

How do I...

Complete Higher Level Reviewer (HLR) Activities in the National Guard (Title 32) Performance Appraisal Application (PAA)?

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How Do I Complete...Performance Plans and Appraisals?

Approve an Appraisal Plan

1. Begin at the **MyBiz** website at <https://compo.dcpds.cpms.osd.mil/>
2. Log into **MyBiz**.
3. Select **NGB region**.

To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

[NGB region](#) ←

4. Select **My Workplace** and then **Performance Appraisal Application (PAA)** links.

Navigator

<ul style="list-style-type: none">My BizMy Workplace ←	<p>My Workplace</p> <ul style="list-style-type: none">Performance Appraisal Application (PAA) ←My Employee InformationUpdate My InformationSuspensesApply Action(s) to Multiple Employees (PAA)Manage PAA Trusted Agent Authorization <p>View/Print Reports</p> <ul style="list-style-type: none">View/Print Performance Management ReportsView Previous Requests
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- Open an employee's existing **Performance Plan** by selecting **Update** from the **Action** drop-down menu and select the **Go** button.

Note: The PAA Status is **Plan Pending HLR Review**

Plans/Appraisals In Progress
 TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals | Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- [Go]

Records Displayed	10								
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Capelli, Brian S	Alessi, Delmer V	Alessi, Delmer V	2002	1228	20-Dec-2001	NG	Approved	Plan Approved	View [Go]
Capelli, Brian S	Hofstad, Will S	Alessi, Delmer V	2001	1220		NG	Pending	Plan Pending HLR Review	Update [Go]

- Select any of the tabs to review information about the Performance Plan: the **Plan Details** tab, the **Mission Goals** tab, the **Job Objectives** tab.
- Select the **Job Objectives** tab to list and review the employee's **Job Objectives**.
- Select the **+Show** or **View** button for each **Job Objective** to display.

Employee Information
 Employee Name: Capelli, Brian S
 Show Employee Details

Plan | Reports/Forms | **Job Objectives** | Approvals & Acknowledgments

Job Objectives
 This screen allows you to view your employee's Job Objectives. Select the 'View' button next to the Job Objective you want to view. Need Help?

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%.

Show All Details | Hide All Details | Add Job Objective

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
Show	1	Job Objective 1 Altered	PENDING	80%	View	[Delete]
Show	2	Supervisor added Objective	PENDING	20%	View	[Delete]

[PREVIOUS] [NEXT]

- Select the **Approvals and Acknowledgments** tab.
- You now have the choice to either **Approve** or **Return for Change**.

Employee Information
 Employee Name: Capelli, Brian S
 Show Employee Details

Plan | Reports/Forms | Job Objectives | **Approvals & Acknowledgments**

Approvals & Acknowledgments
 This screen provides details about the status of your employee's performance plan. Select 'Show' to see the detailed information about the status of your employee's performance plan. Need Help?

Show All Details | Hide All Details

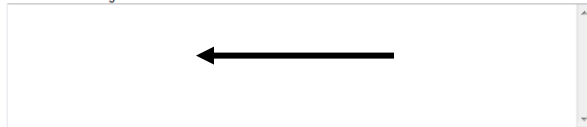
Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
Show	Step 2: Higher Level - Review	Pending Approval	[Approve] or [Return for Change]
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[PREVIOUS]

11. If you select **Return for Change**, write the change into the email and send back to the **Rating Official**. When you receive notification that the plan has been changed and sent back, complete **Steps 1-10** again.

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Annual Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

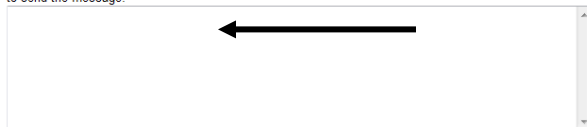


Notice: You are about to contact Alessi, Delmer V by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

12. When the **Approve** button is selected, type in the email block if needed and select the **Transfer to Rating Official with E-mail Notification** button.

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Annual 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 Alessi, Delmer V 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.

Note: You may want to remind the **Rating Official** to communicate the **Approved Plan** to the **Employee**. Also, the **Performance Plan** needs to be transferred to the **Employee** to make them the **Current Owner** for further **Assessment** purposes.

