



AutoNOA



Manager Appraisal Entry

Purpose: This new web site is designed to give the manager in the field a “One-Stop” shop for the input of their employee appraisals.

Current Appraisal Types Covered:

- TAPES Appraisals
- JTF CapMED

Requires the inclusion of a **PDF** appraisal form



- Automatically enters the appraisal document into *eOPF*

Ratings Based awards RPA may also be input at the same time as the appraisal entry!



Manager Appraisal Entry Introductory Screen



Appraisal Entry

[Main Menu](#)
[View All Submissions](#)

Welcome to the Appraisal Entry Website.
This website allows you to enter your employee's appraisal information.

Select Form

OBJECTIVE:

- Enter end of rating cycle rating information for the employees you directly supervise.
- Upload the signed hard copy appraisal for your employee to be filed directly into their eOPF.

INSTRUCTIONS:

- Complete a hard copy TAPES appraisal for an employee you supervise at the end of their rating cycle.
- Ensure you and the employee sign the appraisal.
- Scan the appraisal form and save it on your computer in a PDF format.
- Log into AutoNOA website and click on the Appraisal Entry link.
- From the drop down menu, select TAPES form.
- Follow the instructions on the webpage to enter in the numeric rating information for your employee.
- Upload PDF appraisal you previously saved on your computer.
- **You will be prompted to review the document after its been uploaded to ensure the correct document has been submitted.
- Submit the rating and form.

AUTONOA:

- AutoNOA will enter the numeric rating information directly into DCPDS for the employee.
- The uploaded PDF appraisal will automatically be filed in the employee's eOPF.

SPECIAL NOTE:

- It is your responsibility as a supervisor/manager to ensure you are submitting the correct appraisal for each employee.
- Please contact your local MER specialist to work any replacement appraisals
- All "special" appraisals must be kept locally and will not be filed in an employee's eOPF.

- Introductory screen gives the manager instructions and general information about the Appraisal Entry form via AutoNOA.
- Manager chooses type of appraisal they will be entering from dropdown.



Manager Appraisal Entry Employee Listing Screen



**Appraisal Entry
TAPES Form**
Home
Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Name	Position Title	Pay Plan - Series - Grade	Org Component	Due Date	
CAROL BRADY	SUPV AUTOMATION INTEGRATION SPEC	GS-0301-13	BGSEW6D3AA1C	14 Aug 2012	Select Employee
MIKE BRADY	SUPV HR SPECIALIST (INFO SYS)	GS-0201-13	BGSEW6D3AA1D	14 Aug 2012	Select Employee
GREG BRADY	STUDENT TRAINEE (INFORMATION SYSTEMS)	GS-0299-07	BGSEW6D3AA1E	13 Sep 2012	Select Employee
MARCIA BRADY	HR ASSISTANT (INFORMATION SYSTEMS/OA)	GS-0203-07	BGSEW6D3AA1C	14 Sep 2012	Select Employee
PETER BRADY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-12	BGSEW6D3AA1E	14 Nov 2012	Select Employee
JAN BRADY	HR SPECIALIST	GS-0201-09	BGSEW6D3AA1E	14 Nov 2012	Select Employee
BOBBY BRADY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1C	14 Nov 2012	Select Employee
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	14 Nov 2012	Select Employee
ALICE NELSON	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-13	BGSEW6D3AA1D	14 Nov 2012	Select Employee

- Managers can only view employees based upon the security information provided on their **DCPDS SANAR** form.
- They will select an employee by clicking on the “**Select Employee**” hyperlink.



Manager Appraisal Entry Specific Employee Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.na.army.mil/autonoa/appraisal_mgr/TAPES_Entry.aspx

**Appraisal Entry
TAPES Form**
[Home](#)
Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	101010	04 Jan 1987

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Reason for Submission
 Annual Special Intern

Appraisal Period Start Date
Appraisal Period End Date
Date Senior Rater Signed Appraisal Form
Next Appraisal Due Date
Note: This is the suggested date and it can be changed

On this screen, the manager will select the type of appraisal as well as the **appraisal period start and end date**. We will also ask for the **date the senior rater signed the appraisal**.



