

AIR FORCE GUIDE

TO

PROCESSING

**MASS APPRAISAL
UPLOAD/UPDATE PROCESSES**

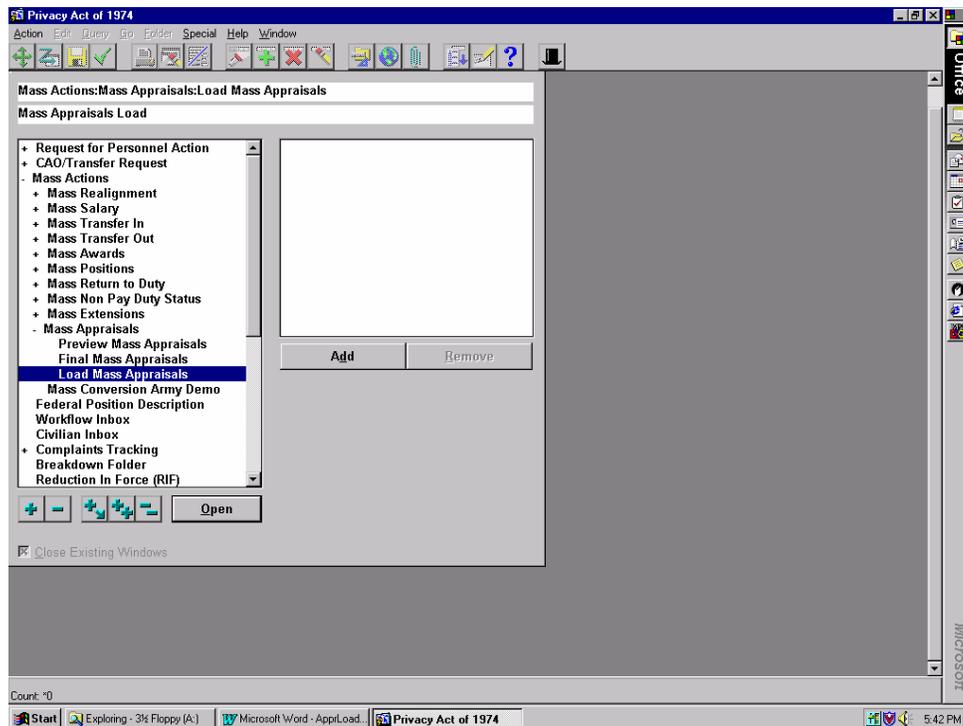
25 FEBRUARY 2003

AF-DPPR-SC

Appraisal Upload/Update Processes

This section outlines the steps to be taken to update appraisal information for employees.

1. Copy the file containing the appraisal transactions your hard drive noting the subdirectory you are placing it in. The appraisal file must be in the exact format as specified in **Figure 1** of this document. **Note: Ensure there are no blank lines at the bottom of the file before loading the file.**
2. Log into modern DCPDS as a CIVDOD Personnelist.
3. Click on “Mass Actions” then “Mass Appraisals” and finally “Load Mass Appraisals”



4. The following screen will appear:

File Name: c:\Appr_War.txt Status:

Appraisal Details

Mass Appraisal Name: Test Appraisal Uploa

Description: Test 1

Rating of Record Pattern: H Summary levels 1, 2, 3, 4, and 5

Rating of Record Level:

Date Appraisal Due: 20-MAY-2001

Appraisal Period End Date: 20-MAY-2001

Load

Rating of Record Pattern equals A for Pass/Fail or H for 5 level rating system. *If different patterns are in your file, use the value applicable for the majority of records being loaded* and then change those who are different during the Final Mass Appraisals process OR separate your files accordingly.

Rating of Record Level is the same value as Rating of Record. You can leave the "Rating of Record Level" blank on this screen and Modern DCPDS will then auto populate this field to the same value as the employees' Rating Of Record contained in your file. If the Rating Of Record Level is input on this screen, it will auto populate this field with the value input on all records.