Approve an Interim Review

1. Begin at the **Performance Appraisal Application Main Page** (see Pg 2).
2. Open an employee's existing Performance Plan by selecting **Update** from the **Action** drop-down menu and select the **Go** button.

Note: The PAA Status is **Interim Pending HLR Approval**.

Plans/Appraisals In Progress
TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals | Appraisal Year: ALL

Create New Plan
 --Choose a Plan Type-- [Go]

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Capelli, Brian S	Hofstad, Will S	Alessi, Delmer V	2002	1228	20-Dec-2001	NG	Approved	Interim Pending HLR Approval	Update [Go]

3. Select **Interim Reviews** tab and **Update** on the plan you want to approve.

Employee Information
 Employee Name: Capelli, Brian S
[Show Employee Details](#)

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

Interim Reviews
 This screen provides information about your employee's Interim Review. [Need Help?](#)

- To view a pending Interim Review, select the 'View' button.
- To view a completed Interim Review, select the 'View History' button.

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	Capelli, Brian S	16-Dec-2010		Initiated				Update	[Delete]

4. Select the **Assessments Tab** to list the employee's **Job Objectives** and assessments.
5. Select the radio button next to each **Job Objective** to display.
6. Review each **Job Objective** focusing on the **Employee's** and **Rating Official's** assessment of the **Job Objective**.

Assessments | Approvals and Acknowledgments

Assessments
TIP An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and are

Job Objectives

Select	Owner	Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	Job Objective 1 Altered	APPROVED	80
<input type="radio"/>	2	Supervisor added Objective	APPROVED	20

Job Objective Text
 Description Changed by the Supervisor

7. Select the **Approvals and Acknowledgments Tab**.
8. You now have the choice to either **Approve** or **Return for Change**.

Assessments **Approvals and Acknowledgments**

Approvals and Acknowledgments

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

If the 'Approve' or 'Return for Change' button is active under Step 2, select it to complete the process.

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required).	Completed	
▶ Show	Step 2: Higher Level Reviewer - Review (If Required).	Pending Approval	Approve or Return for Change
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

9. If you select **Return for Change**, write the change into the email and send back to the **Rating Official**. When you receive notification that the plan has been changed and sent back, complete **Steps 1-8** again.

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Annual 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 Alessi, Delmer V 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.

10. When the **Approve** button is selected, type in the email block if needed and select the **Transfer to Rating Official with E-mail Notification** button.

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Annual 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 Alessi, Delmer V 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.

Note: You may want to remind the **Rating Official** to communicate the **Approved Plan** to the **Employee**. Also, the **Performance Plan** needs to be transferred to the **Employee** to make them the **Current Owner** for further **Assessment** purposes.

Approve an Annual Appraisal

1. Begin at the **Performance Appraisal Application Main Page** (see Pg 2).
2. Open an employee's existing Performance Plan by selecting **Update** from the **Action** drop down menu and select the **Go** button.

Note: The PAA Status is **Appraisal Pending HLR Approval**.

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

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

--Choose a Plan Type--

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Capelli, Brian S	Alessi, Delmer V	Alessi, Delmer V	2002	1228	20-Dec-2001	NG	Approved	Interim in Progress	<input type="button" value="View"/> <input type="button" value="Go"/>
Capelli, Brian S	Hofstad, Will S	Alessi, Delmer V	2001	1220	20-Dec-2001	NG	Approved	Appraisal Pending HLR Approval	<input type="button" value="Update"/> <input type="button" value="Go"/>

3. Select the **Annual Appraisal** tab.

Employee Information

Employee Name **Capelli, Brian S**

[Show Employee Details](#)

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

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes.

[Need Help?](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	20-Dec-2001
Appraisal Period Start Date	01-Oct-2000	Plan Last Modified	
Appraisal Period End Date	30-Sep-2001	Created By	Capelli, Brian S
Appraisal Effective Date	01-Oct-2001		
Rating Official Name	Alessi, Delmer V		
High Level Reviewer	Hofstad, Will S		

4. Select the **Assessments and Ratings** Tab to list the employee's **Job Objectives** and recommended ratings.
5. Select the radio button next to each **Job Objective** to display the employee's self-assessment and the **Rating Official's** evaluation.

