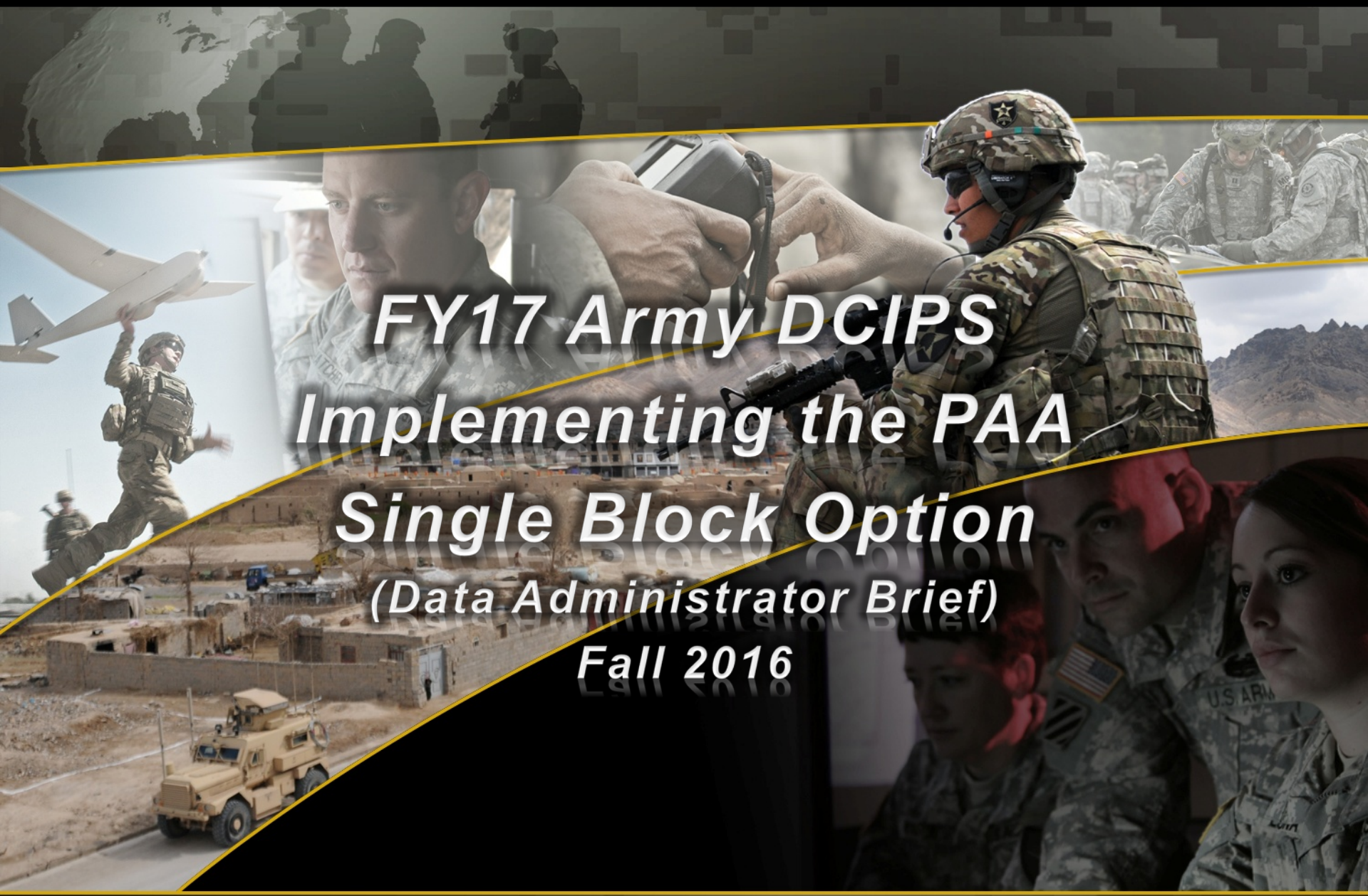


FY17 Army DCIPS Implementing the PAA Single Block Option

(Data Administrator Brief)

Fall 2016

Purpose

- To socialize the Single Block Option and reasons for implementation with Pay Pool Data Administrators
- To familiarize Pay Pool Data Administrators with the Single Block Option in the Performance Appraisal Application (PAA) Tool and how to update the tool to implement for FY17

Background and Rationale

- Army DCIPS is implementing a mandatory "**Single Block Option**" Performance Appraisal in the PAA tool. This feature allows employees to simplify their self-assessment narrative into a single block rather than responding to each Performance Objective and Performance Element individually. Implementing the Single Block Option is designed to streamline the administrative portion of the performance management process for Army DCIPS employees and rating officials.