5. Under "File Name" you will need to type in the complete path to the file you copied to your hard drive (e.g., c:\Appr_bk.txt). The name of the file must be in the standard DOS format; therefore, please be sure that it does not exceed 8 characters. It is best to put the file in either the root directory or the Temp directory. **NOTE: If the path to the file is too long it may not be found.**
6. Provide an appropriate name for the "Mass Appraisal Name". Make a note of the name you type in – you will use it later in the process. *(Note: A different name must be used for each file loaded. Recommend that the following naming convention be used for ease in tracking your process: CPF-ID – APR – Last four of PAS code with Organization Structure Code and a number of that process – 2003; i.e. 5M-APR-FJPLCC1-2003).*
7. Provide a description of the process in the "Description" field.
8. The system supplies a default value for the "Rating of Record Pattern" and the "Rating of Record Level". You can change them as needed. *(For the Rating of Record Pattern, use A for Pass/Fail, H for 5 level rating system, etc.)* If the Rating of Record Level is left blank on this screen, the preview screen will auto-populate this field with same value that is provided in the ASCII file for Rating of Record except for the following demonstration project records which will be populated as follows:
 - a. If the Demo Location Code = 1 or 2 (China Lake and SPAWAR) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will

also be blank. Rating of Record Level is not applicable to these two Demonstration Projects.

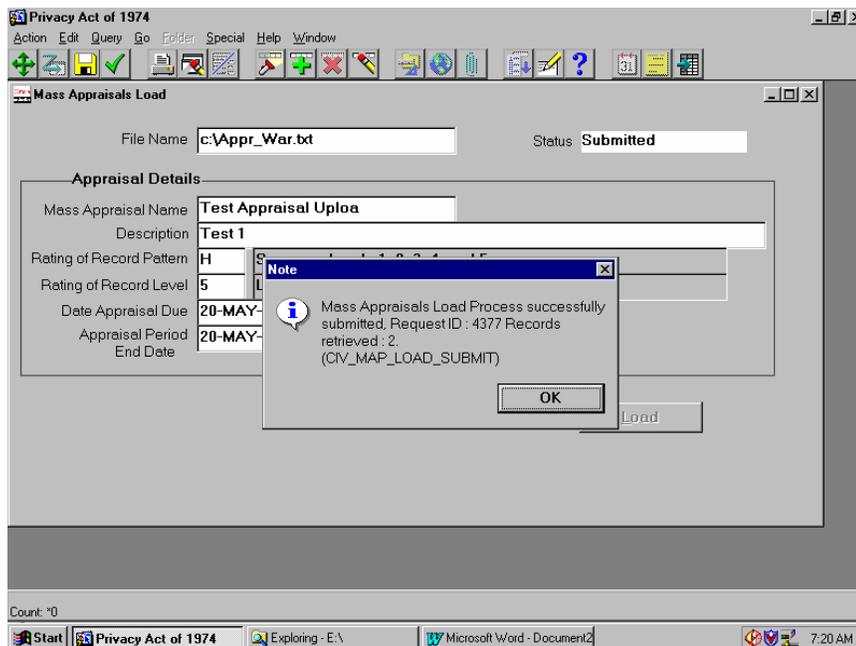
- b. If the Demo Location Code = 4 (NRL) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows:
 - 1) If Rating of Record = G then populate Rating of Record Level with 3
 - 2) If Rating of Record = N then populate Rating of Record Level with 1

- c. If the Demo Location Code = A (Air Force Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows:
 - 1) If Rating of Record = A then populate Rating of Record Level with 5
 - 2) If Rating of Record = D then populate Rating of Record Level with 4
 - 3) If Rating of Record = G then populate Rating of Record Level with 3
 - 4) If Rating of Record = K then populate Rating of Record Level with 2

