



# AutoNOA



## Manager Appraisal Entry

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**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!

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# 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



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	<a href="#">Select Employee</a>
MIKE BRADY	SUPV HR SPECIALIST (INFO SYS)	GS-0201-13	BGSEW6D3AA1D	14 Aug 2012	<a href="#">Select Employee</a>
GREG BRADY	STUDENT TRAINEE (INFORMATION SYSTEMS)	GS-0299-07	BGSEW6D3AA1E	13 Sep 2012	<a href="#">Select Employee</a>
MARCIA BRADY	HR ASSISTANT (INFORMATION SYSTEMS/OA)	GS-0203-07	BGSEW6D3AA1C	14 Sep 2012	<a href="#">Select Employee</a>
PETER BRADY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-12	BGSEW6D3AA1E	14 Nov 2012	<a href="#">Select Employee</a>
JAN BRADY	HR SPECIALIST	GS-0201-09	BGSEW6D3AA1E	14 Nov 2012	<a href="#">Select Employee</a>
BOBBY BRADY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1C	14 Nov 2012	<a href="#">Select Employee</a>
KATY PERRY	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-11	BGSEW6D3AA1E	14 Nov 2012	<a href="#">Select Employee</a>
ALICE NELSON	HR SPECIALIST (INFORMATION SYSTEMS)	GS-0201-13	BGSEW6D3AA1D	14 Nov 2012	<a href="#">Select Employee</a>

- 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

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**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	0	

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  
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

Annual  Special  Intern

Continue

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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	

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

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 1975

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/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	855555	08 D

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 AU

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

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### 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 Jun 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..."/>

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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

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**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 J	

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

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

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

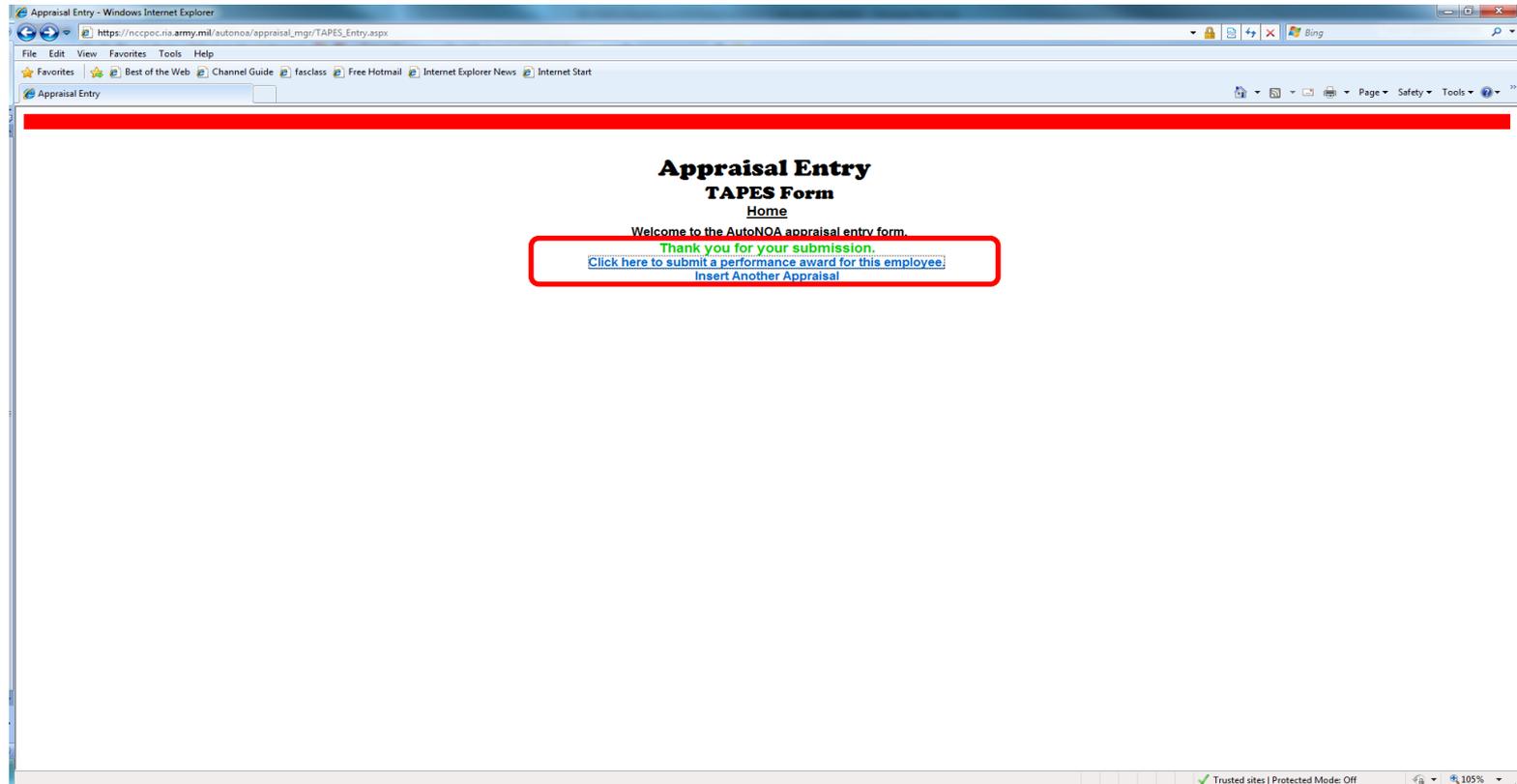
Is this the correct appraisal?

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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.na.army.mil/autonoa/appraisal\_mgr/Perf\_Award.aspx

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### 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  
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## 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.