entire plan after it is created; 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.

[Appraisals of Blomme, Domingo X](#)

To create a new Performance Plan:  
Select Choose a Plan Type  
Select National Guard (Title 32)  
Select Go  
Then you will see all your Techs

This table includes information on the status of existing plans only. From this screen you can view and update existing plans.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Status	Status	Action
Blomme, Domingo X	Fred, Abdul N	Rhynes, Conrad Z	2009	27		NG	Pending	Plan in Progress	View

Select the link to search for completed plans.

[▶ Show Completed Plans/Appraisals](#)

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

From the Main Page the employee can create and review the Performance Plan, transfer a plan in progress to the Rating Official, view and print the entire plan after it is created and track the status of the plan.



# Plan Details-Employee

NG PAA

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

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** **Reports/Forms**

**Plan Details** [Mission Goals](#) [Job Objectives](#) [Approvals & Acknowledgments](#)

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your 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 plan to your Rating Official.

To change a Rating Official and/or 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	<b>Annual Appraisal - NG</b>	Performance Plan Approval Date	
• Appraisal Period Start Date	<b>01-Oct-2008</b>	Plan Last Modified	
• Appraisal Period End Date	<b>30-Sep-2009</b>	Created By	<b>Blomme, Domingo X</b>
• Appraisal Effective Date	<b>01-Oct-2009</b>		
Rating Official Name	<b>Rhynes, Conrad Z</b>		
Higher Level Reviewer	<b>Fred, Abdul N</b>		

[NEXT>](#)

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

Change the dates.  
Standard 1  
Apr-31 Mar

You can change your Rating Official, Higher Level Reviewer or both with one click.

When you are done, select the Next button or the Mission Goals tab to build your plan.

From this page the employee can transfer the plan to the Rating Official for review once it is established, track progress of the plan, change the appraisal type and date and change the Rating Official and/or Higher Level Reviewer.



# Approving a Performance Plan – Rating Official

**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

### Update Job Objective

\* Indicates required field

Save Save and Update Another Job Objective Save and Return to Job Objectives Tab Need Help?

This screen allows you to update a Job Objective

Objective Number 1

\* Objective Title

\* Start Date    
(example: 27-Feb-2009)

Job Objective Status PENDING

Date Last Modified 27-Feb-2009

Job Objective

The is where you type your job objective

(Limit to 1000 characters) Counter 40

Save Save and Update Another Job Objective Save and Return to Job Objectives Tab

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

Change Date = Plan Start Date

On this page the Rating Official may copy and paste or type a job objective. When the Rating Official is done he may Save it, Save and Update Another Job Objective, or Save and Return to the Job Objectives Tab. The process is repeated until all job objectives have been reviewed. Select the Save and Return to Job Objectives Tab to continue.



# Approving a Performance Plan – Rating Official

**Performance Appraisal Application (PAA)** ICE MyBiz ICE PAA V3 Home Logout Preferences Diagnostics

Main PAA Guest Participant

NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives **Approvals & Acknowledgments**

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>			
Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<input type="button" value="Start"/>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Completed	<input type="button" value="Start"/>
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	<input type="button" value="Start"/>

[←PREVIOUS](#)

[About this Page](#) Main PAA | Guest Participant | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Diagnostics

The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.



# Track Progress



## Performance Appraisal Application (PAA)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

### Track Progress

[Return to Previous](#)

[Need Help?](#)

#### Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

[Return to Previous](#)

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This page displays the status of the Performance Plan throughout the cycle.



# Chapter 2 Monitoring

## Developing Performance

Training, mentoring, time management, goal setting, ongoing feedback, and the [X Model of engagement](#)

## Deficiencies

Proactive assistance is required when a technician is at or below Level 2  
Marginal performance

Options include counseling, increased supervisory assistance, additional training, etc...

Supervisors will consider the circumstances surrounding the deficiency

Once beyond on the spot corrections, supervisors shall present performance deficiencies in writing to their technician

## Performance Improvement Plan (PIP)

Required with Level 1 performance; Optional with Level 2 performance

Normally for 90-120 days, and identifies the deficiency and what must be done to attain a Level 3 rating

Uncorrected unacceptable performance will result in reassignment, change to lower grade, or removal



# Reviews

Self-Assessment: Optional technician input to evaluation. 2000 characters max. Describe progress made to date, obstacles overcome, difficulties to be faced, resources needed to succeed. Also an opportunity to request modification of objective; STAR-Situation, Task, Action, Result