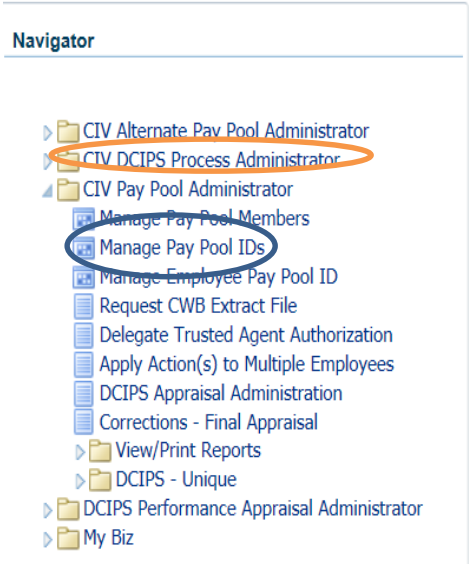
- Instead of having separate self-assessment fields for each corresponding objective and element (Option 1), employees will now have one field with a 6,000 character limit for a consolidated self-report of accomplishments (Option 2). Supervisors and Managers have a 3,000 character limit within which to respond and provide recommendations for the rating. Objectives and elements will continue to be rated individually.

Your Role in Implementation

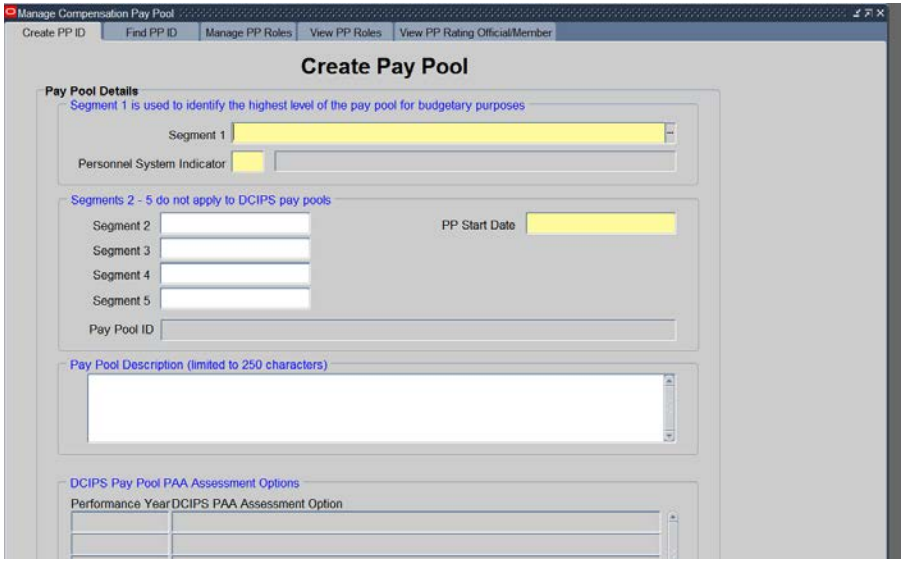
- As the DCIPS Pay Pool Administrator, you are able to make the requisite changes in the PAA tool.
- The following steps must be applied to **each pay pool** in your organization; there is no single "switch" for he entire organization.
- In order for the Single Block assessment to be applied to the FY17 performance cycle it must be implemented at least 90 days prior to the end of the DCIPS performance cycle.

Implementing the Single Block Option

Step 1: Log into DCPDS and select 'CIV Pay Pool Administrator' from the Navigator menu.



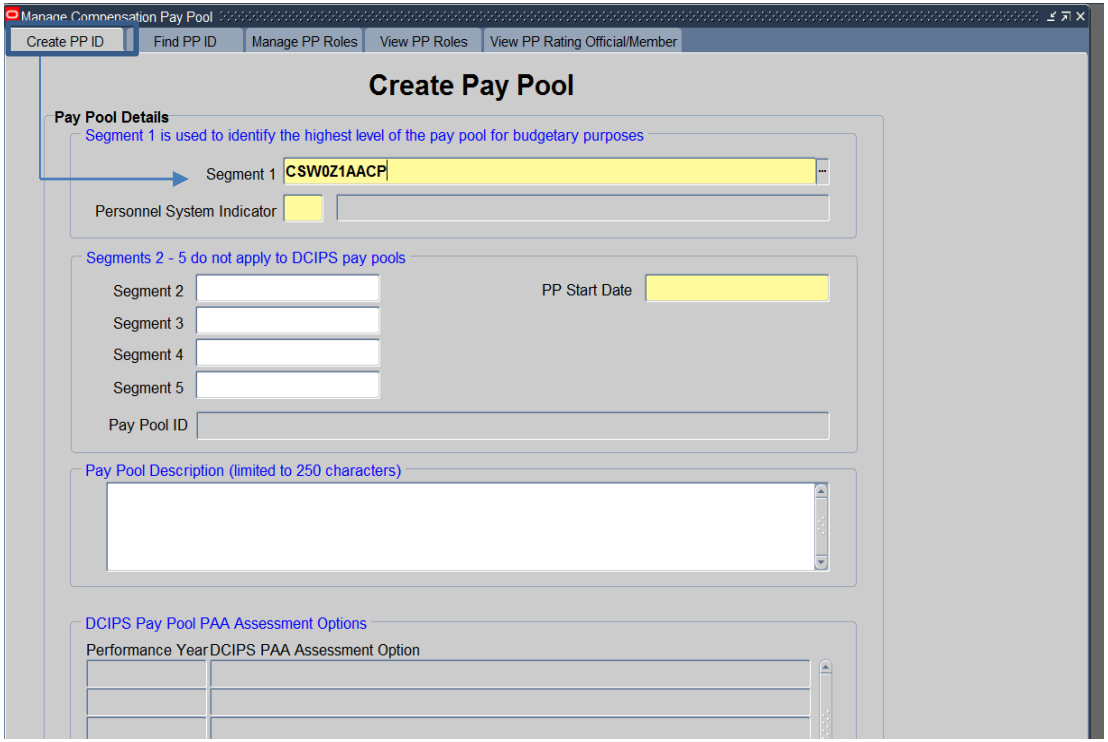
Step 2: Select 'Manage Pay Pool IDs' from the menu; the 'Create Pay Pool' window will pop up



