DCPDS Hierarchy Example

HRO's View of the Hierarchy

The hierarchy drives the rating chain for Performance Appraisals. Supervisors must be connected to their subordinates in order to see them in PAA, DPMAP and MyWorkplace.

*This is an example of how the hierarchy can affect who you can rate within PAA & DPMAP.

**You will be able to see your technician's appraisal/plan if the technician is NOT in your hierarchy as long as you are assigned as the rating official.

***If your technician is not connected to you in the hierarchy you will not be able to create a new performance plan.

DCPDS Hierarchy Example Cont.

The only personnel on the "Create a New Plan" list are the ones assigned to the supervisor's hierarchy.

This supervisor has a technician with an active performance plan in PAA and the technician is not located in the "Create A New Plan" view.

The technician's plan has an end-date of 31-MAR-2017, but the supervisor cannot find his employee in the "Create A New Plan" view.

The hierarchy needs corrected for new plans to be initiated!!

DCPDS Hierarchy Example Cont.

This image shows the corrected hierarchy which includes the technician with the active performance plan (Newhouse).

*You will not be able to create new performance plans if the hierarchy is different than what you see on PAA or DPMAP.

**This is especially true for employees who are reassigned, promoted, converted, or changed to lower grade.

***Technicians need to update their performance plans when their supervisors change positions so the supervisors have access to their subordinates' plans.

DCPDS Hierarchy Example Cont.

This image shows the technician available for the supervisor to create a new plan.

Contact HRO or your Wing HRO Remote if you require changes to the DCPDS hierarchy.

If you wish to make a hierarchy change, this spreadsheet needs to be filled out showing the old hierarchy and the proposed changes. This will need to be sent to your HRO Remote for accuracy, who will then send it to HRO for final approval.