Manager Appraisal Entry Specific Employee Screen



Appraisal Entry - Windows: Internet Explorer
https://mccpoc.ria.army.mil/autonoa/appraisal_mgr/TAPES_Entry.aspx

Appraisal Entry
TAPES Form
Home
Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	000010	05 Jan 1987

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Reason for Submission: Annual Special Intern

Appraisal Period Start Date: 10/1/2011

Appraisal Period End Date: 5/31/2012

Date Senior Rater Signed Appraisal Form: 6/15/2012

Next Appraisal Due Date: 7/15/2013

Note: This is the suggested date and it can be changed

AutoNOA will ensure the appraisal period start and end dates do not conflict with prior appraisal information and automatically calculate the next appraisal due date.



Manager Appraisal Entry General Objective Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.na.army.mil/autonoa/appraisal_mgr/TAPES_Entry.aspx

Appraisal Entry TAPES Form

[Home](#)
Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	72134	08 Jan 1987

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Which TAPES form is this person rated on?
 Base System
 Senior System

Does this position have supervisory duties?
 Yes
 No

How many non supervisory objectives was this person rated on?

The manager will answer basic question about the objectives that were used for this specific employee's appraisal



Manager Appraisal Entry Specific Objective Screen



Appraisal Entry - Windows Internet Explorer
https://nccspoc.nia.army.mil/autonoa/appraisal_mgr/TAPES_Entry.aspx

Appraisal Entry TAPES Form Home

Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	888555558	07 FEB 1987

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Which TAPES form is this person rated on?
 Base System
 Senior System

Does this position have supervisory duties?
 Yes
 No

How many non supervisory objectives was this person rated on? 4

Objective	Score
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
Organizational Management/Leadership	<input type="text"/>
EEO/AA	<input type="text"/>

Overall Performance
1 2 3 4 5

Based upon the information provided by the manager, the objective score entry screen will be automatically adjusted to accommodate the correct number and combination of objectives.



Manager Appraisal Entry Specific Objective Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.ria.army.mil/eutonoa/appraisal_mgr/TAPES_Entry.aspx

**Appraisal Entry
TAPES Form**
[Home](#)
Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	855655	08 DEC 1988

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Which TAPES form is this person rated on?
 Base System
 Senior System

Does this position have supervisory duties?
 Yes
 No

How many non supervisory objectives was this person rated on? 4

Objective	Score
1	1 - EXCELLENCE
2	2 - SUCCESS
3	3 - NEEDS IMPROVEMENT
4	4 - FAILS

Organizational Management/Leadership
EEO/AA

Overall Performance
 1 2 3 4 5

Managers will be given a dropdown menu of options for the specific objective ratings.



Manager Appraisal Entry Specific Objective Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.ria.army.mil/autonoa/appraisal_mgr/TAPES_Entry.aspx

Appraisal Entry TAPES Form Home

Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	08855555	05 AUG 1950

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Which TAPES form is this person rated on?
 Base System
 Senior System

Does this position have supervisory duties?
 Yes
 No

How many non supervisory objectives was this person rated on? 4

Objective	Score
1	1 - EXCELLENCE
2	2 - SUCCESS
3	1 - EXCELLENCE
4	2 - SUCCESS
Organizational Management/Leadership	1 - EXCELLENCE
EEO/AA	1 - EXCELLENCE

Overall Performance
1 2 3 4 5
Fully Successful
Please check the overall performance rating. We calculate a rating of 2
Save Objectives

Based upon manager input, AutoNOA will **“Check the Math”** to make sure the final rating matches the input of the individual objective scores.



