

How to Re-Approve a Plan With Original Dates

In order to modify a plan and re-approve it with the original dates, follow the instructions below from Step 1. This should only be done if the Rating Official (RO) just fixed a typo in the performance elements or something that did not change the substantive content of the performance element.

If the plan is already in a “Modified” status and it needs to be re-approved with the original dates of approval, jump to step 11 on page 6 and follow the steps on how to re-approve the plan with the original dates.

1. From the RO’s main MyPerformance screen, open the employee’s performance plan by clicking the <Go> button next to “Update” on the drop down menu.

The screenshot shows the MyPerformance web application interface. At the top, there is a navigation bar with the MyPerformance logo and links for MyBiz+, Help, and Logout. Below the navigation bar, there are tabs for MyPerformance Main Page, Provide Guest Feedback, and My Journal. The main content area is titled "Employee" and "MyPerformance Main Page". A warning message is displayed: "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." Below the warning, there is a section for "Appraisals of Neall, Barbara" which includes a table of performance plans. The table has columns for Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, Current Status, and Action. The first row shows a plan for Neall, Barbara, with a current status of "Plan Approved" and an "Update" button in the Action column. A red circle highlights the "Update" button, and a red arrow points to it. There is also a "Go" button next to the "Update" button. Above the table, there is a "Create New Plan" section with a dropdown menu for "--Choose a Plan Type--" and a "Go" button. Below the table, there is a link to "Show Completed Plans/Appraisals".

MyPerformance Main Page

Need Help?

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 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 Neall, Barbara

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 Status	Action
Neall, Barbara	Neall, Barbara	Canniff, Sharon A	2018	356	01-Dec-2016	DoD	Approved	Plan Approved	Update Go

Select the link to search for completed plans.
[Show Completed Plans/Appraisals](#)

Privacy Statement

2. Navigate to the “Step 3: Performance Elements and Standards” tab
3. On the row for Performance Element #2 (or any element), click on the <Update> button

Appraisal Program

Plan | Progress Reviews | Annual Appraisal | Narrative Statements | View/Print Form | Manage Guest Participants

Step 1: Plan Details | Step 2: Mission Goals | **Step 3: Performance Elements and Standards** | Step 4: Approvals and Acknowledgments | Step 5: Performance Elements and Standards Re-approvals

-- Choose an Action -- [Go]

Employee Information

Employee Name **ARM Duzzuj, Xsojpuh R**
[Show Employee Details](#)

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 unapproved 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?**

Add Performance Element [Icons]

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
▶	1	Test Element Number One	Approved	Critical	Update	
▶	2	Test of Element Number Two	Approved	Critical	Update	
▶	3	Test of Element Number Three	Approved	Critical	Update	
▶	4	Test of Element Number Four	Approved	Critical	Update	
▶	5	Test of Element Number Five	Approved	Critical	Update	

Save and Go Back | Save and Continue

Privacy Statement

- When it opens, click in the “Performance Element and Standard(s)” box and take a period off the end of the last sentence, or if there is no period, take one character off a word.
- Click on the <Save> button. The performance element status changes from “Approved” to “Pending”.
- Click in the “Performance Element and Standard(s)” box again and put the period back on the last sentence, or put the character back that you took off in a word.
- Click on the <Save> button again.

Update Performance Element and Standard(s)

* Indicates required field

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

- Verify the Performance Element Title and start date; update the performance element and standard(s) in the text box below, 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 the performance element you worked on and another page will display to add another performance element.
- Select Go Back 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 Start Date 
(example: 28-Apr-2017)

Performance Element Status **Pending**

Date Last Modified **03-Jan-2017**

* Performance Element Type 

Performance Element and Standard(s)

This is a test of change a performance element to go through the re-approval process.

(Limit to 1500 characters) Counter **85**

Privacy Statement

8. Click on the <Go Back to Performance Elements> button to return to the Step 3 tab.

Update Performance Element and Standard(s)

* Indicates required field

[Save](#) [Go Back to Performance Elements](#)

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

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- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save the performance element you worked on and another page will display to add another performance element.
- Select Go Back 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 Start Date 
(example: 28-Apr-2017)

Performance Element Status **Pending**

Date Last Modified **03-Jan-2017**

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(Limit to 1500 charaters) [Spell Check](#) Counter **85**

[Privacy Statement](#)