Implementing the Single Block Option

Step 3: On the 'Create PP ID Tab, retrieve the pay pool Information for the pay pool To be updated:

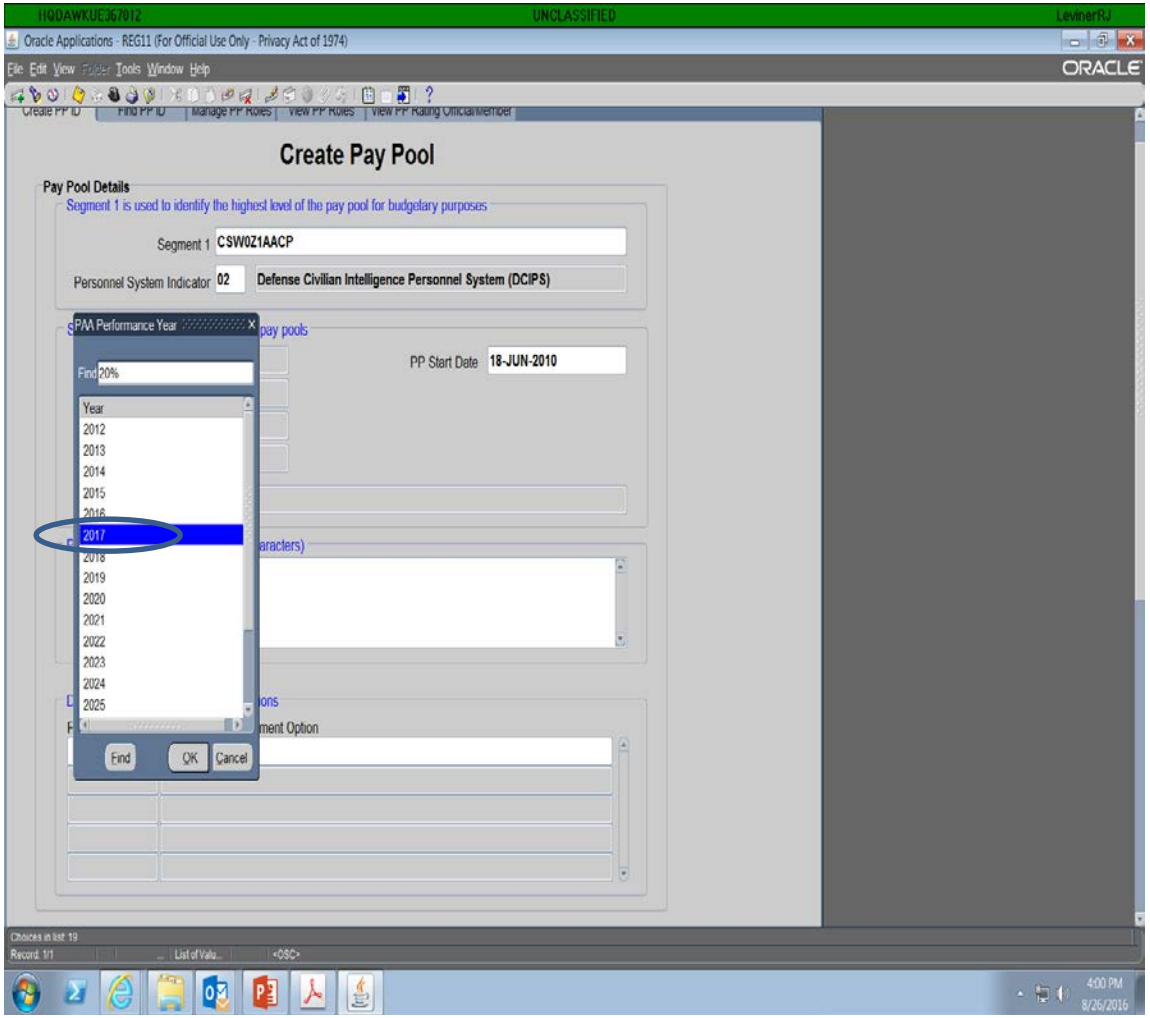
1. Press <**F11**>*
2. Enter the pay pool ID in the 'Segment 1' field
3. Press <**Ctrl**> + <**F11**> to populate the form with the pay pool information