Manager Appraisal Entry Supporting Documentation Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.ria.army.mil/autonoa/appraisal_mgr/TAPES_Entry.aspx

File Edit View Favorites Tools Help
Favorites Best of the Web Channel Guide fasclass Free Hotmail Internet Explorer News Internet Start
Appraisal Entry washington moun - Google

Appraisal Entry TAPES Form

Home
Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	8811111	23 Jan 1987

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Appraisal Rating:	2 Highly Successful
Appraisal Period Start Date	10/1/2011
Appraisal Period End Date	5/31/2012
Date of Senior Rater	6/15/2012
Appraisal Period Due Date	7/15/2013
Upload Appraisal (Must be a PDF)	<input type="text" value="I:\SD\Tapes Objectives\A\ Browse..."/>

Trusted sites | Protected Mode: Off | 105%

On this screen, the manager is asked to attach a **PDF** version of the employee appraisal form. This file will automatically be uploaded into eOPF.



Manager Appraisal Entry Verification Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.ria.army.mil/autonoa/appraisal_mgr/TAPES_Entry.aspx

File Edit View Favorites Tools Help
Favorites Best of the Web Channel Guide fasclass Free Hotmail Internet Explorer News Internet Start
Appraisal Entry washington moun - Googl...

Appraisal Entry
TAPES Form
Home
Welcome to the AutoNOA appraisal entry form.
[Reset All Fields](#)

Employee Information						
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB	
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	3000000	07 Jan 1955	

Current Appraisal			
Rating	Current Due Date	Period End Date	Due Date
1 - Exceptional	14 Nov 2012	30 Sep 2011	14 Nov 2012

Appraisal Rating:	2 Highly Successful
Appraisal Period Start Date	10/1/2011
Appraisal Period End Date	5/31/2012
Date of Senior Rater	6/15/2012
Appraisal Period Due Date	7/15/2013
Upload Appraisal (Must be a PDF)	<input type="button" value="Browse"/>

Please verify that the correct appraisal was attached.
[Open Attached Appraisal](#)

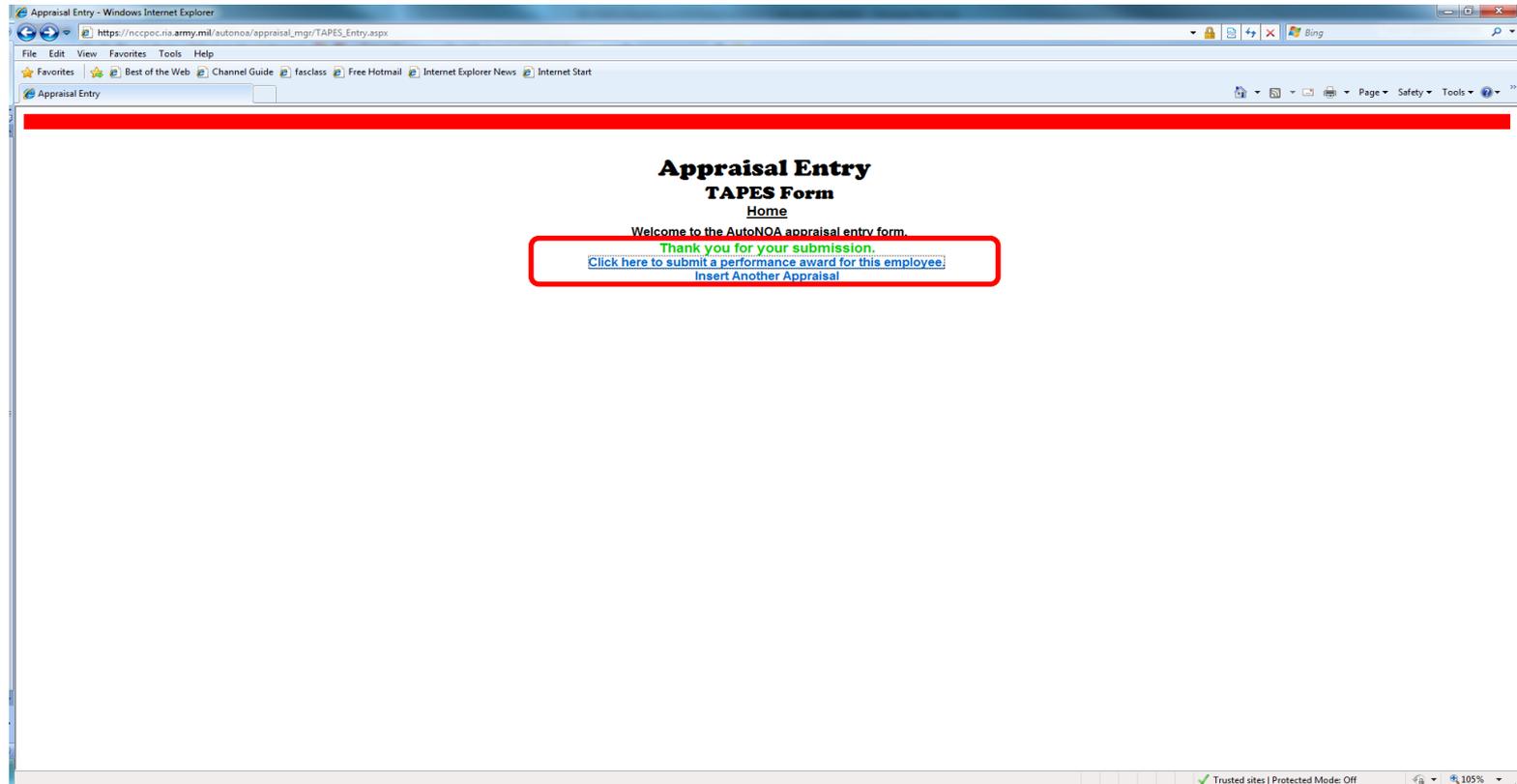
Is this the correct appraisal?