9. Performance Element 2 status now shows as “Pending” and there is now a “Step 5. Performance Elements and Standards Re-approvals” tab. (NOTE: If the plan has been modified before, the tab may read Step 6 or Step 7, but that is ok)
10. Click on the Step 5 Re-approval tab:

Appraisal Program

Plan | Progress Reviews | Annual Appraisal | Narrative Statements | View/Print Form | Manage Guest Participants

Step 1: Plan Details | Step 2: Mission Goals | **Step 3: Performance Elements and Standards** | Step 4: Approvals and Acknowledgments | Step 5: Performance Elements and Standards Re-approvals

-- Choose an Action -- [Go]

Employee Information

Employee Name: **ARM Duzzuj, Xsojpuh R**
[Show Employee Details](#)

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- 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?**

Add Performance Element [Icons]

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
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▶	3	Test of Element Number Three	Approved	Critical	Update	
▶	4	Test of Element Number Four	Approved	Critical	Update	
▶	5	Test of Element Number Five	Approved	Critical	Update	

Save and Go Back | Save and Continue

Privacy Statement

11. In the middle of the screen, click on the <Start> button for “Step 1: Rating Official – Request or Document Higher Level Review” to start the re-approval process.

DoD Performance Management Appraisal Program

MyBiz+ | Logout

Plan | Progress Reviews | Annual Appraisal | Narrative Statements | View/Print Form | Manage Guest Participants

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments | **Step 5: Performance Elements and Standards Re-approvals**

-- Choose an Action -- Go

Employee Information

Employee Name **ARM Duzzuj, Xsojpuh R**
 Show Employee Details

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?**

Show All Details | Hide All Details

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

Save and Go Back

Privacy Statement

12. This screen shows two options, Option A to transfer it to the HLR for their approval, or Option B to document the HLR's approval. **DO NOT CHOOSE** Option A.
13. Scroll down and use “**Option B**”. Make sure the HLR name shown is correct, if not, it can be changed to the correct HLR who originally approved the plan by taking the name out and putting the correct name in.
14. In the block next to “Review Date” click on the calendar icon to use the calendar to select the PAST date the HLR ACTUALLY approved the plan. Make sure you select the right YEAR on when the calendar comes up.
15. Now, click on the drop down menu next to “Method of Review” and choose the method the RO used to get the HLR's approval. For example, did the HLR tell the RO Face-to-Face that they approved the plan, or was the approval given to the RO via telephone, etc.?
16. Finally, click the <Save> button to the right of the “Method of Review”.

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

Name	Title
Neall, Barbara	Rating Official
Stapula, Priscilla Leigh	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 Stapula, Priscilla Leigh 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.

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:

>	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
>	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Privacy Statement

17. Click on the <Start> button in the row for “Step 3: Rating Official – Document Communication to Employee”.
18. Again, use the calendar icon to select the past ACTUAL date the hard plan was communicated to the employee.
19. Then select the method by which it was communicated to the employee such as Face-to-Face, or by telephone, etc.
20. Now click on <Save and go to Step 4> button.

Plan View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name ARM Hnygs RJ, Ojgsaj W
 Show Employee Details

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 > under Details column to see approvals and acknowledgment information for each step and < 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?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
>	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
<	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date 13-Dec-2017
 Communication Method Face to Face
 Other

Cancel Save and Transfer to Employee for Acknowledgment **Save and go to Step 4**

>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed
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Save and Go Back

Privacy Statement

21. Click on the <Start> button on the row for the “Step 4: Rating Official – Document Employee Acknowledgement”.
22. Select from the drop down menu the reason the RO is documenting the acknowledgement for the employee such as you can choose “Other” and type in the reason such as “Re-approval due to error” in the block next to the “Other Method”, or you can choose “No System Access” if they don’t have system access, or they are unable to sign, etc.
23. Then use the calendar icon next to the “Date” to select the PAST ACTUAL date the employee acknowledged the hard copy plan. Make sure you have the right YEAR when selecting a date from the calendar.
24. Then click the <Save> button in that section:

Plan Progress Reviews Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

Employee Information

Employee Name ARM Happyfom, Nyxsoup R.
[Show Employee Details](#)

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 > under Details column to see approvals and acknowledgment information for each step and < 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?](#)

Show All Details | Hide All Details

Details	Tasks	Status	Action
>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
>	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
>	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
<	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

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.

Acknowledgment No System Access
 Other Method
 Date 20-Dec-2017

Cancel Save

Save and Go Back