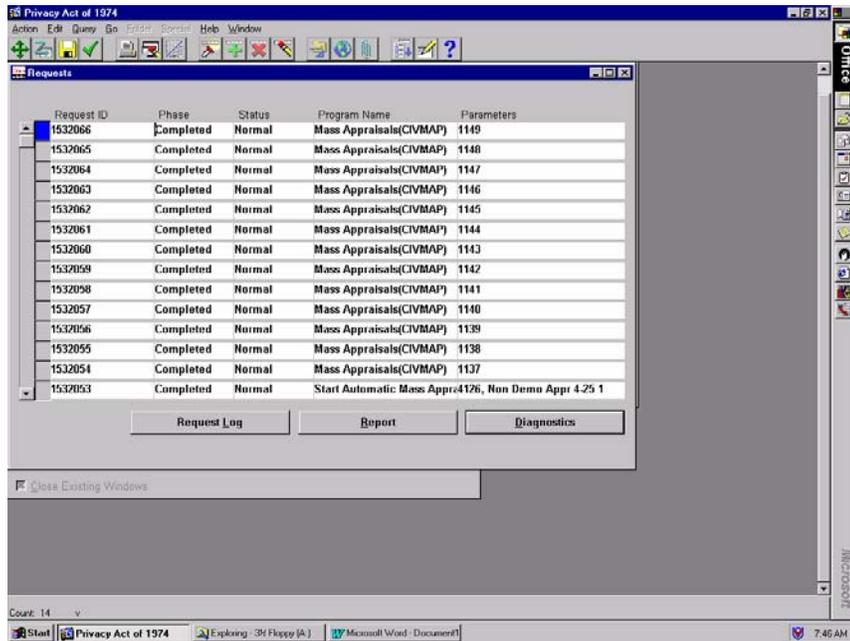
- d. If the Demo Location Code = Q (DoD Acq Demo) and the Rating of Record is blank, the Rating of Record Level in the preview screen will be populated as follows:
 - 1) If Owning Agency = AF, NV, DD and Rating of Record = A then populate Rating of Record Level with 5
 - 2) If Owning Agency = AF, NV, DD and Rating of Record = D then populate Rating of Record Level with 4
 - 3) If Owning Agency = AF, NV, DD and Rating of Record = G then populate Rating of Record Level with 3
 - 4) If Owning Agency = AF, NV, DD and Rating of Record = N then populate Rating of Record Level with 1
 - 5) If Owning Agency = AR and Rating of Record = E then populate Rating of Record Level with 5
 - 6) If Owning Agency = AR and Rating of Record = H then populate Rating of Record Level with 4
 - 7) If Owning Agency = AR and Rating of Record = L then populate Rating of Record Level with 3
 - 8) If Owning Agency = AR and Rating of Record = U then populate Rating of Record Level with 1

- e. If the Demo Location Code = R (Army Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows:
 - 1) If Rating of Record = E then populate Rating of Record Level with 5
 - 2) If Rating of Record = H then populate Rating of Record Level with 4
 - 3) If Rating of Record = L then populate Rating of Record Level with 3
 - 4) If Rating of Record = U then populate Rating of Record Level with 1

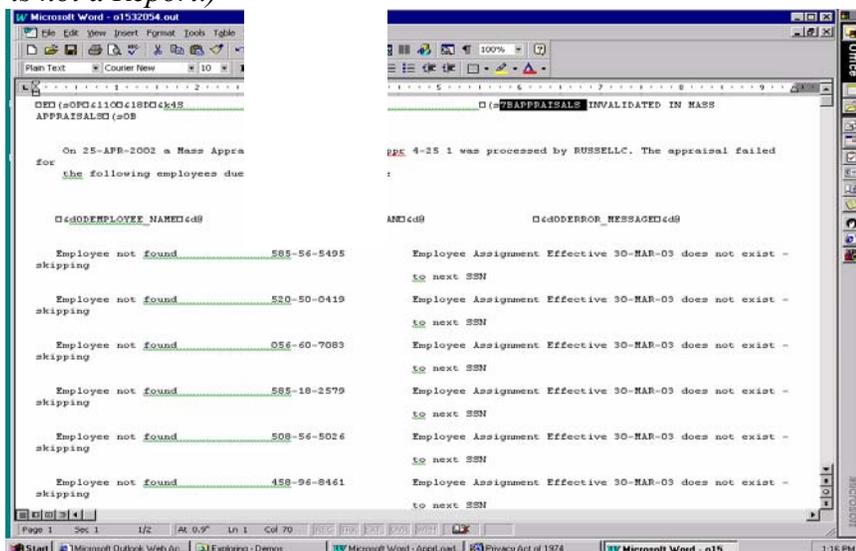
9. Type in the “Date Appraisal Due” and the “Appraisal Period End Date”.
 - a. *The Date Appraisal Due is a field normally used by Army but must be entered on this screen: use the same date as the Appraisal Period End Date; i.e. 31-Mar-2002.*
 - b. *When the appraisal is processed, the Performance Salary on the Salary Award DDF under Extra Information on People/Enter and Maintain is generated based on the business rules for your component.*
10. Save the record by clicking on the yellow Floppy Icon on the top line menu.
11. Click on the “Load” button in the lower right corner of the screen.
12. Once the load process has completed, you will receive a pop-up message providing you with the Request ID number and the number of records that processed.