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On this screen, the manager is asked to verify that the attached PDF file is in fact the correct appraisal form for the employee identified.



Manager Appraisal Entry Completion Screen



Once an appraisal has successfully been submitted, you will be given an option to request an **award** for the same employee.



Manager Appraisal Entry Award Entry Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.nia.army.mil/autonoa/appraisal_mgr/Perf_Award.aspx

Performance Award Entry

[Home](#)

Employee Information		
Name	Title	Plan - Series - Grade
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11

Required Information

Select Award Type

- 840 Performance Award
- 846 Time Off Award
- Both 840 & 846 Awards

Performance Award Amount

Time Off Award Hours

Effective Date

Authorizer

RM Approver (Optional)

Optional Remarks

Performance Award Remarks

ZZZ Remark: Performance Award for []

Part D Remark: []

Time Off Award Remarks

ZZZ Remark: Time Off Award for []

Part D Remark: []

Options include a ratings based **cash award**, **time-off award** or **both**.



Manager Appraisal Entry Award Entry Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.ria.army.mil/autonoa/appraisal_mgr/Perf_Award.aspx

Performance Award Entry

[Home](#)

Employee Information		
Name	Title	Plan - Series - Grade
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11

Required Information

Select Award Type	<input checked="" type="radio"/> 840 Performance Award <input type="radio"/> 846 Time Off Award <input type="radio"/> Both 840 & 846 Awards
Performance Award Amount	<input type="text" value="1000"/>
Effective Date	<input type="text" value="6/7/2012"/>
Authorizer	<input type="text" value="Novak, David J"/>
RM Approver (Optional)	<input type="text" value="N/A"/>

Optional Remarks

Performance Award Remarks

ZZZ Remark:	Performance Award for <input type="text"/>
Part D Remark:	<input type="text"/>

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This is an example of a cash award request.