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

Assessments and Ratings Rating of Record Approvals & Acknowledgments

Assessments and Ratings

This screen allows you to view your employee's Job Objective and Self-Assessment and the Rating Official's evaluation information and recommended rating.

- Select the 'Radio' button next to the Job Objective you want to view.
- Select the Rating of Record tab to continue your review.

Job Objectives

Select	Order	Objective Title	Status	Weights % (Optional)	Adjusted Weight	Rating
<input checked="" type="radio"/>	1	Job Objective 1 Altered	APPROVED	80		3
<input type="radio"/>	2	Supervisor added Objective	APPROVED	20		3

Job Objective

Description Changed by the Supervisor

6. Select the **Rating of Record** tab to review the **Job Objective** title, **Weight**, and **Rating**.

Rating of Record

Important Note: Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5. This screen allows you to review the recommended Job Objective Ratings and the Rating of Record.

Order	Objective Title	Status	Weight % (Optional)	Adjusted Weight	Rating
1	Job Objective 1 Altered	APPROVED	80		3
2	Supervisor added Objective	APPROVED	20		3

Rating of Record

Average Score 3.00
Rating of Record 3

7. Select the **Approvals and Acknowledgments** tab.

8. Now you have the option to either **Finalize Ratings** or **Return for Change**.

Approvals & Acknowledgments

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

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
▶ Show	Step 2: Higher Level - Review	Pending Approval	Finalize Ratings or Return for Change
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed

9. If you select **Return for Change**, write the change into the email and send back to the **Rating Official**. When you receive notification that the plan has been changed and sent back, complete **Steps 1-8** again.

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Annual Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

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Buttons: Cancel, Transfer to Rating Official without E-mail Notification, Transfer to Rating Official with E-mail Notification

10. When the **Finalize Ratings** is selected, add to the email if needed then select **Transfer to Rating Official with E-mail Notification**.

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Annual 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 Alessi, Delmer V 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.

Buttons: Cancel, Transfer to Rating Official without E-mail Notification, Transfer to Rating Official with E-mail Notification

View completed Appraisals

1. Begin at the **Performance Appraisal Application Main Page** (see Pg 2).
2. Select the **+Show Completed Plans/Appraisals** drop down menu.

Note: The plan has now been removed from the **Plans/Appraisals in Progress** area!

3. Enter the **Employee's** name and select the **Flashlight** icon

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

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Capelli, Brian S	Alessi, Delmer V	Alessi, Delmer V	2002	1228	20-Dec-2001	NG	Approved	Interim in Progress	Update <input type="button" value="Go"/>

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., Employee Name only, Employee Name and Appraisal Year, etc. Select the flashlight for assistance in entering the Employee Name.

2. Select the "Find" button. Your results will be based on your search criteria.

Employee Name

Appraisal Year

Event

Records Displayed

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
No search conducted.						

4. After selecting the button next to the employee, choose the **Select** button.

Search and Select: Employee 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	EmpName
<input type="radio"/>	<input type="button" value="Quick Select"/>	Capelli, Brian S

- Once you have the employee's name, select the **Find** button to display their 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., Employee Name only, Employee Name and Appraisal Year, etc. Select the flashlight for assistance in entering the Employee Name.

