MyPerformance
DoD Performance Management and Appraisal Program
MyBiz+ for Managers and Supervisors

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!

Help us continue to improve MyBiz+ by visiting Provide Feedback and telling us what you think....
MyPerformance Main Page

**Warning**: This application is designed 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer, view and print part or an entire plan after it is created, close a plan, 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.

## Plans/Appraisals In Progress

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

<table>
<thead>
<tr>
<th>Records Displayed</th>
<th>10</th>
<th>5</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Current Owner</td>
<td>Rating Official Name</td>
<td>Appraisal Year</td>
<td>Appraisal ID</td>
</tr>
<tr>
<td>No results found</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the link to search for Completed Plans.

> Show Completed Plans/Appraisals

### Create New Plan

--- Choose a Plan Type ---
- DoD Performance Management Appraisal Program
- Defense Civilian Intelligence Personnel System
- National Guard (Title 32)
# People in Hierarchy

The MyPerformance tool is only available to employees and supervisors whose position is covered by the new DoD Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is scheduled for immediate transition to the new performance program.

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## Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.
Create Performance Plan

Employee Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Two, Employee</th>
</tr>
</thead>
</table>

Setup Details

* Indicates required field

- **Appraisal Type**: Annual Appraisal - DoD

**TIP** The Appraisal Period Start Date represents the start of the employee’s performance evaluation period under this plan. Please review and change this date, if necessary.

<table>
<thead>
<tr>
<th>* Appraisal Period Start Date</th>
<th>01-Apr-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Appraisal Period End Date</td>
<td>31-Mar-2017</td>
</tr>
<tr>
<td>Appraisal Effective Date</td>
<td>01-Jun-2017</td>
</tr>
</tbody>
</table>

| * Rating Official Name | Rater, The |
| * Higher Level Reviewer Name | Reviewer, Higher Level |
Step 1: Plan Details

This screen allows you to view and change the details of your employee’s performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select Need Help?

- **Appraisal Type**: Annual Appraisal - DoD
- **Appraisal Period Start Date**: 01-Apr-2016
- **Appraisal Period End Date**: 31-Mar-2017
- **Appraisal Effective Date**: 01-Jun-2017
- **Rating Official Name**: Rater, The
- **Higher Level Reviewer**: Reviewer, Higher Level

Performance Plan Approval Date
Plan Last Modified Date
Created By
Rater, The

---

Save and Continue
Step 2: Mission Goals

DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

This screen allows you to enter your employee's Component organizational values, mission statements, or goals which apply to their performance elements and standards.

Step 2: Mission Goals

- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

For additional guidance, select Need Help?

To provide accurate, relevant, and useable all-source intelligence and services to the Marine Corps, Operating Forces, and the Intelligence Community in support of the National Security strategy:
- Focus Our Mission and Enterprise Activities to enable MCIA to meet the Intelligence needs of our Customers
- Provide Analysis that is Preeminent and Supports Mission Accomplishment
- Align Resources and Develop Sustainment Plan to support MCIA 2013 and Beyond

(Limit to 1400 characters)
Step 3: Performance Elements and Standards

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select Need more information? link to view the SMART criteria.

For additional guidance, select Need Help?

Add Performance Element
Add Performance Element and Standards

Add Performance Element and Standard(s)

* Indicates required field

This screen allows you to add performance element and standard(s)

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards.
  * If you select Return to Performance Elements button without saving, a warning message will display.

For additional guidance, select Need Help?

Performance Element Number 1

* Performance Element Title

* Performance Element Start Date 01-Apr-2016 01-May-2016
  (example: 17-May-2016)

Performance Element Status Pending

Date Last Modified 01-Jun-2016

* Performance Element Type Critical

Performance Element and Standard(s)

(Limit to 1000 characters)
Add Performance Element and Standards

This screen allows you to add performance element and standard(s).

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards.

For additional guidance, select Need Help?

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization’s ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor’s feedback into the final briefing by the end of the fiscal year.
Add Performance Element and Standards

Add Performance Element and Standard(s)

* Indicates required field

This screen allows you to add performance element and standard(s).

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards.
  - If you select Return to Performance Elements button without saving, a warning message will display.

For additional guidance, select Need Help?