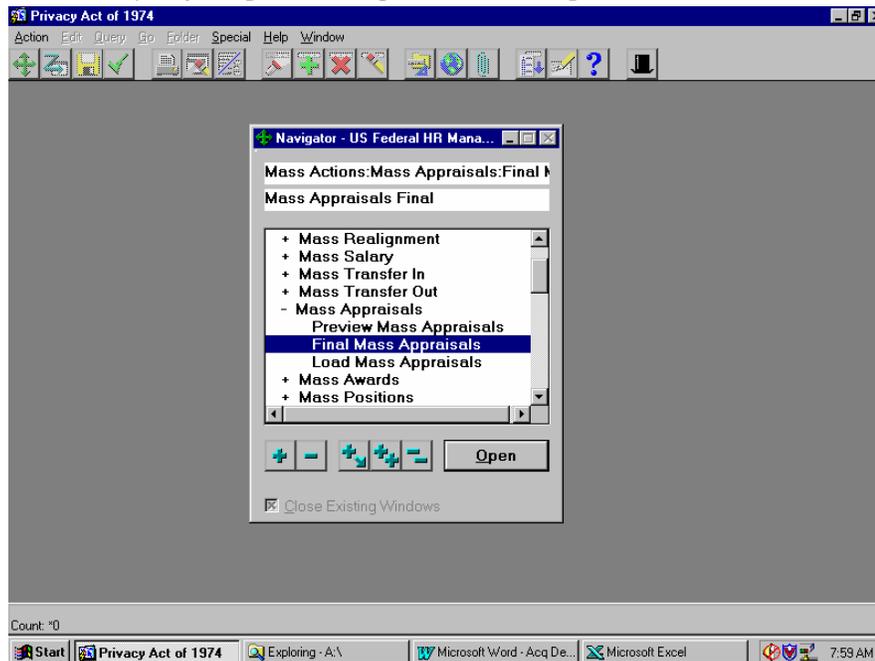
13. At this point, select “Help” from the top line menu and select “View My Requests” to check the status of the load process. Hit F8 to re-query checking for the “Phase” to reflect “Complete”. (Depending on how many organizations you have in your file this may take a little time. When your original job ID (Start Automatic Mass Appraisal Load Process) says “completed”, all requests are completed. If the entries in your file are not in the exact format as specified in Figure 1 of this document, the Phase will indicate “Completed” but the Status will indicate “Error”. You will then need to fix your file and reload.)



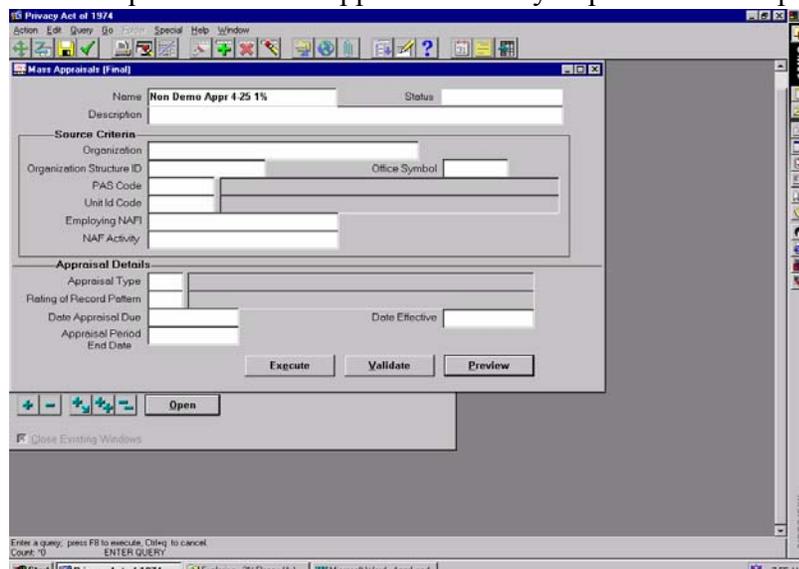
14. Click on the Report button to review the reports generated (**Program Name will display as Mass Appraisals (CIVMAP)**). You will receive a report listing any records that could not be loaded (i.e., the employee did not have an assignment as of the **Appraisal Period End Date**) as well as a report indicating successful loading of records for each Organization included in your file. (NOTE: Use the “Request Log” button or the “Diagnostics” button to view your “Start Automatic Mass Appraisal Load Process” as this is not a Report.)