2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name 

Appraisal Year

Event

Records Displayed 25 ▼

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/F
Capelli, Brian S	2016	1197	NG	NG Performance Plan	14-Oct-2010	
Capelli, Brian S	2009	1209	NG	NG Interim Review	09-Nov-2010	
Capelli, Brian S	2016	1197	NG	NG Interim Review	14-Oct-2010	
Capelli, Brian S	2016	1197	NG	NG Performance Evaluation	30-Sep-2016	
Capelli, Brian S	2018	1198	NG	NG Performance Plan	14-Oct-2010	
Capelli, Brian S	2009	1209	NG	NG Performance Evaluation	30-Sep-2009	
Capelli, Brian S	2009	1209	NG	NG Performance Plan	09-Nov-2010	
Capelli, Brian S	2011	1210	NG	NG Performance Plan	09-Nov-2010	
Capelli, Brian S	2011	1210	NG	NG Performance Evaluation	30-Sep-2011	
Capelli, Brian S	2002	1228	NG	NG Performance Plan	20-Dec-2001	
Capelli, Brian S	2018	1198	NG	NG Interim Review	14-Oct-2010	
Capelli, Brian S	2011	1210	NG	NG Interim Review	09-Nov-2010	
Capelli, Brian S	2018	1198	NG	NG Performance Evaluation	30-Sep-2018	
Capelli, Brian S	2001	1220	NG	NG Performance Plan	20-Dec-2001	
Capelli, Brian S	2001	1220	NG	NG Interim Review	30-Dec-2010	
Capelli, Brian S	2001	1220	NG	NG Performance Evaluation	30-Sep-2001	

Records Displayed 25 ▼

- You can print the forms to PDF to keep either a hard or electronic copy.

Track progress of Plans

1. Once a plan has been started by the employee or supervisor, you can view the progress at any time.
2. Begin at the **Performance Appraisal Application Main Page** (see Pg 2).
3. Select **Track Progress** from the drop down menu and select **Go**.

Plans/Appraisals In Progress
ⓘ TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals Appraisal Year: ALL

Create New Plan
 --Choose a Plan Type-- Go

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Capelli, Brian S	Alessi, Delmer V	Alessi, Delmer V	2002	1228	20-Dec-2001	NG	Approved	Interim Review Approved by HLR	Track Progress Go

4. This screen will display a **Check Mark** only **after the action is completed**. This is useful to check to make sure the plan is progressing as required.

Employee Information
 Employee Name: Capelli, Brian S
[▶ 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 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 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"/>

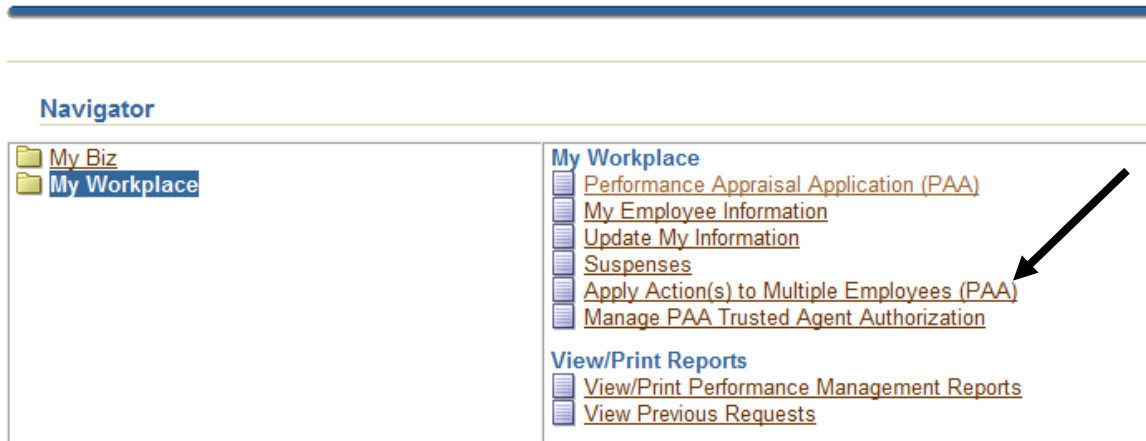
Return to Previous

5. Select **Return to Previous** to get back to the **Main Page**.

How Do I Complete...Actions on Multiple Employees?

Approve Job Objectives of Multiple Employees

1. Start on the **PAA Navigator** page.
2. Select **Apply Action(s) to Multiple Employees (PAA)**.



"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel record and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

3. Select **NG-Higher Level Reviewer**.
4. Select the **Start** button.

Apply Action(s) to Multiple Employees (PAA)

Select PAA System and Role

Select Role	
<input type="radio"/>	NSPS - Rating Official
<input type="radio"/>	NSPS - Higher Level Reviewer
<input type="radio"/>	DCIPS - Rating Official
<input type="radio"/>	DCIPS - Higher Level Reviewer
<input type="radio"/>	NG - Rating Official
<input checked="" type="radio"/>	NG - Higher Level Reviewer

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

5. Select the **Approve Job Objectives** radial button.

Note: Must be the **Current Owner** of the **Plan** to **Approve Job Objectives**.