Interim Review: between 1 Aug & 30 Sep

Self assessment

Narrative evaluation; no rating--Start-Stop-Continue is a recommended structure

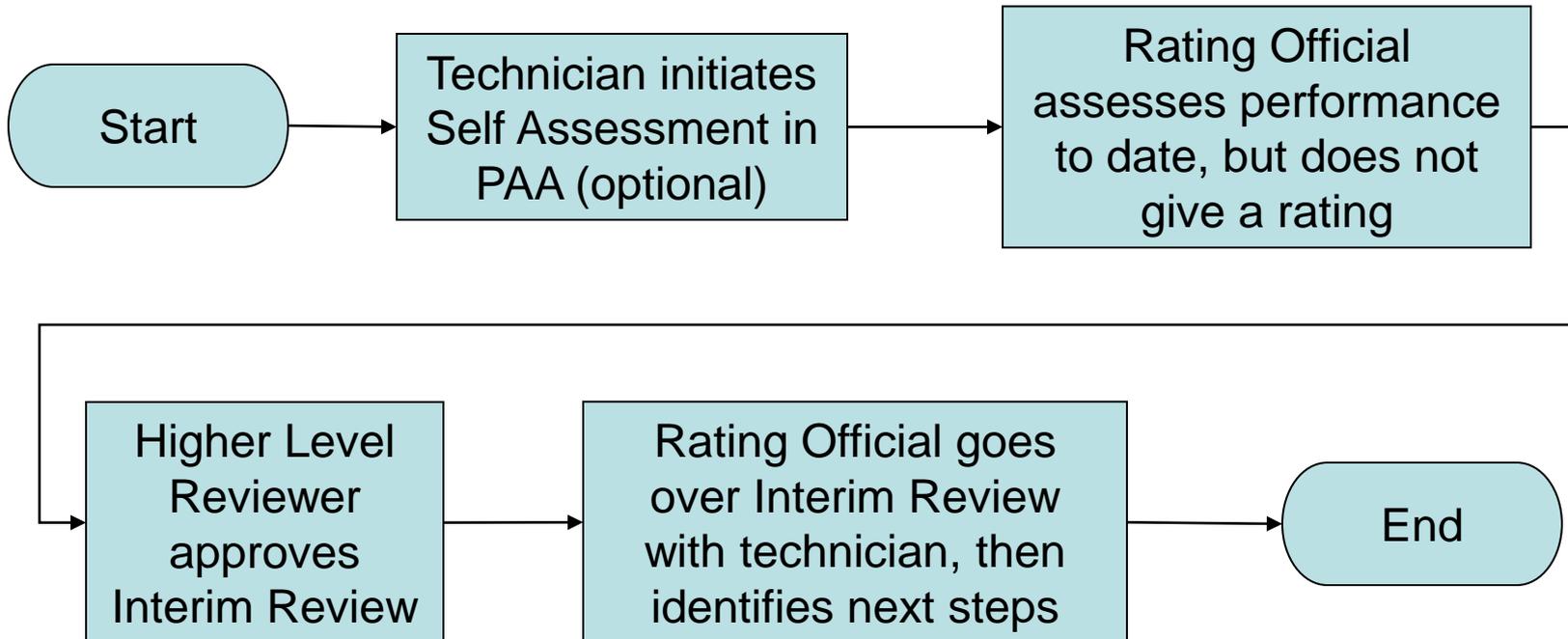
HLR approval

Communication to technician

Closeout Assessments similar to Interim. Used to document supervisor change or extended absence.



# Process: Interim Review





# Interim Review- Employee



## Performance Appraisal Application (PAA)

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

NG PAA

[Transfer to Rating Official](#) | [Track Progress](#) | [Return to Main Page](#)

### Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

[Plan](#) | [Interim Reviews](#) | [Annual Appraisal](#) | [Other Assessments](#) | [Reports/Forms](#)

### Interim Reviews

Interim Reviews are conducted to assess your performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review. [Need Help?](#)

- To create an Interim Review, select the 'Create Interim Review' button.
- To complete other actions described above, select the button under the Action column.

**TIP** Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)

[Create Interim Review](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

[About this Page](#)

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

From this page the employee can create an Interim Review by selecting the Create Interim Review button.



# Interim Review- Employee

Interim Review Initiator **Blomme, Domingo X**  
Interim Review Status **Initiated**

Interim Review Number **1**

**Objective Assessments**

Approvals & Acknowledgments

## Objective Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)

[My Journal](#)

### Job Objectives

Select	Order	Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

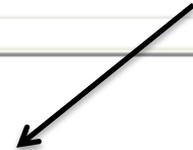
### Job Objective

tester

### Employee Self Assessment

Job Objective

This is where the employee's Self Assessment is input.



**This is the place where the employee would input the Interim Review Self Assessment for each one of the job objectives.**



# Interim Review- Employee



## Performance Appraisal Application (PAA)

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

### Employee Notification to Rating Official - Rhynes, Conrad Z

[Cancel](#)

[Transfer to Rating Official without E-mail Notification](#)

[Transfer to Rating Official with E-mail Notification](#)

#### Message to Rating Official

This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the "Transfer to Rating Official with E-mail Notification" button to send the message.

Notice: You are about to contact Rhynes, Conrad Z by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

[Cancel](#)

[Transfer to Rating Official without E-mail Notification](#)

[Transfer to Rating Official with E-mail Notification](#)

[About this Page](#)

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

From this page the employee transfers the Interim Review to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.