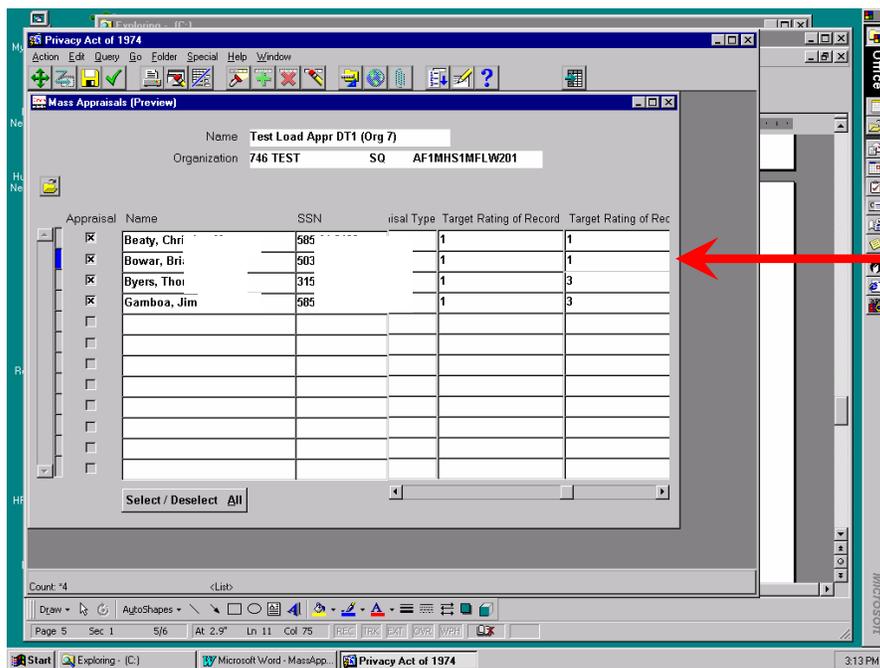
15. Next, click on “Final Mass Appraisals” from the Navigation window. *NOTE: Ensure that the “Phase” reflects “Completed” for your “Start Automatic Mass Appraisal Load Process” entry before proceeding with these steps.*



16. When the form comes up, hit F7 and then type in the name of the load you provided in step 6 above followed by the wildcard character (%) and hit F8 to execute the query. If your upload file contains employees from different organizations, the system will append a number after the name you provided in step 6 above for each of the various organizations (i.e., “Test Appraisal Update (Org 1)”, “Test Appraisal Update (Org 2)”, etc.). By adding the % sign after the name, you are assured of finding all organizations that require appraisal processing as a result of your upload. The following step will need to be followed for each *different* organization (*Org #*) created; i.e. *Preview, Validate and Execute* for each (*Org #*) created. (Note: Use the down/up arrows to navigate between the Names; i.e., “XXXXXXXX (Org 1)”, “XXXXXXXX (Org 2), etc. where XXXXXXXX equals the Mass Appraisal Name you provided in step 6.