6. Select the **Start** button.

Available Actions

Select Action

- Approve Job Objectives (Must be Current Owner)
- Change Higher Level Reviewer
- Change Rating Official

7. Select the Employees you want to approve using the **Check Boxes**. You will only see the plans that you are the **Current Owner** of.

Note: Status should read **Plan Pending HLR Review**.

8. Select the **Next** button.

Search Results

Select the records for which the action should be applied and select Next.

Select All | Select None


Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input checked="" type="checkbox"/>	Capelli, Brian S	Hofstad, Will S	2006	1262		Pending	Plan Pending HLR Review

9. Select **Approve Objectives** button.

Selected Employees [Need Help?](#)

Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
Capelli, Brian S	Hofstad, Will S	2006	1262		Pending	Plan Pending HLR Review

10. Select Home, Logout, or Return to Available Actions to proceed.

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

Information

Step 2 of the Approvals and Acknowledgments for the selected performance plans has been updated for the following employees.

Status Log

Process Log ID	Log Status	Log Text
606	SUCCESS	Employee Name: Capelli, Brian S, Appraisal Year: 2006, Appraisal ID: 1262

Change Higher Level Reviewer of Multiple Employees

1. Start on the **PAA Navigator** page.
2. Select **Apply Action(s) to Multiple Employees (PAA)**.

Navigator

<ul style="list-style-type: none">My BizMy Workplace	<p>My Workplace</p> <ul style="list-style-type: none">Performance Appraisal Application (PAA)My Employee InformationUpdate My InformationSuspensesApply Action(s) to Multiple Employees (PAA)Manage PAA Trusted Agent Authorization <p>View/Print Reports</p> <ul style="list-style-type: none">View/Print Performance Management ReportsView Previous Requests
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"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel record and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

3. Select **NG-Higher Level Reviewer**.
4. Select the **Start** button.

Apply Action(s) to Multiple Employees (PAA)

Select PAA System and Role

Select Role
<input type="radio"/> NSPS - Rating Official
<input type="radio"/> NSPS - Higher Level Reviewer
<input type="radio"/> DCIPS - Rating Official
<input type="radio"/> DCIPS - Higher Level Reviewer
<input type="radio"/> NG - Rating Official
<input checked="" type="radio"/> NG - Higher Level Reviewer

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

5. Select the **Change Higher Level Reviewer** radio button.
6. Select the **Start** button.

Available Actions

Select Action
<input type="radio"/> Approve Job Objectives (Must be Current Owner)
<input checked="" type="radio"/> Change Higher Level Reviewer
<input type="radio"/> Change Rating Official

7. Select the **Flashlight Icon** to search for a **HLR**.

* Indicates Required Field

* Current Rating Official

Current PAA Status

Appraisal Year ALL

[Need H](#)

Search Results

Select the records to which the action should be applied and select Next.

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
No search conducted.							

8. Enter your name and select the **Go** button.

9. Select the appropriate **HLR** using the radio buttons.

10. Select the **Select** button.

Search By

Results

Select	Quick Select	Rating Official Name	Employee Number
<input checked="" type="radio"/>		Alessi, Delmer V	405421

11. Select the **Find** button to show the plans available for the **HLR**.

12. Select the **Plans** you wish to change **HLR** for by selecting the **Check Boxes**.

13. Select the **Next** button.

* Current Rating Official Alessi, Delmer V

Current PAA Status

Appraisal Year ALL

[Need H](#)

Search Results


Select the records to which the action should be applied and select Next.

[Select All](#) [Select None](#)

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2016	1197	14-Oct-2010	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2018	1198	14-Oct-2010	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2009	1209	09-Nov-2010	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2001	1220	20-Dec-2001	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2002	1228	20-Dec-2001	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2011	1210	09-Nov-2010	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2003	1248	02-Dec-2003	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2004	1254	18-Dec-2003	Approved	Appraisal Approved by HLR
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2006	1262		Pending	Plan Reviewed by HLR

14. Select the **Flashlight Icon** to select a new **HLR**.

Indicates Required Field

* Higher Level Reviewer  ←

Information
To confirm the new Default Higher Level Reviewer, select the Save button. [Need H](#)

Notification Comments

Notice: You are about to contact the selected individuals 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.