# Interim Review- Rating Official



## Performance Appraisal Application (PAA)

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

NG PAA - Rating Official

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

### Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

[Plan](#) | [Interim Reviews](#) | [Annual Appraisal](#) | [Other Assessments](#) | [Reports/Forms](#)

### Interim Reviews

Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review. [Need Help?](#)

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
- To complete other actions described above, select the button under the Action column.

**TIP** Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Blomme, Domingo X	20-Mar-2009		Initiated				<a href="#">Update</a>	

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

[About this Page](#)

From this page the Rating Official can update or delete the Interim Review, transfer to the employee, track progress or return to the Main Page. Select the Update button to continue.



# Interim Review- Rating Official

Performance Appraisal Application (PAA)

ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

Create/Update Interim Review [Return To Interim Reviews Tab](#)

**Employee Information**  
Employee Name: **Blomme, Domingo X**  
[Show Employee Details](#)

Interim Review Initiator: **Rhynes, Conrad Z**      Interim Review Status: **Initiated**      Interim Review Number: **1**

**Assessments**    Approvals and Acknowledgments

**Assessments**  
This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgments' button to begin the approvals process.

**Important Note:** If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be able to view your assessment.  
**TIP** An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement. [Need Help?](#)

**Job Objectives**

Select	Order	Objective Title	Status	Weight % (Option)
<input type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

**Job Objective Text**  
test

**Employee Self Assessment**

**Rating Official Assessment**  
This is where the rating official would put his assessments in.  
(Limit to 2000 characters)  
Counter: 53  
[Return to Top of Page](#)

ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

[at this Page](#)

This is where the Rating Official would put in the Interim Review Assessment and then select the Return to Interim Reviews Tab at the top of the page.



# Interim Review- Rating Official



## Performance Appraisal Application (PAA)

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

### Create/Update Interim Review

[Return To Interim Reviews Tab](#)

#### Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X**  
Interim Review Status **Initiated**

Interim Review Number **1**

[Assessments](#) | [Approvals and Acknowledgments](#)

#### Approvals and Acknowledgments

[Need Help?](#)

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

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

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

Details	Tasks	Status	Action
<a href="#">▶ Show</a>	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Not Started	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 2: Higher Level Reviewer - Review (If Required)	Not Started	Step 1 must be completed
<a href="#">▶ Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[About this Page](#)

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

The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.



# Track Progress



## Performance Appraisal Application (PAA)

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### Track Progress

[Return to Previous](#)

[Need Help?](#)

#### Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
<input checked="" type="checkbox"/>	Drafted
<input checked="" type="checkbox"/>	Reviewed by Higher Level Reviewer
<input checked="" type="checkbox"/>	Approved
<input checked="" type="checkbox"/>	Acknowledged by Employee
Interim Review	
<input checked="" type="checkbox"/>	Employee - Self-Assessment
<input checked="" type="checkbox"/>	Rating Official - Assessment
<input checked="" type="checkbox"/>	Reviewed by Higher Level Review - If Required
<input checked="" type="checkbox"/>	Communicated to Employee by Rating Official
<input checked="" type="checkbox"/>	Acknowledged by Employee
Appraisal	
<input type="checkbox"/>	Employee - Self-Assessment
<input type="checkbox"/>	Rating Official - Assessment
<input type="checkbox"/>	Higher Level Reviewer Approved
<input type="checkbox"/>	Communicated to Employee by Rating Official

[Return to Previous](#)

[About this Page](#)

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

This page displays the status of the Performance Plan throughout the cycle.



# Appraisal

Annual Appraisal: Due 20 Apr

Self assessment

Narrative evaluation + 1-5 rating for each job objective.

The PAA calculates the overall rating.

HLR approval,

Communicate the rating to the technician.

Postponements—authorized to get to the 120 day mark

New assignments, extended details after 1 Dec

Deployments or absence due to work related injury-rate at end of cycle if 120 total days under plan; otherwise postpone

How do you postpone a rating? Go into PAA and change the end date and effective date of the plan



# Ratings and Appeals

The PAA will generate a summary rating. If the objectives are weighted, the weights must equal 100% when added together.

## Summary Ratings:

1 on any Objective	Level 1 Unacceptable-no WGI, possible termination
2.00 to 2.50	Level 2 Marginal-no WGI, remediation only
2.51 to 3.50	Level 3 Fully Successful
3.51 to 4.50	Level 4 Excellent
4.51 to 5.00	Level 5 Outstanding

A Special Purpose Rating (PIP) shall be accomplished when a Level 1 rating improves to Level 2 for at least 30 consecutive days