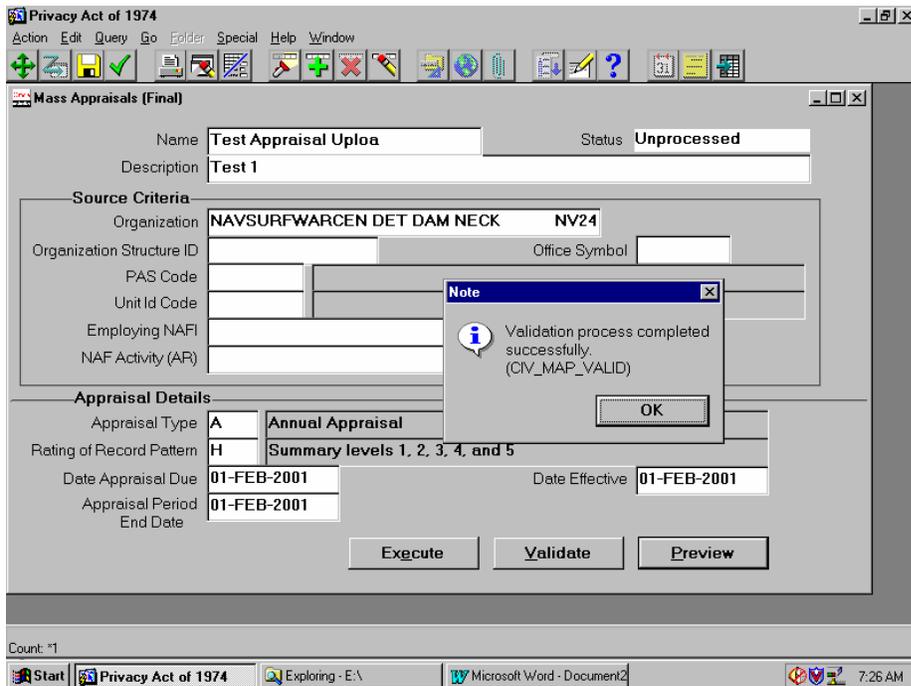


17. Click the Preview button to make sure the right records are selected and they have the correct data in them. To quickly identify all records selected for update, hit F7 to place you in query mode, click the “X” under the Appraisal column to deselect it and then re-click it to select it again. Hit F8 to execute the query. Your list now will only have employees who were included in the load process.
18. When you completed the form for the Load Mass Appraisals, you provided a default value for Rating of Record Level. This value will need to be changed for employees whose Target Rating of Record Level do not match the default value. To quickly identify and update these records, navigate to the Preview screen and use the F7/F8 query function to identify the records based on their value in the Target Rating of Record column. Update the Target Rating of Record Level value on the first employee and use your arrow down button to navigate to the next record. Hit F3 to copy the value from the first employee. Continue using the arrow down and F3 until all records have been updated. Save your changes. Once all changes are made, exit this screen.



Change Rating of Record Pattern and/or Rating of Record Level if required. Preview other data fields as well to insure data was correct in your file; i.e., Date Effective, etc.

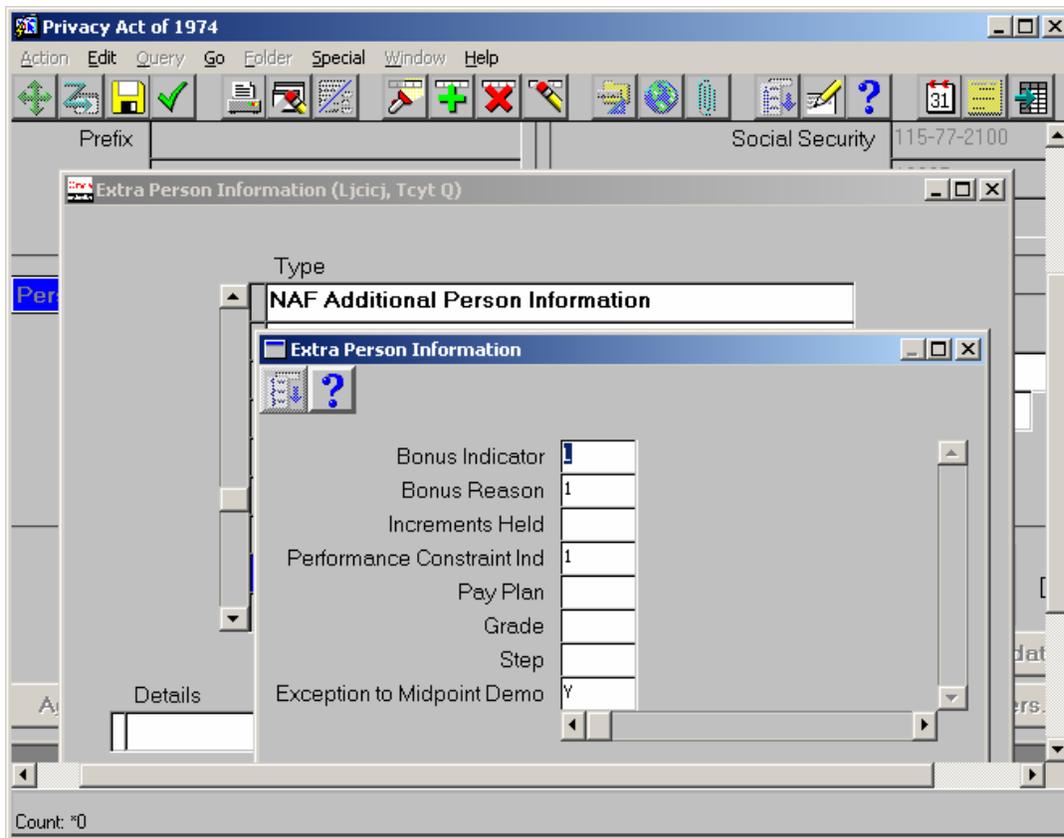
19. Click the Validate button. If there are errors, navigate to View My Requests and review the error report that is generated and make any necessary corrections. Once corrected or if there are no errors, click the Execute button. You will receive a message providing the Request ID.