Selected Employees

Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
Capelli, Brian S	Alessi, Delmer V	2016	1197	14-Oct-2010	Approved	Appraisal Approved by HLR
Capelli, Brian S	Alessi, Delmer V	2018	1198	14-Oct-2010	Approved	Appraisal Approved by HLR



15. Enter a **HLR Name** and select the **Go** button.

16. Select the appropriate **HLR** using the **Radio** buttons.

17. Select the **Select** button.


Search By

Results

Select	Quick Select	Name	Position Title	Occupational Series	Organization
<input checked="" type="radio"/>		Alessi, Delmer V	40082000.AIRCRAFT MECHANIC SUPERVISOR.594287.NGAF.TECH	8852.Aircraft Mechanic (8852)	111 FTR WG NGAFK61CF57Q01
<input type="radio"/>		Alessi, Demetrius CPMS T	R8685000.CIVIL ENGINEERING TECHNICAL.489886.NGAR.TECH	0802.Engineering Technical (0802)	FORT WOLTERS TNG SITE NGARW8BB64 01

18. Select the **Save** button.

* Indicates Required Field

* Higher Level Reviewer 

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Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
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Capelli, Brian S	Alessi, Delmer V	2018	1198	14-Oct-2010	Approved	Appraisal Approved by HLR

19. Select Home, Logout, or Return to Available Actions to proceed.

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

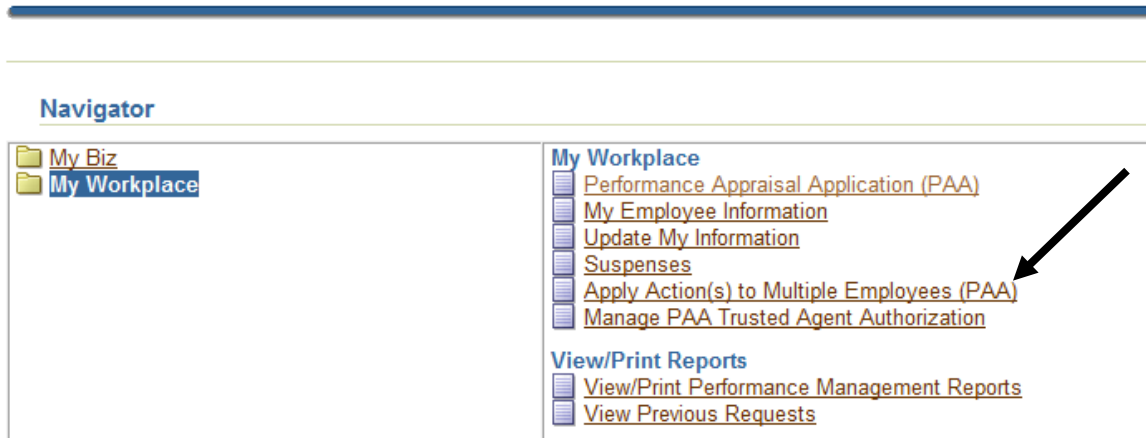
Information
The following employees' default higher level reviewer has been changed to Alessi, Delmer V

Status Log

Process Log ID	Log Status	Log Text
607	SUCCESS	Employee Name: Capelli, Brian S; Appraisal Year: 2016; Appraisal ID: 1197
608	SUCCESS	Employee Name: Capelli, Brian S; Appraisal Year: 2018; Appraisal ID: 1198