Performance Element Number: 2

* Performance Element Title: Performance Element 2

* Performance Element Start Date: 01-Apr-2016
  (example: 17-May-2016)

Performance Element Status: Pending

Date Last Modified: 01-Jun-2016

* Performance Element Type: Critical

Performance Element and Standard(s)

With guidance, complete weekly intelligence reports that compile all relevant target information gathered from multiple sources into the standard format for dissemination. Reports should meet the analytic standards described in Intelligence Community Directive (ICD) 203, have minimal errors, and be delivered (at least 90% of the time) by 1500 on each Friday throughout the performance rating period.

(Limit to 1000 characters)
Step 3: Performance Elements and Standards

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select Need more information? link to view the SMART criteria.

Step 3: Performance Elements and Standards
• Select Add Performance Element button to add a new performance element and standard(s).
• Select Update button under the Details Action column to update an approved performance element.
• Select View button under Details Action column to view an approved performance element.
• Select Delete icon under the Details Delete column to delete a performance element.
• Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements.
• Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select Need Help?

<table>
<thead>
<tr>
<th>Details Number</th>
<th>Title</th>
<th>Status</th>
<th>Element Type</th>
<th>Action</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance Element 1</td>
<td>Pending</td>
<td>Critical</td>
<td>Update</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Performance Element 2</td>
<td>Pending</td>
<td>Critical</td>
<td>Update</td>
<td></td>
</tr>
</tbody>
</table>
Step 4: Approvals and Acknowledgments

This screen allows you to start the approval process or view approval information and status of the employee’s performance plan.

Step 4: Approvals and Acknowledgments
- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select Need Help?

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**Employee Information**

Employee Name: Two, Employee

**Tasks**

- **Step 1: Rating Official - Request or Document Higher Level Review (if required)**
  - Status: Not Started
  - Action: Start

- **Step 2: Higher Level Reviewer - Review (if required)**
  - Status: Not Started
  - Action: Not Started

- **Step 3: Rating Official - Document Communication to Employee**
  - Status: Not Started
  - Action: Start

- **Step 4: Rating Official - Document Employee Acknowledgment**
  - Status: Not Started
  - Action: Step 3 must be completed

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**Choose an Action**

- Change Rating Official or Higher Level Reviewer
- Transfer to Employee
- Track Progress
- Return to Main Page

---
Rating Official Notification to Employee

Rating Official Notification to Employee - Two, Employee

Message to Employee

This screen allows you to send a message to your employee regarding their performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee with E-Mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select Need Help?

Please go to your Performance Management and Appraisal to view or update your performance plan.

Notice: You are about to contact Two, Employee 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.
MyPerformance Main Page

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Confirmation
The appraisal has been submitted to the employee.
Step 4: Approvals and Acknowledgments

Employee reviewed the performance plan and transferred to rating official to start the approval and acknowledgments process.
Step 1: Rating Official – Request or Document Higher Level Reviewer

Option A – Transfer to the Higher Level Reviewer

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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rater, The Rating Official</td>
<td>Reviewer, Higher Level</td>
</tr>
<tr>
<td>Reviewer, Higher Level</td>
<td>Rating Official</td>
</tr>
</tbody>
</table>

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

Change Higher Level Reviewer: Reviewer, Higher Level

**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 Reviewer, Higher Level 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.
Step 1: Rating Official – Request or Document Higher Level Reviewer

Option B - Document the higher level review has taken place

Confirmation

I certify that the information in this performance plan accurately documents the Rating Official’s decisions and the Higher Level Reviewer’s approval.
Step 3: Rating Official – Document Communication to Employee
Step 3: Rating Official – Document Communication to Employee

This screen allows you to start the approval process or view approval information and status of the employee’s performance plan.

For additional guidance, select Need Help?

Communication Details

- **Communication Date:** 26-Apr-2016
- **Communication Method:** Other

Save and Transfer to Employee for Acknowledgment | Save and go to Step 4

Method of Review

- Face to Face
- Telephone
- Other

Are you sure you want to go to Step 4?

Yes
No
Step 4: Rating Official Document
Employee Acknowledgment
Step 4: Rating Official Document

Employee Acknowledgment

This screen allows you to start the approval process or view approval information and status of the employee’s performance plan.

Step 4: Approvals and Acknowledgments
- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select Need Help?

Acknowledgment
Other Method
Date

TIP: These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.
Step 4: Approvals and Acknowledgments
Track Progress

This screen provides information regarding the status of the performance plan/appraisal throughout the performance cycle.