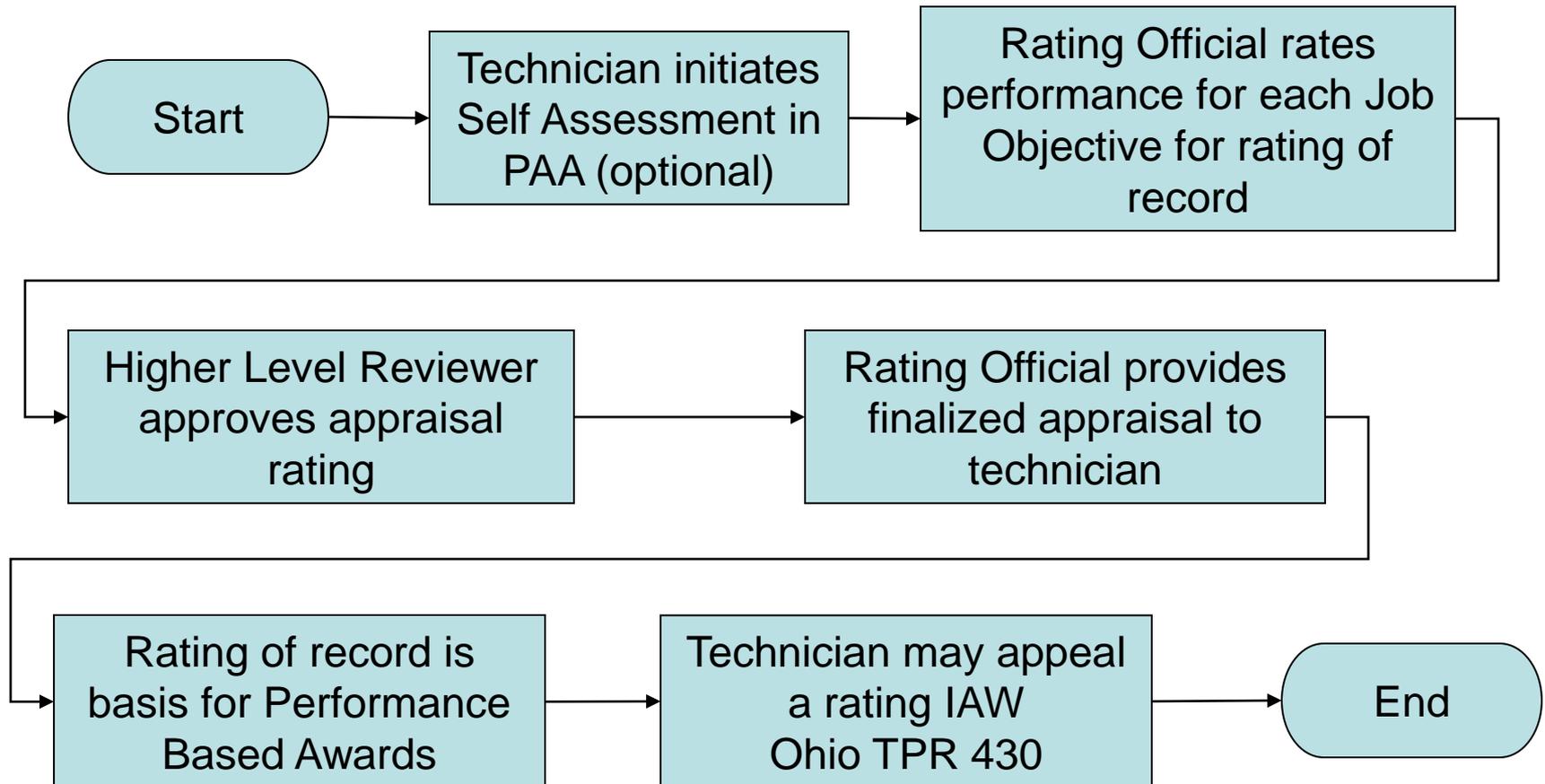
Final Appellate Authority: The Adjutant General is the final authority. Technicians must choose whether they will appeal through this process or with a grievance—they can't use both

Appeals of 5-4-3 Summary Ratings: Accomplished by a supervisory chain of command review

Appeals of 2-1 Summary Ratings: Accomplished by a State Review and Appeals Board<sup>41</sup>



# Process: Annual Appraisal





# Annual Appraisal- Employee

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

---

**NG PAA** [Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[▶ Show Employee Details](#)

**Plan** [Interim Reviews](#) [Annual Appraisal](#) [Other Assessments](#) [Reports/Forms](#)

**Plan Details** [Mission Goals](#) [Job Objectives](#) [Approvals & Acknowledgments](#)

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your 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 plan to your Rating Official.

To change a Rating Official and/or 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	<b>Annual Appraisal - NG</b>	Performance Plan Approval Date	16-Mar-2009
Appraisal Period Start Date	<b>01-Oct-2008</b>	Plan Last Modified	
Appraisal Period End Date	<b>30-Sep-2009</b>	Created By	<b>Blomme, Domingo X</b>
Appraisal Effective Date	<b>01-Oct-2009</b>		
Rating Official Name	<b>Rhynes, Conrad Z</b>		
Higher Level Reviewer	<b>Fred, Abdul N</b>		

[NEXT>](#)

---

[About this Page](#) [ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

The employee would then select the Annual Appraisal Tab.



# Annual Appraisal- Employee

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

**Assessments**

**Assessments**  
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)

**Job Objectives**

Select	Order	ObjectiveTitle	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

**Job Objective**

tester

**Employee Self Assessment**

This is where the employee inputs the Self Assessment.

