

LOGIC TABLE – ACTIONS FOR EARLY ANNUAL RECOMMENDED RATING

These tables describe the actions required by the losing rating official and gaining rating official for the early annual recommended rating of record.

Scenario 1: Rating Official Leaves

Time Sensitive: If the departing rating official does not complete the actions, the higher level reviewer will need to do them.

If	And	Actions Required by: DEPARTING RATING OFFICIAL	Actions Required by: NEW RATING OFFICIAL
Rating Official leaves within the last 90 days of the end of the rating cycle (i.e., ceases to exercise the duties relative to monitoring, developing, and rating employee performance)	Employee remains in the same position and meets minimum criteria for annual performance rating	<p>In the Performance Appraisal Application:</p> <ul style="list-style-type: none"> ○ Change the appraisal type from Annual Appraisal – NSPS to Early Annual – NSPS. [This step is not necessary for hardcopy processing.] ○ Change the rating cycle end date to reflect one day prior to the date rating official departs organization. ○ Transfer the performance plan to employee and request Self-Assessment. ○ Upon return of the plan, prepare supervisory assessment and rate the job objectives to derive your recommended rating. ○ Document recommendations of share assignment and payout distribution. ○ Document that the higher level review has taken place by completing the name of the HLR and the date and method used, or use the “Submit Recommended Rating” button to transfer the appraisal to the HLR for review and approval. ○ Once the HLR approves the early annual recommended rating of record (or that approval is documented by the rating official), the appraisal status will change from “Pending Approval” to “Pending PPM Appr” (no further changes can be made). <p>Note: The CIVDOD Performance Management Administrator (“super user”) must transfer the PAA to the new rating official. (In the future, the Pay Pool Administrator will be able to do this.)</p>	<ul style="list-style-type: none"> ○ Create performance plan for new rating cycle. The rating cycle start date is the day after the rating cycle end date of the early annual appraisal. ○ Communicate final rating to employee.

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Scenario 2: Employee Leaves

If	And	Actions Required by: LOSING RATING OFFICIAL	Actions Required by: GAINING RATING OFFICIAL
Employee is promoted, reassigned, changed to lower band, or duties change such that a new (vs modified) performance plan is required	Employee remains within the same civilian personnel database (i.e., remains in an organization serviced by Army)	<p>In the Performance Appraisal Application:</p> <ul style="list-style-type: none"> ○ Change the appraisal type from Annual Appraisal – NSPS to Early Annual – NSPS. ○ Change the rating cycle end date to reflect one day prior to the date the employee departs organization or changes job. ○ Transfer the performance plan to employee and request Self-Assessment. ○ Upon return of the plan, prepare supervisory assessment and rate the job objectives to derive your recommended rating. ○ Document recommendations of share assignment and payout distribution. ○ Document that the higher level review has taken place by completing the name of the HLR and the date and method used, or use the “Submit Recommended Rating” button to transfer the appraisal to the HLR for review and approval. ○ Once the HLR approves the early annual recommended rating of record (or that approval is documented by the rating official), the appraisal status will change from “Pending Approval” to “Pending PPM Appr” (no further changes can be made). <p>Note: The CIVDOD Performance Management Administrator (“super user”) must transfer the PAA to the gaining rating official. (In the future, the Pay Pool Administrator will be able to do this.)</p>	<ul style="list-style-type: none"> ○ Create performance plan for new rating cycle. The rating cycle start date is the day after the rating cycle end date of the early annual appraisal. ○ Communicate final rating to employee. <p>Note: The gaining pay pool administrator must change the employee’s Pay Pool ID in the system. The gaining pay pool reconciles the rating.</p>

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Scenario 3: Employee leaves to non-Army serviced NSPS organization

Time Sensitive: All tasks required by the losing rating official must be accomplished prior to the employee changing jobs. Upon departure, they become an ex-employee and their PAA record is no longer available for update (except to close it).