*Note: If you enter an existing pay pool ID in Segment 1 without retrieving the pay pool information first, you will receive an error message stating "You cannot create duplicate Pay Pool ID's. This (Pay Pool) already exists."

Implementing the Single Block Option

Step 4: In the 'DCIPS Pay Pool PAA Assessment Options' section, select the 'Performance Year' from the List of values (LOV) to Identify the Performance Year for which the option Becomes effective **(2017)** And select 'OK'.

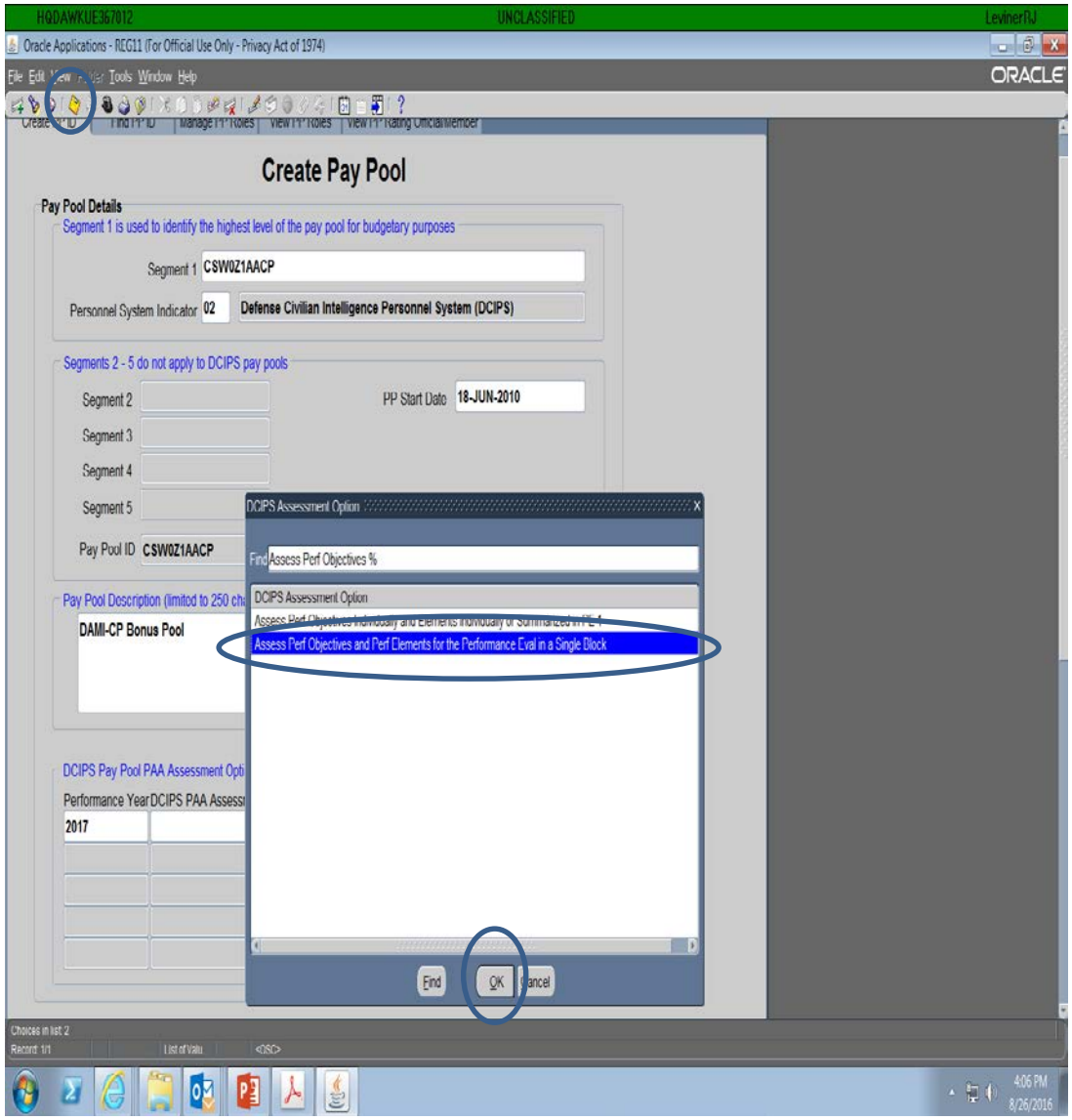


Implementing the Single Block Option

1. Select the 'Assess Perf Objectives and Perf Elements for the Performance Eval in a Single Block' (Option 2) From the LOV for the 'DCIPS PAA Assessment Option' to use the single block assessment block option.