**This is where the employee would input their Annual Appraisal Self Assessment for each one of their job objectives.**



# Annual Appraisal- Employee

Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

**Assessments**

Assessments  
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)

Select	Order	ObjectiveTitle	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective

tester

After completing the Self Assessment for each job objective the employee selects the Transfer to Rating Official button.



# Annual Appraisal- Rating Official



## Performance Appraisal Application (PAA)

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

NG PAA - Rating Official

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

### Employee Information

Employee Name **Biomme, Domingo X**

[Show Employee Details](#)

[Plan](#) [Interim Reviews](#) [Annual Appraisal](#) [Other Assessments](#) [Reports/Forms](#)

[Assessments and Ratings](#) [Rating of Record](#) [Approvals & Acknowledgments](#)

### 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.

\* Appraisal Type **Annual Appraisal - NG**

Appraisal Period Start Date **15-Oct-2008**

Appraisal Effective Date **24-Sep-2009**

Appraisal Period End Date **23-Sep-2009**

[Appraisal Period End Date](#)

### Job Objectives

Select	Order	ObjectiveTitle	Status	Weights % (Optional)	Adjusted Weight	Rati
<input type="radio"/>	1	test	APPROVED			
<input type="radio"/>	2	test	APPROVED			

### Job Objective

test

### Employee Self Assessment

This is where the employee inputs the Self Assessment

### Rating Official Assessment

This is where the Rating Official inputs the assessment

(Limit to 2000 characters)

Counter 55

### Objective Rating

Optional Weight  
Adjusted Weight

Job Objective Rating **3**

[Return to Top of Page](#)

This is the location for the Rating Official to input the Annual Appraisal Assessment and the Job Objective Rating. Click on the Rating of Record Tab to continue.



# Annual Appraisal- Rating Official



## Performance Appraisal Application (PAA)

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

### NG PAA - Rating Official

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

#### Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

[Plan](#) | [Interim Reviews](#) | [Annual Appraisal](#) | [Other Assessments](#) | [Reports/Forms](#)

[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.

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

Details	Tasks	Status	Action
<a href="#">▶ Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
<a href="#">▶ Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed

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

[About this Page](#)

From the Approval and Acknowledgments Tab the Rating Official selects the Start button after the Annual Appraisal Assessments are put in for each job objective.



# Annual Appraisal- Rating Official

## Approvals & Acknowledgments

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

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

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

**Details** | **Tasks**

**Status**

**Action**

▼ **Hide** Step 1: Rating Official - Request or Document Higher Level Reviewer.

Not Started

**TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

### Option A - Transfer to the Higher Level Reviewer (HLR)

#### Name

Dobles, Titus K

Topps, Donella C

#### Title

Rating Official

Higher Level Reviewer

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

Change Higher Level Reviewer



### Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-security numbers or privacy act information in your e-mail.

**From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.**



# Annual Appraisal- Rating Official

[Cancel](#) [Transfer to Higher Level Reviewer without E-mail Notification](#) [Transfer to Higher Level Reviewer with E-mail Notification](#)

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

Higher Level Reviewer    
Review Date  

Method of Review   
Other Method

[Cancel](#) [Save](#)

 Step 2: Higher Level - Review	Not Started	Step 1 must be completed
 Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
 Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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

**Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.**



# Annual Appraisal- Rating Official



## Performance Appraisal Application (PAA)

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### NG PAA - Rating Official

[Track Progress](#) | [Return to Main Page](#)

#### Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

[Plan](#) | [Interim Reviews](#) | [Annual Appraisal](#) | [Other Assessments](#) | [Reports/Forms](#)

[Assessments and Ratings](#) | [Rating of Record](#) | [Approvals & Acknowledgments](#)

#### Approvals & Acknowledgments

This screen provides information regarding the status of your employee's Appraisal. Select 'Show' to see detailed information about the status of your employee's Appraisal.

[Need Help?](#)

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

Details	Tasks	Status	Action
<a href="#">▶ Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 2: Higher Level - Review	Completed	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>

[About this Page](#)

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

At this point the Rating Official will begin documenting communication to the employee and the acknowledgment of the Annual Appraisal Rating by selecting the Start button.



# Archived Plans-Main Page

Classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; 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

**Important:** To become familiar with the columns, select the 'Need Help?' link.

**Appraisals of Willette, Morgan M**

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No results found.									

Select the link to search for completed plans.

[Hide Completed Plans/Appraisals](#)

## Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year 2009

Event NG Performance Evaluation

Find

Clear

Table Size 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports & Forms
2009	31	NG	NG Performance Evaluation	30-Sep-2009	

[PAA Main Page](#) | [Provide Guest Feedback](#) | [My Journal](#) | [ICE MyBiz](#) | [ICE\\_PAA\\_V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#) | [Diagnostics About this Page](#)

In order to view or print completed appraisals, select Show Completed Plans and Appraisals from the Main Page. From this area you can search by Appraisal Year and print by selecting the printer icon.