- Review the performance plan/appraisal status and select Go Back button at top right corner when finished.
- A Print button is located at the top right corner, if you would like to print Track Progress.

For additional guidance, select Need Help?

<table>
<thead>
<tr>
<th>Plan</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafted</td>
<td>01-Jun-2016</td>
<td>Rater, Tho</td>
</tr>
<tr>
<td>Reviewed by HLR</td>
<td>20-Apr-2016</td>
<td>Rater, Tho</td>
</tr>
<tr>
<td>Approved</td>
<td>20-Apr-2016</td>
<td>Rater, Tho</td>
</tr>
<tr>
<td>Communicated to Employee by RO</td>
<td>25-Apr-2016</td>
<td>Rater, Tho</td>
</tr>
<tr>
<td>Acknowledged by Employee</td>
<td>29-Apr-2016</td>
<td>Rater, Tho</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Progress Review</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rating Official - Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewed by HLR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicated to Employee by RO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledged by Employee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appraisal</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rating Official - Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLR Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicated to Employee by RO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 4: Approvals and Acknowledgments

<table>
<thead>
<tr>
<th>Details</th>
<th>Tasks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Step 1: Rating Official - Request or Document Higher Level Review</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Step 2: Higher Level Reviewer - Review</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Step 3: Rating Official - Document Communication to Employee</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Step 4: Rating Official - Document Employee Acknowledgment</td>
<td></td>
</tr>
</tbody>
</table>

For additional guidance, select Need Help?

---

<Choose an Action> -- Go

- Change Rating Official or Higher Level Reviewer
- Transfer to Employee
- Track Progress
- Return to Main Page
### Warning:
This application is designed 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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer, view and print part or an entire plan after it is created, close a plan, 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.

### Plans/Appraisals In Progress

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Current Owner</th>
<th>Rating Official Name</th>
<th>Appraisal Year</th>
<th>Appraisal ID</th>
<th>Plan Approval Date</th>
<th>Type</th>
<th>Plan Status</th>
<th>Current Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two, Employee</td>
<td>Rater, The</td>
<td>Rater, The</td>
<td>2017</td>
<td>144</td>
<td>20-Apr-2016</td>
<td>DoD</td>
<td>Approved</td>
<td>Plan Approved</td>
<td>Update</td>
</tr>
</tbody>
</table>

Select the link to search for Completed Plans.

Show Completed Plans/Appraisals
Rating Official transferred approved performance plan to employee. Employee modified the approved performance plan and transferred to Rating Official for review and approval.
Step 3: Performance Elements and Standards

Rating official reviewed the new performance element and standard the employee created.
**Step 5: Performance Elements and Standards Re-approvals**

When the performance plan is modified, the Step 5: Performance Elements and Standards Re-approvals tab becomes available. Rating Official has the capability to Decline Amendment (all or nothing) and revert back to the last approved plan or re-approve the performance plan.

<table>
<thead>
<tr>
<th>Employee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Name</strong></td>
</tr>
<tr>
<td><strong>Show Employee Details</strong></td>
</tr>
</tbody>
</table>

This screen allows you to start the re-approval process or view re-approval information and status of the employee’s performance plan.

### Step 5: Performance Elements and Standards Re-approvals

- Select Show All Details link to see re-approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see re-approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.

For additional guidance, select Need Help?

### Decline Amendment

- **Decline Amendment**

**Show All Details | Hide All Details**

<table>
<thead>
<tr>
<th>Details</th>
<th>Tasks</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Rating Official - Request or Document Higher Level Review (if required)</td>
<td>Not Started</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Step 2: Higher Level Reviewer - Review (if required)</td>
<td>Not Started</td>
<td>Step 1 must be completed</td>
<td></td>
</tr>
<tr>
<td>Step 3: Rating Official - Document Communication to Employee</td>
<td>Not Started</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Step 4: Rating Official - Document Employee Acknowledgment</td>
<td>Not Started</td>
<td>Step 3 must be completed</td>
<td></td>
</tr>
</tbody>
</table>

**Confirmation**

Decline Amendment and revert back to the last approved plan?

Do you want to continue?

---

No Yes
Rating official declined amendment and the Plan Status reverted back to Approved from Modified.
Step 3: Performance Elements and Standards

The new Performance Element and Standard has been removed.
Annual Appraisal
Assessments and Ratings

This screen allows you to view your employee's performance elements and standards and self-assessments and write your evaluations. Select the 'Radio' button next to the performance element and standard(s) you want to evaluate.