2. Select 'OK".

3. Finally, click on the 'Save' icon.



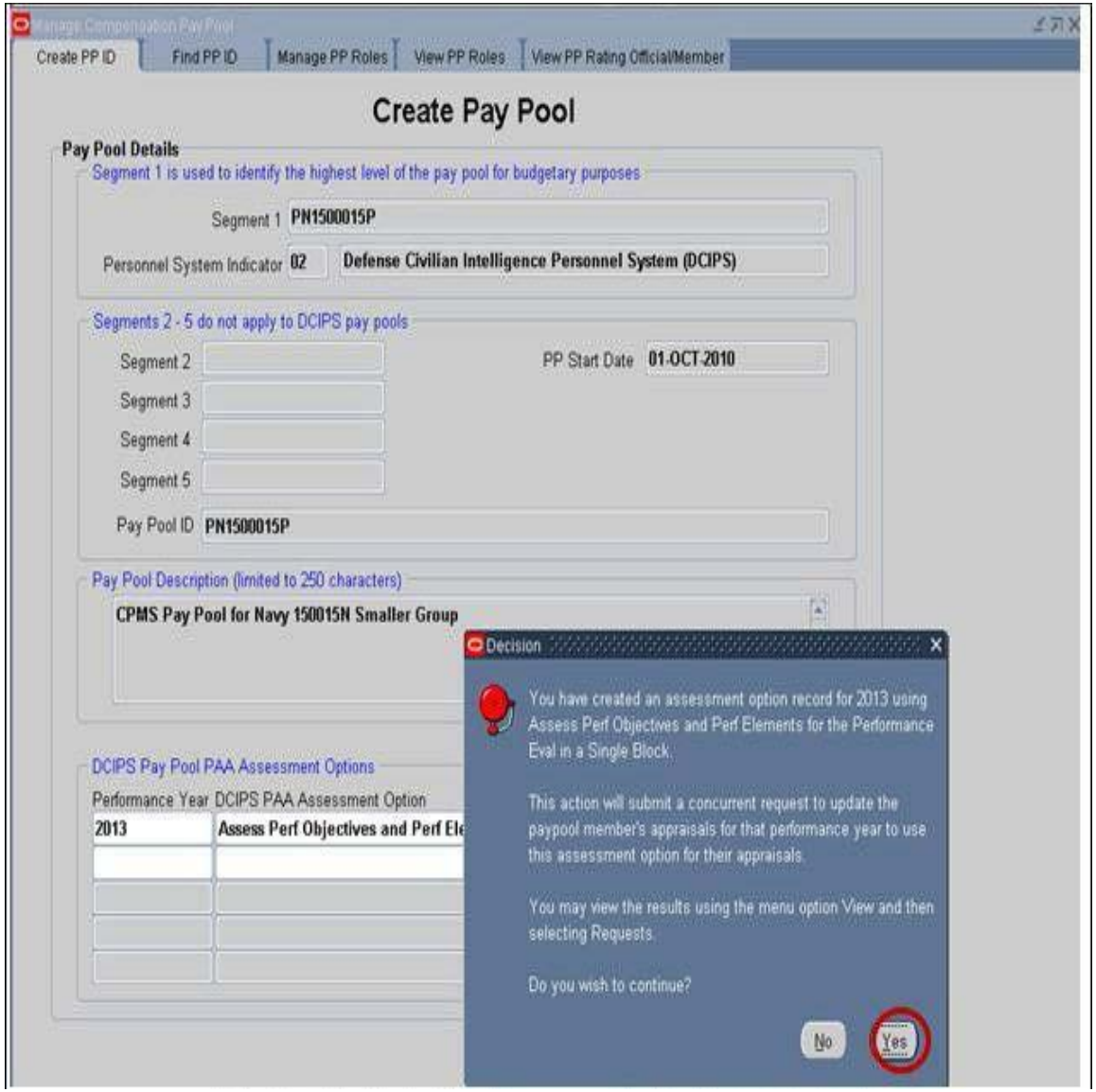
Notes

1) If the 'DCIPS PAA Assessment Option" is empty, the Performance Evaluation screens will continue to display individual assessment blocks for each performance objective and performance element.

2) Once Option 2 is selected, this option will remain in effect until a subsequent Performance Year is entered with the 'Assess Perf Objectives individually and Elements individually or Summarized in PE 1' (Option 1) for the DCIPS PAA Assessment Option.

Implementing the Single Block Option

Step 5: A 'Decision box' will then appear; select 'Yes' to continue or 'No' to Cancel the update.



