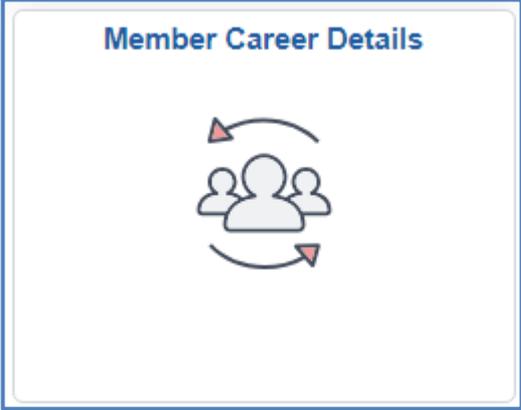
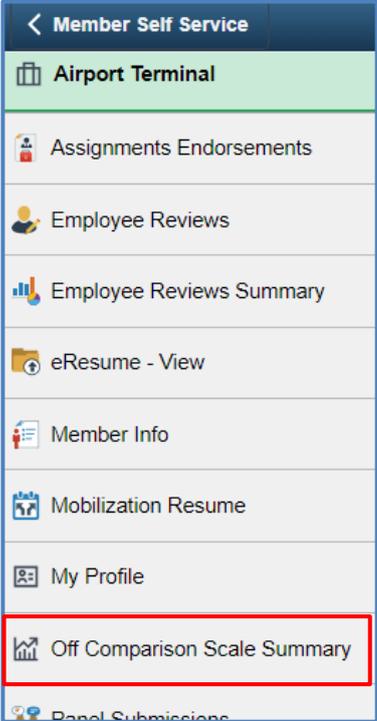


# Viewing an Officer Comparison Scale Summary

**Introduction** This guide provides the procedures for viewing the Total Reviews completed by you in DA.

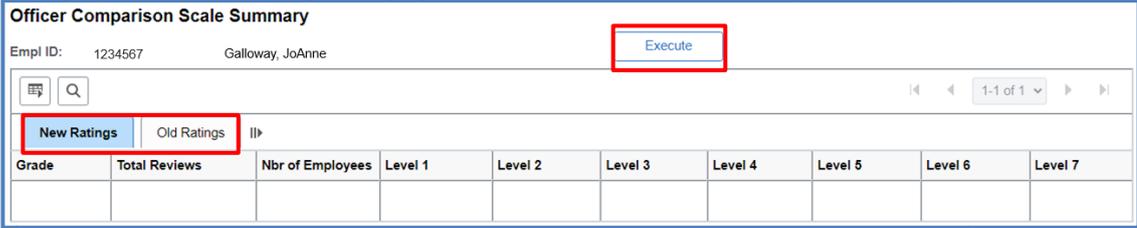
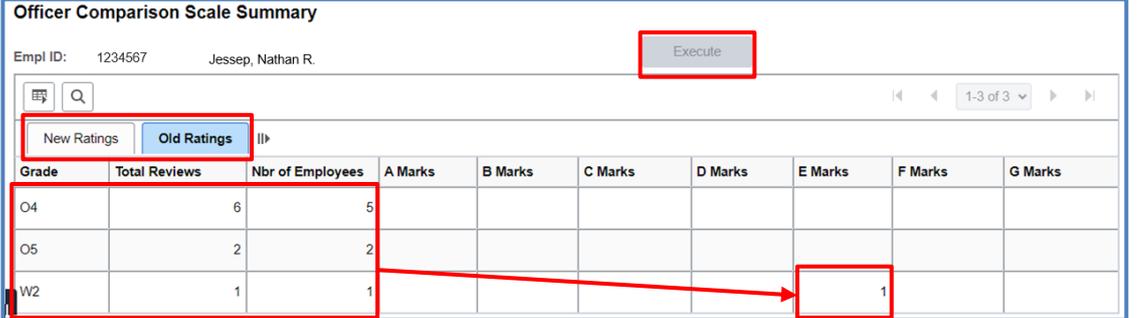
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Navigate to your Member Self Service home page and click on the <b>Member Career Details</b> tile.</p> 
<p><b>2</b></p>	<p>Select the <b>Off Comparison Scale Summary</b> option.</p> 

*Continued on next page*

## Viewing an Officer Comparison Scale Summary, Continued

Procedures,  
Continued

Step	Action																																								
<p><b>3</b></p>	<p>Click <b>Execute</b>. If you have NOT done any member reviews in DA, the <b>Execute</b> button will grey out but nothing will populate. Check on each <b>Rating</b> tab to verify.</p>  <p><b>Officer Comparison Scale Summary</b></p> <p>Empl ID: 1234567      Galloway, JoAnne      <span style="border: 1px solid red; padding: 2px;">Execute</span></p> <p>1-1 of 1</p> <p><span style="border: 1px solid red; padding: 2px;">New Ratings</span>    Old Ratings      &gt;</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Total Reviews</th> <th>Nbr of Employees</th> <th>Level 1</th> <th>Level 2</th> <th>Level 3</th> <th>Level 4</th> <th>Level 5</th> <th>Level 6</th> <th>Level 7</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table>	Grade	Total Reviews	Nbr of Employees	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7																														
Grade	Total Reviews	Nbr of Employees	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7																																
<p><b>4</b></p>	<p>If you have done ratings in DA, the <b>Execute</b> button will grey out and a list of <b>Grades</b>, <b>Total Reviews</b>, and <b>Nbr of Employees</b> reviewed will be listed on the appropriate <b>Rating</b> tab, along with any <b>Marks</b> given for a review.</p>  <p><b>Officer Comparison Scale Summary</b></p> <p>Empl ID: 1234567      Jessep, Nathan R.      <span style="border: 1px solid red; padding: 2px; background-color: #ccc;">Execute</span></p> <p>1-3 of 3</p> <p><span style="border: 1px solid red; padding: 2px;">New Ratings</span>    <span style="border: 1px solid red; padding: 2px;">Old Ratings</span>      &gt;</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Total Reviews</th> <th>Nbr of Employees</th> <th>A Marks</th> <th>B Marks</th> <th>C Marks</th> <th>D Marks</th> <th>E Marks</th> <th>F Marks</th> <th>G Marks</th> </tr> </thead> <tbody> <tr> <td>O4</td> <td>6</td> <td>5</td> <td> </td> </tr> <tr> <td>O5</td> <td>2</td> <td>2</td> <td> </td> </tr> <tr> <td>W2</td> <td>1</td> <td>1</td> <td> </td> <td> </td> <td> </td> <td> </td> <td style="border: 1px solid red; text-align: center;">1</td> <td> </td> <td> </td> </tr> </tbody> </table>	Grade	Total Reviews	Nbr of Employees	A Marks	B Marks	C Marks	D Marks	E Marks	F Marks	G Marks	O4	6	5								O5	2	2								W2	1	1					1		
Grade	Total Reviews	Nbr of Employees	A Marks	B Marks	C Marks	D Marks	E Marks	F Marks	G Marks																																
O4	6	5																																							
O5	2	2																																							
W2	1	1					1																																		