Manager Appraisal Entry Award Entry Screen



Appraisal Entry - Windows Internet Explorer
https://nccpoc.ria.army.mil/autonoa/appraisal_mgr/Perf_Award.aspx

File Edit View Favorites Tools Help
Favorites Best of the Web Channel Guide fasclass Free Hotmail Internet Explorer News Internet Start
Appraisal Entry

Performance Award Entry

Home

Employee Information		
Name	Title	Plan - Series - Grade
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11

Required Information

Select Award Type	<input type="radio"/> 840 Performance Award <input type="radio"/> 846 Time Off Award <input checked="" type="radio"/> Both 840 & 846 Awards
Performance Award Amount	1000
Time Off Award Hours	24
Effective Date	6/7/2012
Authorizer	Novak, David J
RM Approver (Optional)	N/A

Optional Remarks

Performance Award Remarks	
ZZZ Remark:	Performance Award for [] .
Part D Remark:	[]
Time Off Award Remarks	
ZZZ Remark:	Time Off Award for [] .
Part D Remark:	[]

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This is an example of a manager requesting both a cash and time-off award.



Manager Appraisal Entry Award Entry Screen



QUESTIONS



Submit a CA Service Desk Ticket to the
CHRA-E Team, click on the below link:

<https://servicedesk.cpol.army.mil/cpolstd>

*Follow the CA Service Desk
Manager Training on the
next pages*



We're happy to assist you!



CA Service Desk Manager Training



This will open the CPOL Service Desk Log In screen. Log in using your CAC

Cpol CIVILIAN PERSONNEL ONLINE  Civilian Personnel Online Service Desk

U.S. ARMY

[CAC Employee Login](#)
(Using Common Access Card - CAC)

[Click Here](#)
if you need an AKO account.

[Click Here](#)
To View Privacy Act Statement.

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CA Service Desk Manager Training



This will open the CPOL Service Desk where the user can enter a new request (ticket).

Civilian Personnel On-Line Service Desk - Home

Civilian Personnel On-Line Service Desk.

Logged in as: PEANUTS, SNOOPY (Out) Role: r11 Employee (Set Role)

Home | About | Help

Search for a Solution

Search for a solution using keywords:

[My Bookmarks](#)

Request Support

[Create a new Request](#)

[Create a new Change Order](#)

[Service Desk contact information and hours of operation](#)

Look up my existing Requests

[You have 7 open requests](#)

[You have 216 closed requests](#)

[You have 0 open change orders](#)

If you know the number, please enter:

A request number:

OR a change order number:

Announcements

[\(Show All Announcements\)](#)

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CA Service Desk Manager Training



When you click on “Create a new request” you will see the screen below and need to fill all of blocks of information requested.

 **Civilian Personnel On-Line Service Desk.**

Logged in as: **PEANUTS, SNOOPY** ([Log Out](#)) Role: **r11 Employee** (Set Role)

[Home](#) | [About](#) | [Help](#)

Create New Request 209362

Reported by
PEANUTS, SNOOPY

Phone Number **Email Address**

Urgency **Impact** [Request Area](#)

Request Description (required)



CA Service Desk Manager Training



For the “Request Area” simply click on the “Link” which will bring up the list of options. Europe users should select “CHRA Routing-EU” for tickets that they input.

Request Area Selection

Request Area ←

- *CHRA Routing-EU** This Request Area automatically routes tickets to EU-EAR
- *CHRA Routing-FE** This Request Area automatically routes tickets to
- *CHRA Routing-NC** This Request Area automatically routes tickets to
- *CHRA Routing-NE** This Request Area automatically routes tickets to
- *CHRA Routing-SC** This Request Area automatically routes tickets to
- *CHRA Routing-SW** This Request Area automatically routes tickets to
- *CHRA Routing-WE** This Request Area automatically routes tickets to
- ABC-C**
- Accounts** New accounts for regional customers
- Apps**
- CHR Online Reports** Created to support CHR Online report requests, **Spelling**
- CHRA**
- Europe**
- HQ** - Specific to HQDA/AG1-CP
- HW** - All hardware related issues
- Mass Email Request** Used to request mass or bulk email support to more than :
- Network** - All network related issues

Role: r11 Employee (Set Role)

[Home](#) | [About](#) | [Help](#)

Request Area (required) ←



CA Service Desk Manager Training



Once All of the Requested Fields have been Entered, the User can “Attached Document” if needed or just Click on “Save” to submit the Ticket (Request).

