

Appraisal Upload via New AUTONOA Website



The CHRA AutoNOA team has created an automated tool to assist managers with submitting annual performance ratings and for getting the appraisal form filed in an employee's eOPF. An annual performance award may also be requested at the same time.

1) ACCESS:

AutoNOA: <https://nccpoc.ria.army.mil/autonoa>

- Users must have a DCPDS account ending in MGR and MGA & also have a CSU account.
- 1st time users must click the link & will be redirected to an access page; access will be granted within 24hours or less.
- Web links for Managers are found under the MANAGERS header on the web page.

2) APPRAISALS:

- Complete your normal TAPES appraisal form.
- Date & sign the form and then scan/save it as a .PDF file on your computer.
- Navigate to the AutoNOA Appraisal website to view your list of employees.
- Select your employee & follow webpage instructions to enter the employee's rating.
- Upload the saved .PDF appraisal form for the employee when prompted and submit.
 - It is required to open the uploaded file & view it to ensure the correct file was loaded.
 - To verify appraisal has been loaded go to: CPOL > Employee Data > Employee Info > Appraisal

3) AWARDS:

After the annual appraisal has been submitted, the Manager will be prompted to enter the annual performance award on the appraisal website. A monetary or time off award may be entered. The requester may also wait and use the US or LN Awards submission website, also located on the AutoNOA Homepage at a later time.

NOTE 1: Special appraisals are to be combined with an employee's annual appraisal and only submitted at annual appraisal time. Special ratings are NOT entered into DCPDS.

NOTE 2: Award justifications are NOT required to process awards and are NOT filed in the employee's eOPF. Organizations should retain copies of justifications and approvals for their own recordkeeping purposes.