Notes

1) If the PAA already contains assessment text in the Performance Evaluation area, then the assessment screens will continue to display the prior assessment option for that specific individual's PAA.

2) Separate assessment blocks for Performance Objectives and Performance Elements will appear until the option to use the Single Block Option is selected, at which time the Performance Evaluation is automatically converted to the Single Block Option for the self-assessment.

   - If any assessments exist in the Performance Evaluation when the option is selected, that particular performance plan will not be changed.

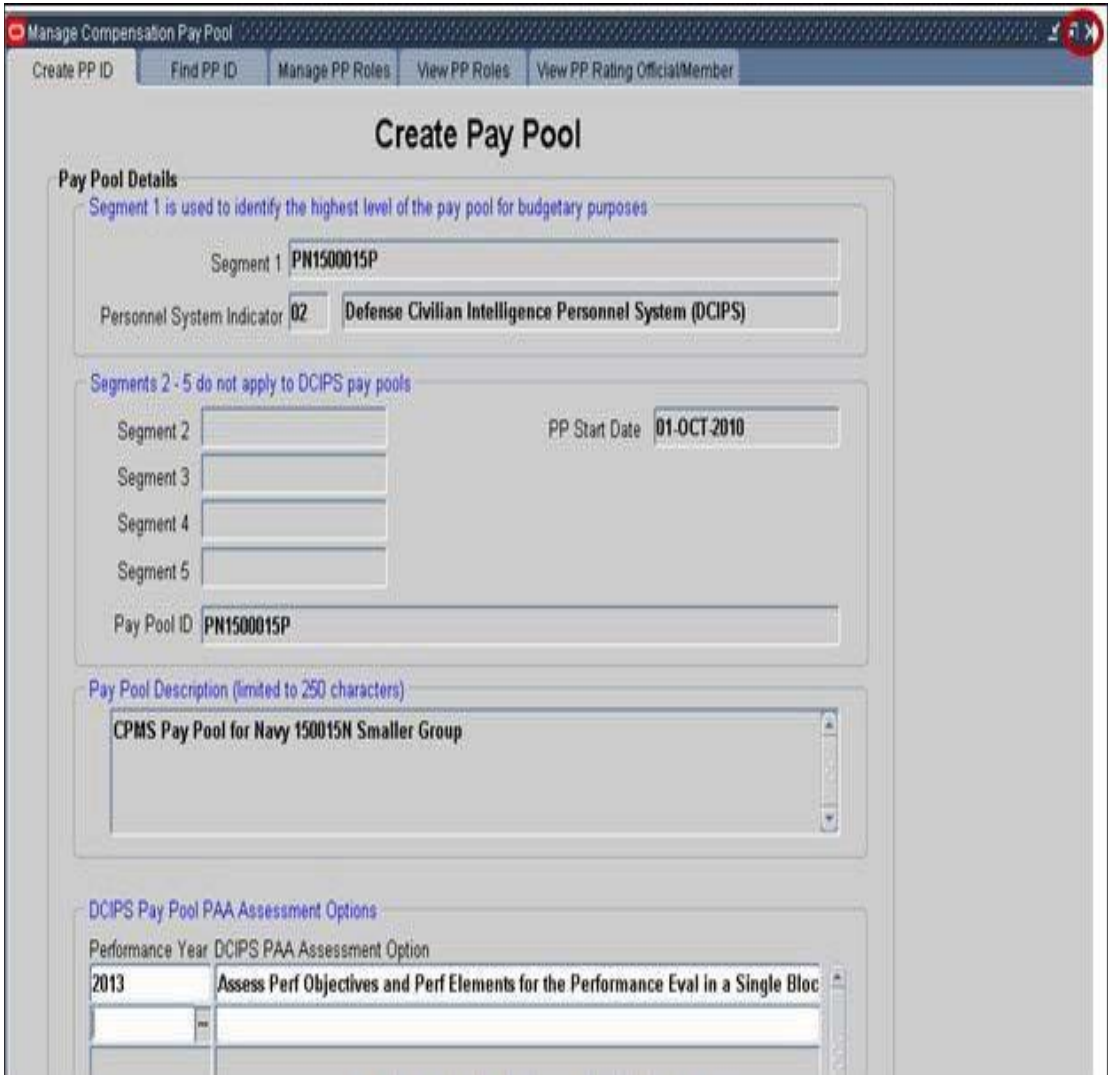
   - The Performance Plans (Performance Objectives and Performance Elements) remain intact; it is the Performance Evaluation screens for the Employee Assessments and the Rating Official Assessments/Ratings that change based on the assessment option.