If	And	Actions Required by: LOSING RATING OFFICIAL	Actions Required by: GAINING RATING OFFICIAL
Employee is promoted, reassigned, changed to lower band, or duties change such that a new performance plan is required	Employee changes civilian personnel database; e.g., moves from an organization serviced by Army to an organization served by Air Force	<ul style="list-style-type: none"> ○ Change the appraisal type from Annual Appraisal – NSPS to Early Annual – NSPS [this step is not necessary for Fillable DD 2906 processing.] ○ Change the rating cycle end date to reflect one day prior to the effective date of the job change ○ Transfer the performance plan to employee and request Self-Assessment ○ Upon return of the plan, prepare supervisory assessment and rate the job objectives to derive your recommended rating. ○ Document recommendations of share assignment and payout distribution. ○ In the PAA: Document that the higher level review has taken place by completing the name of the HLR and the date and method used, or use the “Submit Recommended Rating” button to transfer the appraisal to the HLR for review and approval. If using paper form, send the appraisal to the HLR. ○ The HLR takes necessary action (approves or returns for correction). Once the HLR approves the early annual recommended rating of record, the appraisal status will change from “Pending Approval” to “Pending PPM Appr” (in the PAA). At this point, no further changes can be made to the appraisal. If using the fillable DD 2906, the HLR signs the printed copy of the DD 2906. ○ Once the appraisal status equals “Pending PPM Approval”, the losing rating official clicks the “Print” icon to print or save DD Form 2906 as a .pdf electronic file. For either the PAA or Fillable DD 2906 process, the saved or printed appraisal needs to be sent to the employee’s new rating official. ○ Once the employee is an ex-employee in the civilian personnel database, rating officials should contact a HR specialist to request that the PAA be closed through a Change Request Transmittal process. 	<ul style="list-style-type: none"> ○ Create new performance plan. The rating cycle start date should include the days that were not covered or rated by the early annual recommended rating. ○ Obtain a copy of the PAA “Working Version DD Form 2906” from the losing rating official or a copy of the hardcopy fillable DD Form 2906 if manual process used. Forward a copy to the gaining HLR for submission to the pay pool. ○ Use the fillable DD Form 2906 to manually create the final appraisal for communication of the final rating of record to the employee.

LOGIC TABLE – CLOSE OUT VS. EARLY ANNUAL

SUPERVISOR LEAVING

Note: All required actions must be done before the supervisor leaves.

Time of Year...	Employee Under Approved NSPS Perf Plan...	Appraisal Action by RO	Dates to Use	Performance Plan Disposition	Action by New RO
Within 90 days of rating cycle end date	More than 90 days	Early annual rating	Rating Cycle End Date: RO's last day. Appraisal Effective Date: 1 Jan 2008.	Transfer to new rating official *	Start a new perf plan; Rating Cycle Start Date is the day after the former RO left (time counts toward next cycle's rating).
	More than 30 days, less than 90 days	Closeout assessment	No changes to plan dates	Transfer to new rating official *	Continue using existing perf plan
	Less than 30 days	No action	N/A	Transfer to new rating official (if plan has been established) *	Continue using existing perf plan or create plan if one not developed
All other times	More than 30 days	Closeout assessment	No changes to plan dates	Transfer to new rating official *	Continue using existing perf plan
	Less than 30 days	No action	N/A	Transfer to new rating official (if plan has been established) *	Continue using existing perf plan or create plan if one not developed

* If the new supervisor is not available or not on board yet, send the performance plan to the higher level reviewer or other designated management official.

** If the employee moves within the organization and will remain on the same PD/PRD, the existing plan should not be closed or deleted, but transferred to the new RO.

LOGIC TABLE – CLOSE OUT VS. EARLY ANNUAL

EMPLOYEE SEPARATING (separation, retirement, transfer, resignation)

Note: All required actions must be done before the employee leaves.

Time of Year...	Employee Under Approved NSPS Perf Plan...	Appraisal Action by RO	Dates to Use	Performance Plan Disposition	Action by New RO
Within 90 days of rating cycle end date	More than 90 days and employee moves to another NSPS position	Early annual rating (to be used by Pay Pool Panel)	Rating Cycle End Date: employee's last day. Appraisal Effective Date: 1 Jan 2008.	Transfer to new rating official if employee is moving to another NSPS position	If transferring to another NSPS position, start a new perf plan; Rating Cycle Start Date is the day employee begins new job (time counts toward next cycle's rating); otherwise N/A
	More than 90 days and employee separates, retires, resigns, etc	Closeout assessment, OPTIONAL	Rating Cycle End Date: employee's last day.	Close perf plan. Employee ineligible for payout	None
	More than 30 days, less than 90 days	Closeout assessment OPTIONAL	No change to plan dates	Close perf plan. Share closeout assessment with new RO if employee transfers to another NSPS position	If transferring to another NSPS position, start a new perf plan; Rating Cycle Start Date is the day employee begins new job (time counts toward next cycle's rating); otherwise N/A
	Less than 30 days	No action	N/A	Close perf plan.	If transferring to another NSPS position, start a new perf plan; Rating Cycle Start Date is the day employee begins new job (time counts toward next cycle's rating); otherwise N/A
All other times	More than 30 days	Closeout assessment	No change to plan dates	Close perf plan. Share closeout assessment with new RO if employee transfers to another NSPS position	If transferring to another NSPS position, start a new perf plan; Rating Cycle Start Date is the day employee begins new job; otherwise N/A
	Less than 30 days	No action	N/A	Close perf plan if plan has been approved; otherwise delete.	If transferring to another NSPS position, start a new perf plan; Rating Cycle Start Date is the day employee begins new job; otherwise N/A