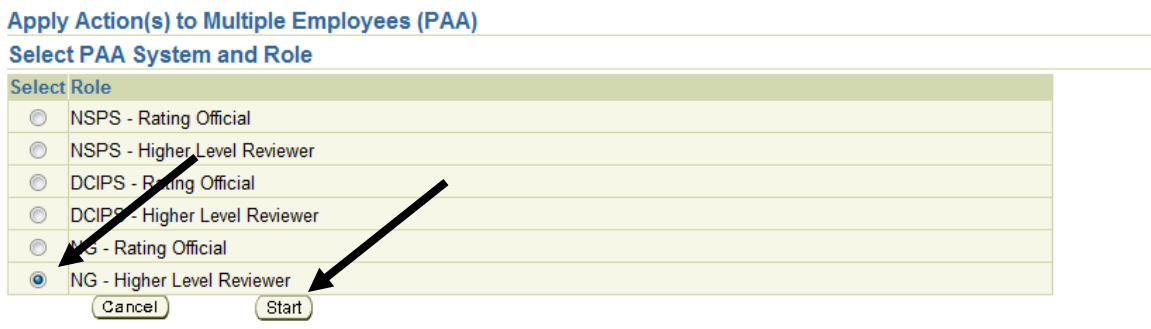
Change Rating Official of Multiple Employees

1. Start on the **PAA Navigator** page.
2. Select **Apply Action(s) to Multiple Employees (PAA)**.

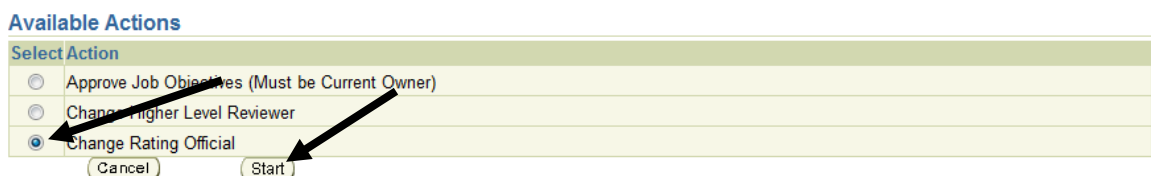


"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel record and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

3. Select **NG-Higher Level Reviewer**.
4. Select the **Start** button.



5. Select the **Change Rating Official** radial button.
6. Select the **Start** button.



7. Select the **Flashlight Icon** to search for a **Rating Official**.

* Indicates Required Field

* Current Rating Official

Current PAA Status

Appraisal Year ALL

[Need H](#)

Search Results

Select the records to which the action should be applied and select Next.

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
No search conducted.							

8. Enter a **Rating Official Name** and select the **Go** button.

9. Select the appropriate **Rating Official** using the radio buttons.

10. Select the **Select** button.

Search By

Results

Select	Quick Select	Rating Official Name	Employee Number
<input checked="" type="radio"/>		Alessi, Delmer V	405421

11. Select the **Find** button to show the plans available from that **Rating Official**.

12. Select the **Plans** you wish to change **Rating Officials** for by selecting the **Check Boxes**.

13. Select the **Next** button.

* Current Rating Official Alessi, Delmer V

Current PAA Status

Appraisal Year ALL

[Need H](#)


Search Results

Select the records to which the action should be applied and select Next.

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input type="checkbox"/>	Capelli, Brian S	Alessi, Delmer V	2016	1197	14-Oct-2010	Approved	Appraisal Approved by HLR
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14. Select the **Flashlight Icon** to select a new **Rating Official**.

Indicates Required Field

* Higher Level Reviewer  ←

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Capelli, Brian S	Alessi, Delmer V	2018	1198	14-Oct-2010	Approved	Appraisal Approved by HLR



15. Enter a **Rating Official Name** and select the **Go** button.

16. Select the appropriate **Rating Official** using the radio buttons.

17. Select the **Select** button.


Search By ←

Results

Select	Quick Select	Name	Position Title	Occupational Series	Organization
<input checked="" type="radio"/>		Alessi, Delmer V	40082000.AIRCRAFT MECHANIC SUPERVISOR.594287.NGAF.TECH	8852.Aircraft Mechanic (8852)	111 FTR WG NGAFK61CF57Q01
<input type="radio"/>		Alessi, Demetrius CPMS T	R8685000.CIVIL ENGINEERING TECHNICAL.489886.NGAR.TECH	0802.Engineering Technical (0802)	FORT WOLTERS TNG SITE NGARW8BB64 01

18. Select the **Save** button.

* Indicates Required Field

* Higher Level Reviewer 

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