Implementing the Single Block Option

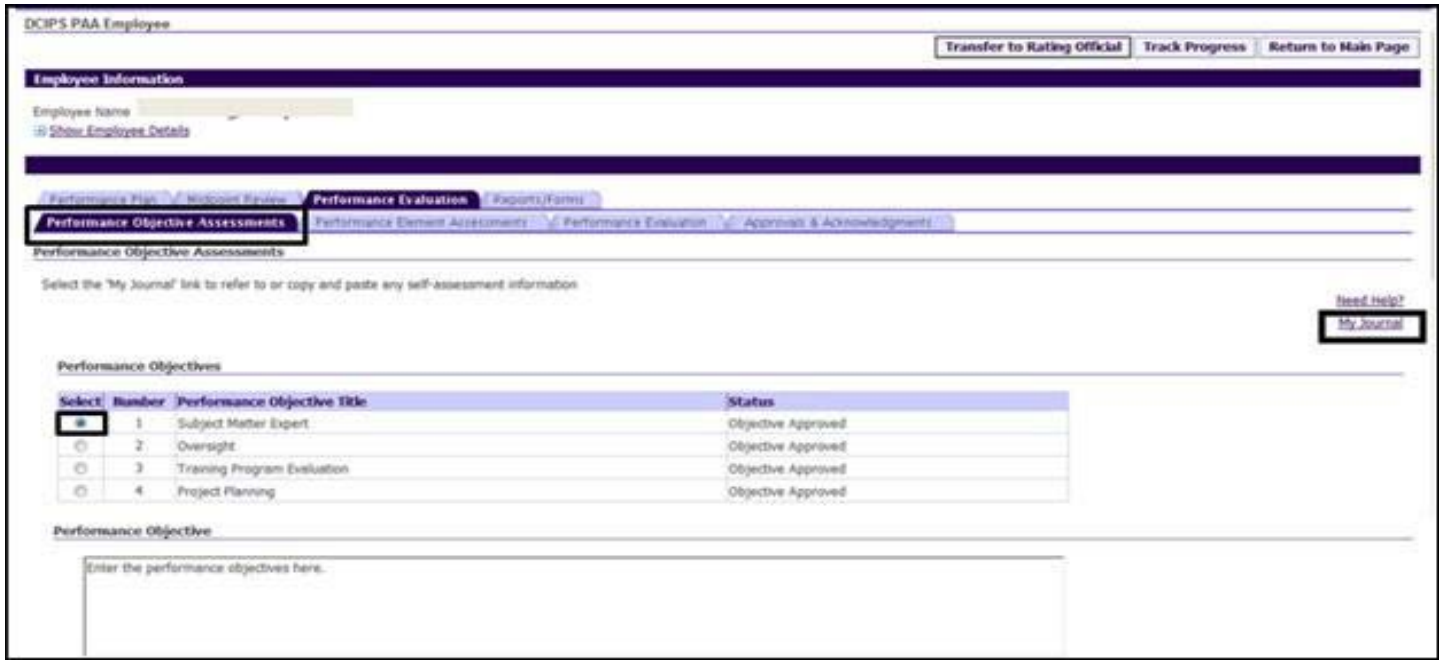
Step 6: Select the 'X' in The top right-hand corner To exit this screen.

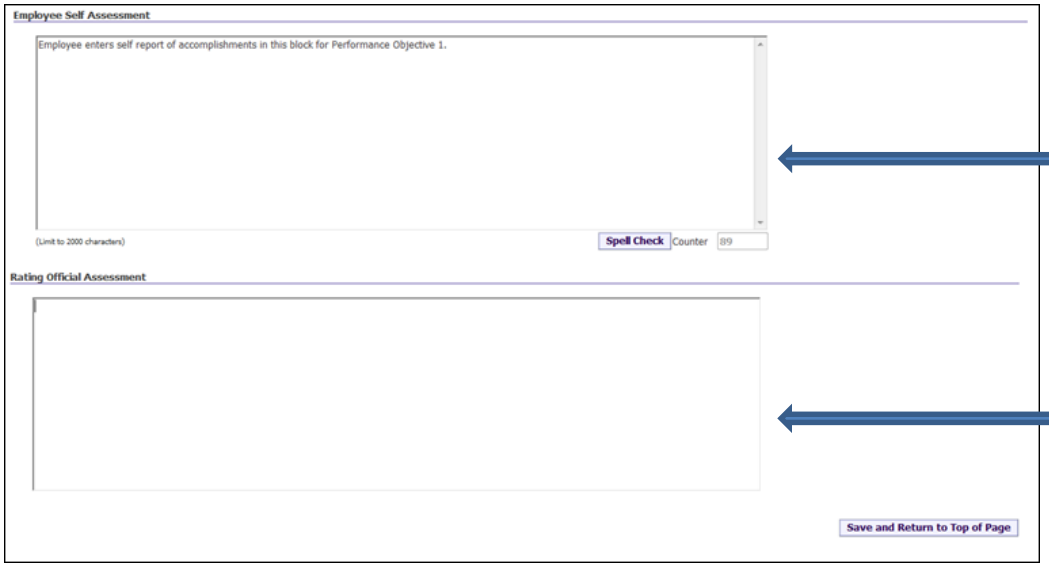
Congratulations!