# Ohio TPR 430 Appendices

- A. References
- B. Terms and Definitions
- C. Creating Performance Plans and Conducting the Appraisal
- D. Mandatory Critical Element for Supervisory Leadership
- E. Sample Performance Improvement Plan Memo
- F. Sample Notice of Written Decision Based on Unacceptable Performance
- G. NGB Form 430
- H. Ohio National Guard Performance Management Cycle



# **Performance Management Reports**

How to get a status report when  
you want it



# Getting a Status Update From TAGNET

TAGNet  
Office of Performance Excellence

This topic ▼ ▶

## Office of Performance Excellence Directory

### Director (Deputy CoS, Strategic Plans-G5)

COL Tom Ahrendt, x4313 (Rm C217)  
thomas.w.ahrendt.mil@mail.mil

### Strategic Data Manager

CW4 Lee W. Scott, x7431 (Rm C217)  
lee.w.scott.mil@mail.mil

### Plans Officer

LTC Jennifer Mitchell x7460 (Rm C217)  
jennifer.r.mitchell.mil@mail.mil

### Knowledge Manager

CW3 Stephen Ahrens, x6500 (Rm C217)  
stephen.a.ahrens.mil@mail.mil

### NCOIC

SSG Nena Slate, x7437 (Rm C217)  
nena.r.slate.mil@mail.mil

## POC for site permissions:

Contact:  
Ahrens, Stephen A CW2 MIL US NG OH  
ARNG

## Links

National Guard Professional Education Center (ORTC) Website

Ohio National Guard ActiveStrategy Site

ActiveStrategy Support Rosters (PRCP)

ActiveStrategy Support Rosters (Warrant Officers)

ActiveStrategy Support Rosters (FTUS)

ActiveStrategy Account Tracking

Deputy Director Meeting Strength Numbers

Technician Performance Appraisal Application

MilBook

## Focus Areas

### Focus Areas

OPE Mission, Vision, Values

OPE Customer Survey (We want to know how we are doing.)

OPE Conference Room Calendar

OPE File Share

### TPE Site Visit

Cat 1-Leadership | Cat 2 - Strategic Planning | Cat 3 - Customer Focus | Cat 4 - Measure, Analysis, & KM | Cat 5 - Workforce Focus | Cat 6 - Operations Focus | Cat 7 - Results | TPE Site Visit Document Request | 2012 Submission for TPE | Opening Presentation | Closing Presentation

OPE Documents by Category

### Standing (Sub)Committees

Sub-Committee on Personnel (G-1) | Sub-Committee on Training (G-3) | Sub-Committee on Logistics (G-4) | Sub-Committee on Force Structure | Sub-Committee on Info Technology (G-6) | Sub-Committee on Facilities & Construction | PBAC I | Sub-



# By Name Listing

TAGNet **By Employee** By RO By HLR Numbers HRO PAA Statistics. POC: MAJ Dan Roche, x7269. Data As Of: 04/21/2014  
 Component: ALL Directorate/MSC/Wing/GSU: ALL Tenure: ALL Bargaining Unit: ALL [Export to Excel](#)

EMPLOYEE	UNIT	TENURE	STATUS	POSITION START DATE	LAST APPRAISAL DATE	APPRAISAL END DATE	PLAN STATUS	INTERIM APPRAISAL DATE	RATING OFFICIAL	HIGHER LEVEL REVIEWER
ABBOTT NATHAN THOMAS	180 MAI SQ	1	ACTIVE APPOINTMENT	07/08/2013	03/31/2014	03/31/2015	APPROVED		(NO RATING OFFICIAL ASSIGNED)	(NO HIGHER LEVEL REVIEWER ASSIGNED)
ABDALLA DOMONIQUE C	UTES	1	ACTIVE APPOINTMENT	10/20/2013		03/31/2014	APPROVED		SCOTT JR EDWARD WILLIAM	LEMASTER D RONALD
ABDUL-RAHIM IBRAHIM STEVEN	200 CEH SQ	1	ACTIVE APPOINTMENT	07/08/2013	03/31/2013				ZETZER JEFFERY G	HRYNCIW MICHAEL ANTHONY
ABRAHAM ERIC MATTHEW	180 AMX SQ	1	ACTIVE APPOINTMENT	07/08/2013	03/31/2014				WATSON DAVID ANTHONY	DUTY JAMES ALLEN
ADAMS JEREMY RAMON	180 MAI SQ	2	ACTIVE APPOINTMENT	03/16/2014		03/31/2015	APPROVED		(NO RATING OFFICIAL ASSIGNED)	(NO HIGHER LEVEL REVIEWER ASSIGNED)
ADAMS JESSICA LEE	179 CPR FT	1	ACTIVE APPOINTMENT	07/08/2013					HOLSOPPLE KENT T	HOWARD MICHAEL JEROME
ADAMS SHANE JEFFERY	179 OSS FT	1	ACTIVE APPOINTMENT	10/06/2013	03/31/2013				(NO RATING OFFICIAL ASSIGNED)	(NO HIGHER LEVEL REVIEWER ASSIGNED)
ADKINS GARY SCOTT	AASF 1	1	ACTIVE APPOINTMENT	07/08/2013	03/31/2014				WHITNEY JOHN KENNETH	DIGIACOMO ANTHONY PAUL



# Reports from PAA



Department of Defense

Favo

## Navigator

- AGR MGR OHHRO00049AA
- My Workplace**
- PER OHHRO00049

### 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](#)

### Management Reports

- [View Management Reports](#)
- [View/Print Performance Management Reports](#)
- [View Previous Requests](#)



"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 My Biz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD My Biz tool has no association with any private or other enterprise using "My Biz" in whole or in part as a title or logo."