Create New Request 209362

Home | [About](#) | [Help](#)

Save **Cancel** **Reset** **Attach Document**

Reported by

Phone Number: 01149631411xxxx

Email Address: SNOOPY.PEANUTS@US.ARMY.MIL

Urgency (required): 5 - As time permits

Impact (required): 5 - LOW Impact - One User

Request Area (required): *CHRA Routing-EU

Request Description (Please DO NOT enter Privacy Act Data) (required) **Spelling**

Tell us about the issue you are Reporting in this data field



CA Service Desk Manager Training



Users can view the ticket they just created, view other tickets, create another ticket or search the Knowledge Tool other possible problems/tickets.

[Home](#) | [About](#) | [Help](#)

Search for a Solution

Search for a solution using keywords:

[My Bookmarks](#)

Top Solutions [\(Browse more solutions\)](#)

- [DCPDS Portal "Bad Cert Error". See Attached Error Screen Shot "Bad Cert Error"](#)
- [User receives message " Bad Cert " when trying to access the DCPDS Portal \(Not E](#)
- [BOXI Data Dictionary - Nov 06.xls](#)
- [User is unable to access Army Regions link in DCPDS.](#)
- [CAC doesn't work anymore](#)
- [Where can I find BOXI information about...](#)
- [Account is disabled](#)
- [APP-PAY-07165 Current Row is Locked](#)
- [Word 2007](#)
- [BOXI doesn't work after computer/security update](#)
- [APP-FND-01860: An error has occurred in workflow processing 3133](#)
- [APP-PAY-07188 - Possible Workaround for NOA 703](#)
- [APP-PAY-07188: You cannot extend your end date past the end of time \(Canceling W](#)
- [APP-PAY-07188: You cannot extend your end date past the end of time](#)
- [If the NOA is 702, 703, 713, 740, 741, or 721 and either 5-C LAC Code or 5-E LAC](#)
- [APP-00222: Encountered an error while getting the oracle user account for your c](#)
- [Powerpoint 2007](#)
- [APP-GHR-38292: For Return to Duty Action employee Assignment Type must be Suspen](#)
- [APP-FND-01860 - An error has occurred in workflow processing. 3133: Activity i](#)
- [APP-GHR-38372](#)

Request Support

[Request 209362 created. Click here to view.](#)

[Create a new Request](#)

[Create a new Change Order](#)

[Service Desk contact information and hours of operation](#)

Look up my existing Requests

[You have 3 open requests](#)

[You have 117 closed requests](#)

[You have 0 open change orders](#)

If you know the number, please enter:

A request number:

OR a change order number:

Announcements

05/22/2012 02:43 pm
Problem: CSU passwords need to be changed everyday
Solution: Lockheed Martin is testing a permanent fix that will change the code used during the CSU switchover to push password changes. That way, any new users are set correctly on both databases and any password changes made will be pushed correctly. The next scheduled patch is P85.3, which goes to production on 3 Jun. Once the fix is fielded, any existing accounts that are still in the "broken" state will be fixed. However, it will take two switchovers before all accounts are fixed since the issue exists on both databases.
 Passwords will still have to be changed every 90 days, just like they always have. The change in the code and the manual fix recently performed on a few accounts doesn't change the password expiration values we have set. All it does is set an additional encrypted value for the password. The expiration policy we have in place is at the database level (not at the CSU application level).
 Contact Laura Rodriguez, at laura.l.rodriguez12.civ@mail.mil, if you have any questions or concerns.

05/04/2012 11:51 am
*****NOTICE TO ALL REGIONS*****
 Some users have been experiencing problems with logging into the CPOL Portal and some other CAC enabled applications. The popup window that normally displays a confirmation that the CAC logon was successful and redirects the user to the application is now sometimes displaying the code of the scripts. We have reported this problem to AKO and the Army Enterprise Service Desk. Until it is resolved, we recommend using one of the following workarounds:
 1. Navigate directly to the CPOL Portal <https://acpol.army.mil/ako/cpolmain/> instead of going to the CPOL Homepage and selecting the option for CAC logon

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