LOGIC TABLE – CLOSE OUT VS. EARLY ANNUAL

EMPLOYEE CHANGING POSITIONS (reassignment **, promotion, change to lower grade/level/band)

Note: All required actions must be done before the employee begins new position.

Time of Year...	Employee Under Approved NSPS Perf Plan...	Appraisal Action by RO	Dates to Use	Performance Plan Disposition	Action by New RO
Within 90 days of rating cycle end date	More than 90 days and employee remains under NSPS	Early annual rating	Rating Cycle End Date: employee's last day. Appraisal Effective Date: 1 Jan 2008	Transfer to new rating official if employee is moving to another NSPS position;	If employee remaining under NSPS, start a new perf plan; Rating Cycle Start Date is the day employee begins new job (time counts toward next cycle's rating); otherwise N/A
	More than 90 days and employee moves to non-NSPS position	Early annual rating	Rating Cycle End Date: employee's last day.	Close perf plan. Employee ineligible for payout	
	More than 30 days, less than 90 days	Closeout assessment	No change to plan dates	Close perf plan.** Share closeout assessment with new RO if employee transfers to another NSPS position	If employee remaining under NSPS, start a new perf plan; Rating Cycle Start Date is the day employee begins new job (time counts toward next cycle's rating); otherwise N/A
	Less than 30 days	No action	N/A	Close perf plan if plan has been approved; otherwise delete.**	If employee remaining under NSPS, start a new perf plan; Rating Cycle Start Date is the day employee begins new job (time counts toward next cycle's rating); otherwise N/A
All other times	More than 30 days	Closeout assessment	No change to plan dates	Close perf plan.** Share closeout assessment with new RO if employee transfers to another NSPS position	If employee remaining under NSPS, start a new perf plan; Rating Cycle Start Date is the day employee begins new job; otherwise N/A
	Less than 30 days	No action	N/A	Close perf plan if plan has been approved; otherwise delete**	If employee remaining under NSPS, start a new perf plan; Rating Cycle Start Date is the day employee begins new job; otherwise N/A

LOGIC TABLE – CLOSE OUT VS. EARLY ANNUAL

EMPLOYEE ENTERING NSPS

Time of Year...	Appraisal Action by RO	Dates to Use	Pay Pool Panel Action	Comments
Within 90 days of rating cycle end date	Create performance plan (RO or empl)	Rating Cycle Start Date: Employee's entry on duty date. Appraisal Effective Date: 1 Jan 2009.	Employee's salary is part of the pay pool but employee is not rated and does not receive a payout.	Rating cycle will be longer than 12 months.
All other times	Create performance plan (RO or empl)	Rating Cycle Start Date: Employee's entry on duty date. Appraisal Effective Date: 1 Jan 2008.	Employee receives a recommended rating and is eligible for a payout.	

**LOGIC TABLE – CLOSE OUT VS. EARLY ANNUAL
EMPLOYEE GOING ON LWOP (LWOP, LWOP-US, T-LWOP)**

Note: required actions must be done before the employee starts LWOP

Time of Year...	Employee Under NSPS...	Appraisal Action by RO	Dates to Use	Performance Plan Disposition
Within 90 days of rating cycle end date	More than 90 days	Early annual recommended rating (to be used by pay pool panel)	Rating Cycle End Date: employee's last day. Appraisal Effective Date: 1 Jan 2009 (no change)	Retain for possible pay pool use
	More than 30 days, less than 90 days	Closeout assessment	Rating Cycle End Date: employee's last day. Appraisal Effective Date: 1 Jan 2009 (no change)	Retain for possible pay pool use
	Less than 30 days	No action	N/A	Close if plan has been approved; otherwise Delete.
All other times	More than 30 days	Closeout assessment	Rating Cycle End Date: employee's last day. Appraisal Effective Date: 1 Jan 2009 (no change)	Retain for possible pay pool use
	Less than 30 days	No action	N/A	Close if plan has been approved; otherwise Delete.