**Performance Elements**

<table>
<thead>
<tr>
<th>Select</th>
<th>Order</th>
<th>Performance Element Title</th>
<th>Status</th>
<th>Performance Element Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>1</td>
<td>Performance Element 1</td>
<td>Approved</td>
<td>Critical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Performance Element 2</td>
<td>Approved</td>
<td>Critical</td>
<td></td>
</tr>
</tbody>
</table>

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.
Assessments and Ratings (cont’d)

Rating official transferred to employee to provide their input for the annual appraisal. Once entered, employee transferred to rating official.
Assessments and Ratings (cont’d)

This screen allows you to view your employee's performance elements and standards and self-assessments and write your evaluations. Select the 'Radio' button next to the performance element and standard(s) you want to evaluate.

<table>
<thead>
<tr>
<th>Appraisal Type</th>
<th>Annual Appraisal - DoD</th>
<th>Appraisal Period Start Date</th>
<th>Appraisal Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisal Effective Date</td>
<td>01-Jun-2017</td>
<td>01-Apr-2016</td>
<td>31-Mar-2017</td>
</tr>
</tbody>
</table>

**Performance Elements**

<table>
<thead>
<tr>
<th>Select</th>
<th>Order</th>
<th>Performance Element Title</th>
<th>Status</th>
<th>Performance Element Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Performance Element 1</td>
<td>Approved</td>
<td>Critical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Performance Element 2</td>
<td>Approved</td>
<td>Critical</td>
<td></td>
</tr>
</tbody>
</table>
Employee Input

Employee independently applied correct reporting procedures when writing his reports. In his supervisor’s opinion, he consistently demonstrated exceptional insight and logic in his assessments, providing key information relevant to U.S. national security. All of his reports had minimal to no errors in terms of formatting and editing. The total number of reports turned in on time throughout the rating period equaled 98%. Three months into the performance rating period a change was made to the reporting procedures. John spent extra time independently reviewing and learning about the new requirements. He then created a set of tips and a checklist to ensure the new reporting requirements were met. John shared this with his colleagues. The result was a significant increase in the quality of reports throughout the department, which greatly contributed to the department goals and the efficiency of the work unit.

Rating Official Assessment

Employee independently applied correct reporting procedures when writing his reports. In his supervisor’s opinion, he consistently demonstrated exceptional insight and logic in his assessments, providing key information relevant to U.S. national security. All of his reports had minimal to no errors in terms of formatting and editing. The total number of reports turned in on time throughout the rating period equaled 98%. Three months into the performance rating period a change was made to the reporting procedures. John spent extra time independently reviewing and learning about the new requirements. He then created a set of tips and a checklist to ensure the new reporting requirements were met. John shared this with his colleagues. The result was a significant increase in the quality of reports throughout the department, which greatly contributed to the department goals and the efficiency of the work unit.

Performance Element Rating

Element Rating 3
Rating of Record

Employee Information

Employee Name: Two, Employee

Show Employee Details

Performance Element Ratings

<table>
<thead>
<tr>
<th>Order</th>
<th>Performance Element Title</th>
<th>Status</th>
<th>Performance Element Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance Element 1</td>
<td>Approved</td>
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<tr>
<td>2</td>
<td>Performance Element 2</td>
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<td>Critical</td>
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</table>

Rating of Record

Average Score: 3.00
Rating of Record: 3
Approvals and Acknowledgments

Annual Appraisal Approvals and Acknowledgments function works the same as Performance Plans Approvals and Acknowledgments.
Step 1: Rating Official – Request or Document Higher Level Reviewer

Rating official used Option B to Document the higher level review has taken place.
Step 3: Rating Official – Document Communication to Employee
Step 3: Rating Official – Document Communication to Employee
Step 4: Rating Official – Document

Employee Acknowledgment
## Annual Appraisal Completed – Print Appraisal Form

<table>
<thead>
<tr>
<th>Details</th>
<th>Tasks</th>
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</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Rating Official - Request or Document Higher Level Review</td>
</tr>
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<td></td>
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<td>Rating Official - Document Communication to Employee</td>
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<td>Step 2</td>
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<td></td>
<td>Rating Official - Document Employee Acknowledgment</td>
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<td>Step 3</td>
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</table>

[Print Appraisal Form]
Warning: This application is designed 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.