20. After the process has completed successfully, examine the employee's records to verify they were updated with the right information. For employees belonging to a demonstration project, you will need to look in both the appropriate demo appraisal SIT and in the "US Gov Perf Appraisal" SIT to verify the updates. The demo appraisal SITs are:

Demonstration Project	Special Information Type
China Lake	Appr – China Lake Demo
DoD Acquisition	Appr – DoD Acquisition Demo
NRL	Appr – Naval Research Lab Demo
SPAWAR	Appr – Space Nav Warfare Demo
Warfare	Appr – Warfare Center Demo
Air Force Lab Demo	Appr – Air Force Lab Demo
Army Lab Demo	Appr – Army Lab Demo

In addition to checking the appraisal SITs, for China Lake also verify Bonus Indicator and Bonus Reason, if applicable, was loaded correctly to the Navy Unique Information DDF (People → Enter and Maintain → Extra Information → Navy Unique Information). For SPAWAR also verify the Exception to Midpoint. Demo located in the Navy Unique Information DDF (People → Enter and Maintain → Extra Information → Navy Unique Information) updated correctly.



25 Feb 03

Sample Appraisal File Layouts

The ASCII file format:

Maximum Field Length	Value
11	SSN (Format 999-99-9999)
	Comma Delimiter
11	APPR_DATE_EFFECTIVE (Format: DD-MMM-YYYY)
	Comma Delimiter
1	RATING_OF_RECORD
	Comma Delimiter
1	APPRAISAL_TYPE
	Comma Delimiter
1	BONUS_INDICATOR (Navy Unique Data)
	Comma Delimiter
1	BONUS_REASON (Navy Unique Data)
	Comma Delimiter
1	FACTOR1 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR2 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR3 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR4 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR5 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR6 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR7 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR8 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR9 (Air Force Unique Data)
	Comma Delimiter
1	DEMO_LOCATION_CODE
	Comma Delimiter
1	Exception to Midpoint

Note: Insure there are no blank lines at the bottom of the file before loading the file.

For Air Force: FACTOR1 through FACTOR9 are concatenated (combined) into one field when updated to DCPDS. The Comma Delimiters between these factors are not mandatory; these factors will load correctly with or without the commas between FACTOR1 thru FACTOR9. *Ensure all nine factors are input as required.*

**Sample Appraisal File Layouts
(Non Demonstration Project)**

Air Force

123-99-9999,01-JUN-2003,4,A,,,9,9,9,9,9,9,9,9,9,9

OR

123-99-9999,01-JUN-2003,4,A,,,999999999

Air Force – GS-15 (Performance Factors excluded):

234-56-7890,01-JUN-2002,3,A

All Other Components:

234-56-7890,01-JUN-2002,3,A

**Sample Appraisal File Layouts
(Demonstration Projects)**

DoD Acq Demo (Air Force):

123-99-9999,01-JUN-2003,D,L,,,9,9,9,9,9,9,9,9,9,9,Q

OR

123-99-9999,01-JUN-2003,D,L,,,999999999,Q

DoD Acq Demo (Non-Air Force):

123-99-9999,01-JUN-2003,D,L,,,,,,,,,,,,,Q

Navy – China Lake:

123-99-9999,01-JUN-2003,A,A,J,1,,,,,,,,,,,,,1

Navy – SPARWAR:

123-99-9999,01-JUN-2003,D,A,,,,,,,,,,,,,2,N

Navy – Warfare:

123-99-9999,01-JUN-2003,3,A,,,,,,,,,,,,,3

Navy – NRL:

123-99-9999,01-JUN-2003,G,A,,,,,,,,,,,,,4

Air Force Lab Demo:

123-99-9999,01-JUN-2003,D,A,,,9,9,9,9,9,9,9,9,9,9,A

OR

123-99-9999,01-JUN-2003,D,A,,,999999999,A

Army Lab Demo:

123-99-9999,01-JUN-2003,H,L,,,,,,,,,,,,,R