

DCPDS Hierarchy Example

Position Hierarchy: 1

HRO's View of the Hierarchy

Name: SELF-SERVICE Primary

Version

Number: 1 Date From: 05-SEP-2013 Date To: Copy Hierarchy...

Position

Name: D1025000.SUPERVISORY HUMAN RESOURCES SPECIALIST.407913.NGAR.1

Holder: Scott, Daryl Gregory Worker Number: 110440

Worker Type: Employee Number of Subordinates: 20 Up

Exists In Hierarchy

Name	Holder	Number	Number of Subordinates	Down
D1036000.HUMAN RESOURCE	HAMMONS, NICHOLAS J	291409	0	↓
N1304000.SUPERVISORY HUM	French, JR, Donald Euge	41926	7	↓
N1304000.SUPERVISORY HUM	Sherwin, Beverly C	256306	9	↓
				↓
				↓
				↓

The hierarchy drives the rating chain for Performance Appraisals. Supervisors must be connected to their subordinates in order to see them in PAA, DPMAP and MyWorkplace.

*This is an example of how the hierarchy can affect who you can rate within PAA & DPMAP.

**You will be able to see your technician's appraisal/plan if the technician is NOT in your hierarchy as long as you are assigned as the rating official.

***If your technician is not connected to you in the hierarchy you will not be able to create a new performance plan.

DCPDS Hierarchy Example Cont.

Performance Appraisal Application (PAA)

MyBiz+ | Logout

People in Hierarchy [Return to Main Page](#)

This screen allows you to see employees in your hierarchy. To view employee details, select the 'View' button. To create a plan select the 'Create' button. [Need Help?](#)

Focus	Name	Occupational Code	Position Name	Organization	Performance Plan
▲	Scott, Daryl Gregery				
◆	French, JR, Donald Eugene	0201.Human Resources Management (0201)	N1304000.SUPERVISORY HUMAN RESOURCES SPECIALIST.561334.NGAR.TECH	OHARNG ELEMENT - JF HQ NGARW8BBRAA 01	Create
	HAMMONS, NICHOLAS J	0201.Human Resources Management (0201)	D1036000.HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS).640569.NGAR.TECH	OHARNG ELEMENT - JF HQ NGARW8BBRAA 01	Create
◆	Sherwin, Beverly C.	0201.Human Resources Management (0201)	N1304000.SUPERVISORY HUMAN RESOURCES SPECIALIST.629316.NGAF.TECH	OH ANG HQ NGAFJ32IFMH501	Create

[Return to Main Page](#)

The only personnel on the “Create a New Plan” list are the ones assigned to the supervisor’s hierarchy.

This supervisor has a technician with an active performance plan in PAA and the technician is not located in the “Create A New Plan” view.

The technician’s plan has an end-date of 31-MAR-2017, but the supervisor cannot find his employee in the “Create A New Plan” view.

Scott, Daryl Gregery	Newhouse, Rebecca Lynn	01-Oct-2011	01-Feb-2011	30-Sep-2011	Approved	Completed	110928	Scott, Daryl Gregery	View	Go
Scott, Daryl Gregery	Newhouse, Rebecca Lynn	01-Apr-2017	01-Oct-2016	31-Mar-2017	Approved	Plan Approved	869853	Newhouse, Rebecca Lynn	Update	Go

****The hierarchy needs corrected for new plans to be initiated!!****

DCPDS Hierarchy Example Cont.

Position Hierarchy: 14-MAR-2017

Name: SELF SERVICE Primary

Version

Number: 1 Date From: 05-SEP-2013 Date To: Copy Hierarchy...

Position

Name: D1025000.SUPERVISORY HUMAN RESOURCES SPECIALIST.407913.NGAR.1

Holder: Scott, Daryl Gregery Worker Number: 110440

Worker Type: Employee Number of Subordinates: 20 Up

Exists In Hierarchy

Subordinates

Name	Holder's Name	Number	Number of Subordinates	Down
D1036000.HUMAN RESOURCE	HAMMONS, NICHOLAS J	291409	0	<input type="button" value="Down"/>
N1304000.SUPERVISORY HUM	French, JR, Donald Euge	41926	7	<input type="button" value="Down"/>
N1304000.SUPERVISORY HUM	Sherwin, Beverly C	256306	9	<input type="button" value="Down"/>
N1421P01.BUDGET ANALYST.	Newhouse, Rebecca Lyr	41956	0	<input type="button" value="Down"/>
				<input type="button" value="Down"/>
				<input type="button" value="Down"/>

This image shows the corrected hierarchy which includes the technician with the active performance plan (Newhouse).

*You will not be able to create new performance plans if the hierarchy is different than what you see on PAA or DPMAP.

**This is especially true for employees who are reassigned, promoted, converted, or changed to lower grade.

***Technicians need to update their performance plans when their supervisors change positions so the supervisors have access to their subordinates' plans.

DCPDS Hierarchy Example Cont.

The screenshot shows the Performance Appraisal Application (PAA) interface. At the top left is the National Guard Bureau logo. The header includes 'Performance Appraisal Application (PAA)', 'MyBiz+', and 'Logout'. Below the header is a section titled 'People in Hierarchy' with a 'Return to Main Page' button. A descriptive text states: 'This screen allows you to see employees in your hierarchy. To view employee details, select the 'View' button. To create a plan select the 'Create' button.' and a 'Need Help?' link. A table lists employees with columns for Focus, Name, Occupational Code, Position Name, Organization, and Performance Plan. Each row has a 'Create' button. A second 'Return to Main Page' button is at the bottom right.

Focus	Name	Occupational Code	Position Name	Organization	Performance Plan
	Scott, Daryl Gregory				
	French, JR, Donald Eugene	0201.Human Resources Management (0201)	N1304000.SUPERVISORY HUMAN RESOURCES SPECIALIST.561334.NGAR.TECH	OHARNG ELEMENT - JF HQ NGARW8BRAA 01	Create
	HAMMONS, NICHOLAS J	0201.Human Resources Management (0201)	D1036000.HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS).640569.NGAR.TECH	OHARNG ELEMENT - JF HQ NGARW8BRAA 01	Create
	Newhouse, Rebecca Lynn	0560.Budget Analysis (0560)	N1421P01.BUDGET ANALYST.633531.NGAR.TECH	OHARNG ELEMENT - JF HQ NGARW8BRAA 01	Create
	Sherwin, Beverly C	0201.Human Resources Management (0201)	N1304000.SUPERVISORY HUMAN RESOURCES SPECIALIST.629316.NGAF.TECH	OH ANG HQ NGAFJ32IFMH501	Create

This image shows the technician available for the supervisor to create a new plan.

Contact HRO or your Wing HRO Remote if you require changes to the DCPDS hierarchy.

If you wish to make a hierarchy change, [this spreadsheet](#) needs to be filled out showing the old hierarchy and the proposed changes. This will need to be sent to your HRO Remote for accuracy, who will then send it to HRO for final approval.