



DCIPS Presumptive Evaluation and Modal Ratings

- Reference**
- DoD Instruction 1400.25-V2011, 14 Aug 2009 (incorporating change 1, 15 January 2010)
<http://www.dami.army.pentagon.mil/site/dcips/docs/L&R/1400.25-V2011.pdf>
 - AP-V 2011 DCIPS Performance Management, July 2011
<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V%202011.pdf>
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Situations covered Specially situated employee, for the purpose of this “How to guide,” refers to Army DCIPS employees in situations that may impact his/her eligibility for a DCIPS rating. These situations include employees that do not meet the 90-day minimum period of performance under any DCIPS performance plan due to one of the following reasons:

- Absent Uniformed Service (formally LWOP-US);
- Deployed Civilians;
- Civilians Detailed to Competitive Service;
- Leave without Pay – Workers Compensation;
- Long Term Training; or
- Approved Paid Leave.

Note: Column “f” of the Compensation Workbench (CWB) is used to identify specially situated employees. This column contains a list of values of specially situated conditions which must be chosen, as appropriate, when updating the CWB on these employees.

Method used For employees who fall into one of the covered “specially situated employee” categories, their evaluation of record will be based on their last DCIPS evaluation of record (a presumptive rating), if not less than “Successful”. If the employee does not have a previous DCIPS evaluation of record (must be DCIPS evaluation, no other performance evaluation type can be used), the employee will be assigned a modal rating. A modal rating is the most commonly given rating for other employees under the purview of the same Performance Management Performance Review Authority (PM PRA).

3. Open New Excel Spreadsheet

The screenshot shows an Excel spreadsheet with the following data in column A:

Row	Rating
1	Avg: 3.62
2	Overall Average Rating
3	
4	
5	5.0
6	4.8
7	4.8
8	4.8
9	4.8
10	4.8
11	4.8
12	4.3
13	4.3
14	4.3
15	4.3
16	4.3
17	4.3
18	4.3
19	4.1
20	4.1
21	4.1
22	4.1
23	4.1
24	4.1
25	4.1
26	4.0
27	4.0

Cell B5 contains the value 3.3. The formula bar shows =MODE(A5:A103). The 'Formulas' tab is selected in the ribbon.

Annotations in the image:

- 4. Paste previously selected Overall Average Rating column from the DPAT
- 5. Highlight empty cell where mode calculation will appear (e.g. B5). Enter = in cell
- 6. Next, Click on Formulas, then click More Functions, then click Statistical, and lastly click Mode
- 7. When Mode Pop up appears requesting Range highlight/select ratings for example A5 through A27 and click enter

In this example the Modal Rating = 3.3 (Cell B5)

Relationship to pay and bonus

An employee receiving a presumptive or modal rating will also be part of the bonus group for consideration of a performance-based bonus in accordance with AP-V 2012-I.