Starting from MyWorkplace, select View/Print performance Management Reports



# My Performance

Navigator ▾

## Report Request

\* Indicates required field

### 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 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. A list of reports 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

Use the lookup icon to find the report you want



https://potter.dcpds.cpmosd.mil/?\_t=fredRC&enc=WINDOWS-1252&\_minWidth=750&\_minHeight=550&conf - Windows Interne...

### 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   **Go** ←

#### Results

Select	Quick Select	Program Name	Application Name
	No search conducted.		

**Cancel** **Select**

100%

Select "Go" for a list of reports

### Search and Select: Report Name

#### 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 first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

#### Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Closeout Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Midpoint Review Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NSPS	CIVDODHR

You can only choose from "NG"-National Guard

### Search and Select: Report Name

#### 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 first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

#### Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Closeout Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input checked="" type="radio"/>		Interim Review Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Midpoint Review Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NSPS	CIVDODHR

Interim Review Status

### 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 first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

#### Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Closeout Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Midpoint Review Status Report (Rating Official) - DCIPS	CIVDODHR
<input checked="" type="radio"/>		Performance Appraisal Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NSPS	CIVDODHR

Cancel

Select

Appraisal Status

### 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 first name 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
<input type="radio"/>		Closeout Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Interim Review Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Midpoint Review Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (Rating Official) - NSPS	CIVDODHR
<input type="radio"/>		Performance Evaluation Status Report (Rating Official) - DCIPS	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - DCIPS	CIVDODHR
<input checked="" type="radio"/>		Performance Plan Status Report (Rating Official) - NG	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (Rating Official) - NSPS	CIVDODHR



**Cancel** **Select**

Plan Status





## Report Request

\* Indicates required field

### PRIVACY ACT INFORMATION

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#### 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 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	<input type="text" value="Performance Appraisal Status Report (Rating Official) - NG"/>	
 Request Name	<input type="text" value="Appraisals_20140317"/>	

The name can later be used to search for this request

Enter a name for the report you can remember and track



## Report: Parameters

\* Indicates required field

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 Appraisal Status Report (Rating Official) - NG**

* Appraisal Effective Year (YYYY)	<input type="text"/>		
* Rating Official	<input type="text"/>		
Higher Level Reviewer	<input type="text"/>		
Current PAA Status EQUALS	<input type="text"/>		
PAA Status DOES NOT EQUAL	<input type="text"/>		
Performance Plan Status EQUALS	<input type="text"/>		
Perf Plan Status DOES NOT EQUAL	<input type="text"/>		
Appraisal Assessment and Rating Status	<input type="text"/>		
Employee Name	<input type="text"/>		
Employee Number	<input type="text"/>		
Organization Name	<input type="text"/>		

Use the lookup icon to select the Year



https://potter.dcpds.cpmosd.mil/?\_t=fredRC&enc=WINDOWS-1252&\_minWidth=750&\_minHeight=550&conf - Windows Interne...

### Search and Select: Appraisal Effective Year (YYYY)

**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   ←

#### Results

Select	Quick Select	Appraisal Effective Year (YYYY)
	No search conducted.	

**Cancel** **Select**

100%

Appraisal Assessment and Rating Status

The "Go" button will list the years for selection



### Search and Select: Appraisal Effective Year (YYYY)

#### 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 first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

#### Results

Previous 1-10 Next 10

Select	Quick Select	Appraisal Effective Year (YYYY)
<input type="radio"/>		2007
<input type="radio"/>		2008
<input type="radio"/>		2009
<input type="radio"/>		2010
<input type="radio"/>		2011
<input type="radio"/>		2012
<input type="radio"/>		2013
<input checked="" type="radio"/>		2014
<input type="radio"/>		2015
<input type="radio"/>		2016

Previous 1-10 Next 10



Right now, we are working 2014 appraisals



### Search and Select: Appraisal Effective Year (YYYY)

#### 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 first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

#### Results

1-10

Select	Quick Select	Appraisal Effective Year (YYYY)
<input type="radio"/>		2007
<input type="radio"/>		2008
<input type="radio"/>		2009
<input type="radio"/>		2010
<input type="radio"/>		2011
<input type="radio"/>		2012
<input type="radio"/>		2013
<input checked="" type="radio"/>		2014
<input type="radio"/>		2015
<input type="radio"/>		2016