You have now successfully Implemented the Single Block Option for this pay pool.



Employee & Rating Official View: Individual Block Option View "Before"

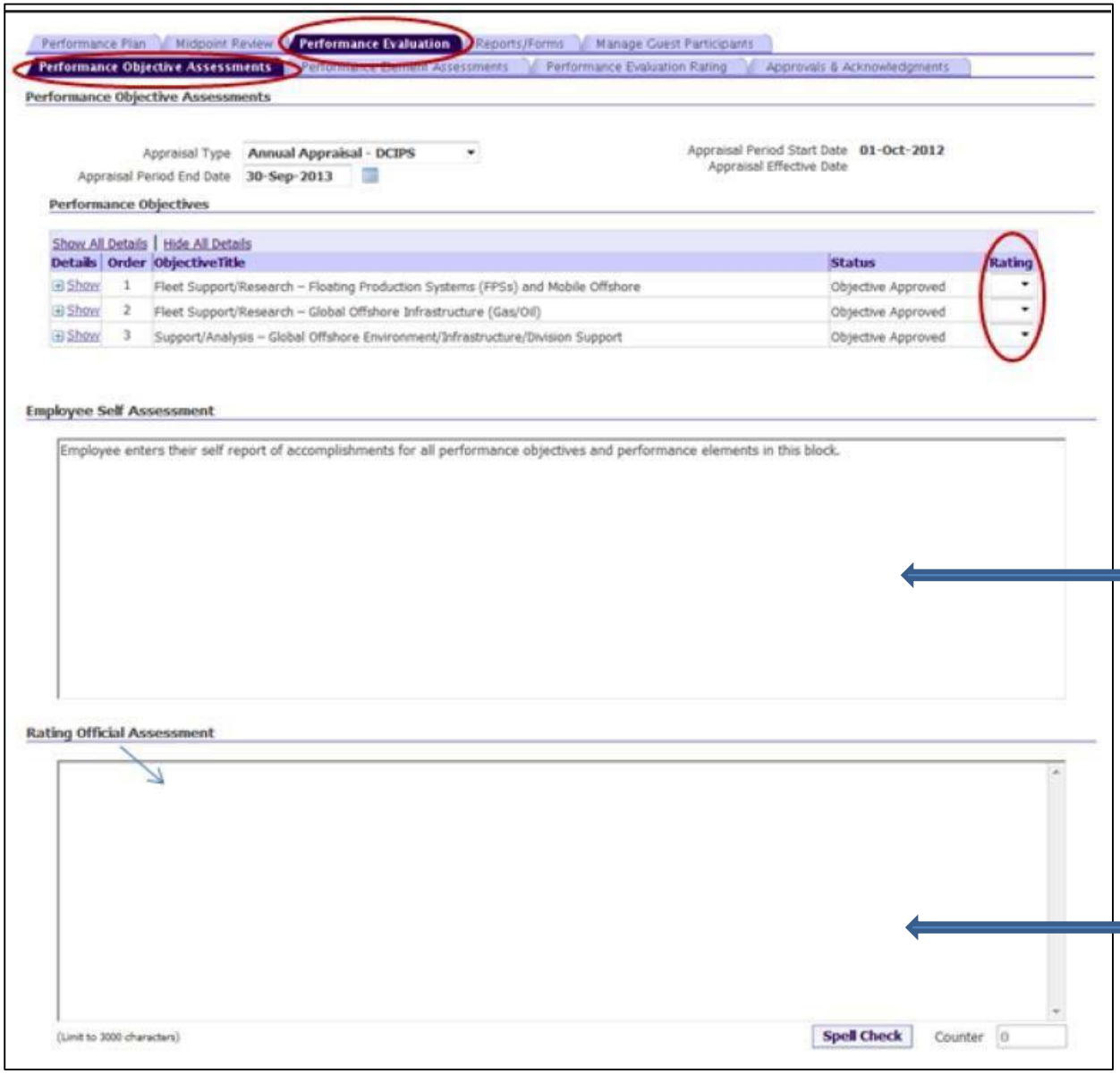




Employee has individual Field to address Accomplishments for each objective and element

Rating Official has individual field to assess each objective and element

Employee & Rating Official View: Single Block Option View "After"



Employee has single block in which to address accomplishments for each objective and element

Rating Official has single block in which to assess each objective and element

Next Steps

- Verify if any employees in your organization have begun their self-assessments.
- Liaise with these individuals to save their work in a MSWord document and clear out all self-assessment fields **PRIOR** to implementing the Single Block Option. Failure to do this will create more work for the employee and will put them at a disadvantage when evaluated against employees using the Single Block Option.
- The DCIPS Performance Management team will send out information to help you communicate this to your employees, as well as a copy of this briefing, and the PAA Single Block Option Guide.

Questions