1-10

“Select” to move ahead





### Report: Parameters

\* Indicates required field

#### 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 Appraisal Status Report (Rating Official) - NG**

* Appraisal Effective Year (YYYY)	2014
* Rating Official	<input type="text"/>
Higher Level Reviewer	<input type="text"/>
Current PAA Status EQUALS	<input type="text"/>
PAA Status DOES NOT EQUAL	<input type="text"/>
Performance Plan Status EQUALS	<input type="text"/>
Perf Plan Status DOES NOT EQUAL	<input type="text"/>
Appraisal Assessment and Rating Status	<input type="text"/>
Employee Name	<input type="text"/>
Employee Number	<input type="text"/>
Organization Name	<input type="text"/>

Lookup the rating official-mandatory field\*





**Report: Parameters**

\* Indicates required field

[Cancel](#) [Back](#) Step 2 of 3 [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 Appraisal Status Report (Rating Official) -**  
NG

* Appraisal Effective Year (YYYY)	<input type="text" value="2014"/>	
* Rating Official	<input type="text" value="Roche, Daniel E"/>	
Higher Level Reviewer	<input type="text"/>	
Current PAA Status EQUALS	<input type="text"/>	
PAA Status DOES NOT EQUAL	<input type="text"/>	
Performance Plan Status EQUALS	<input type="text"/>	
Perf Plan Status DOES NOT EQUAL	<input type="text"/>	
Appraisal Assessment and Rating Status	<input type="text"/>	
Employee Name	<input type="text"/>	
Employee Number	<input type="text"/>	
Organization Name	<input type="text"/>	

[Cancel](#) [Back](#) Step 2 of 3 [Next](#)



The "Next" button moves you ahead. Other search parameters are optional.



## Report Request: Review

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 Appraisal Status Report (Rating Official) - NG

### Parameters

Appraisal Effective Year (YYYY) **2014**  
Rating Official **Roche, Daniel E**  
Higher Level Reviewer  
Current PAA Status EQUALS  
PAA Status DOES NOT EQUAL  
Performance Plan Status EQUALS  
Perf Plan Status DOES NOT EQUAL  
Appraisal Assessment and Rating Status  
Employee Name  
Employee Number  
Organization Name

Confirmation of search parameters



**Information**

**Your request for Performance Appraisal Status Report (Rating Official) - NG has been scheduled. The Request ID is 11770390**

Enjoy a brief break while your report is processing



### 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
Appraisals_20140317 (Performance Appraisal Status Report (Rating Official) - NG)	Completed			11770390	Normal
Interim_Roche_20140317 (Interim Review Status Report (Rating Official) - NG)	Completed			11770356	Normal
Appraisal Stat_Roche-20140317 (Performance Appraisal Status Report (Rating Official) - NG)	Completed			11770338	Normal



Your report is ready

# Performance Appraisal Status

Expand this top row to view the full column heading

Most Appraisal Period Start and End dates will be 1-Apr to 31 Mar. Common mistakes are accepting the auto populated Fiscal year dates and not updating Job Objective approval dates in each Job Objective

The Appraisal Effective Date is always the day after the Appraisal Period End Date

Any Performance Plan which is not "Approved" or "Reapproved" will not proceed when completing an Interim Review or an Annual Appraisal

This is the current status of the plan



Organization Name	Appraisal Assessment and Rating Status	Current PAA Status	Employee Name	Employee Number	Appraisal ID	Rating Official	Higher Level Reviewer	Performance Plan owner	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Effective Date	Performance Plan Status	Performance Plan Approval Date	Performance Plan Modified Date	Date Entered NG	Higher Level Review Date	Communication Date	Communication Method
OH ANG	In Progress	Interim	John, Jimmy	283696	469940	Boss1	Uber Boss	John	1-Apr-13	31-Mar-14	1-Apr-14	Approved	26-Nov-13	26-Nov-13	02-APR-09			
OH ANG	In Progress	Interim	Smith, Barry	40653	371881	Boss1	Uber Boss	Boss1	1-Apr-13	31-Mar-14	1-Apr-14	Approved	23-Apr-13		09-AUG-			
OH ANG	In Progress	Interim	Tentpeg, Tommy	256306	386821	SuperGuy	Uber Boss	UberBoss	1-Apr-13	31-Mar-14	1-Apr-14	Approved	24-Apr-13		12-APR-04			
OH ARNG	In Progress	Interim	Bag O'Donuts, Johnny	200299	405900	SuperGal	Uber Boss	Supergal	1-Apr-13	31-Mar-14	1-Apr-14	Approved	11-Sep-13		27-OCT-			



These are the dates each milestone was accomplished in the PAA Appraisal cycle and the method used to communicate the Annual Appraisal

A snapshot of the report--these are the appraisals you need to finalize!



Send this report to your supervisor or director as documentation of your progress in completing annual appraisals and administering new performance plans

HRO POC for the Performance Appraisal Application:

SFC James Cunningham, [james.c.cunningham8.mil@mail.mil](mailto:james.c.cunningham8.mil@mail.mil) or 614-336-7438

OR

Mr. Don French, [donald.e.french2.civ@mail.mil](mailto:donald.e.french2.civ@mail.mil) or 614-336-7388



# Questions