



Army DCIPS Midpoint Review Step-By-Step Guide

[Changes from March 2012 version of this guide mostly reflected below in red font]

References

- DoD Instruction 1400.25-V2011, 14 Aug 2009 [Incorporating Change 1, January 15, 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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What is a Midpoint Review?

A midpoint review is a performance feedback counseling session used to acknowledge achievements, suggest areas for improvement based on performance objectives/elements, and provide meaningful dialogue between the employee and the supervisor (also referred to as the rating official). It is the rating official's responsibility to prepare and communicate at least one mandatory formal midpoint review during the performance evaluation period for Army DCIPS employees [AP-V 2011, Encl 2, para 3.a(2)]. The mandatory midpoint review has several purposes.

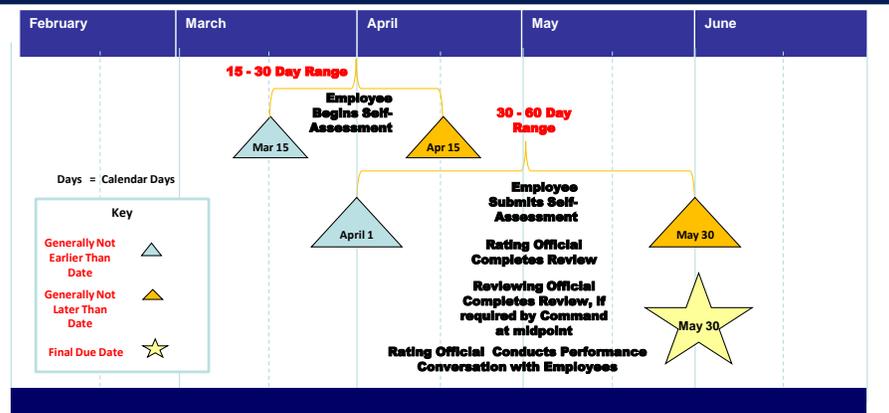
It is a chance for you and your rating official to:

- Discuss your progress towards achieving your performance objectives and to identify ways to help you succeed in achieving them.
 - Verify that the performance objectives still reflect the work you are doing.
 - Discuss how employee is using the performance elements to accomplish your performance objectives.
 - Review progress against Individual Development Plan goals.
 - Modify employee performance objectives if their work priorities have changed since the start of the performance evaluation period.
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**Milestone
Timeline &
Final Due
Date**



**Midpoint Process
Timeline**



Midpoint Performance Management Process

Midpoint reviews are generally performed half way through the **employee's** DCIPS performance evaluation period. It is essential that a formal midpoint review be completed within the date ranges shown **if employee's performance period began in or around October**. Newly assigned employee must also receive a mandatory midpoint, but their due date may be later than the date range specified above in order to align them to a half-way mark between the date they were assigned to the DCIPS position and the end of the DCIPS evaluation period. Commands may issue separate supplementary guidance on the DCIPS midpoint process to include adjusting the above milestone dates to the left.

Midpoint Process

- Employees complete a Self-Report of Accomplishments (SRA) in the Performance Appraisal Application (PAA) Tool.
- * Rating officials write a narrative of the employee's performance in the PAA tool.
- Reviewing officials review and approve the midpoint performance review, if required. NOTE: Commanders of the ACOMs, DRUs, ASCCs, and the AASA determine if reviewing official review/approval are required for DCIPS midpoints.
- Rating officials and employees meet to discuss performance and make necessary changes to performance objectives and Individual Development Plans, as needed.

* Enhancements within the PAA tool no longer require rating officials to provide assessments separately for each performance objective and performance element. Commanders of the ACOM's, DRU's, ASCC's, and the AASA may decide whether or not to utilize the advantages of the PAA enhancement to streamline the DCIPS PM process within their respective commands. Some of the options available to Commanders are (1) Continue to address each performance objective and performance element as done in earlier DCIPS performance management cycles; (2) Address each performance objective and performance element or direct the reader to a particular write-up in another narrative block, if input is the same; or (3) Address all performance objectives in a single summary performance objective narrative and then address all performance elements in another single summary performance element narrative as long as there is linkage within each narrative summary as to which objective or element the feedback pertains. Linkage within any narrative summary between the statement provided and the correlating objective/element is very important in order for the particular objective or element to be properly evaluated and decisions pertaining to DCIPS performance evaluation administrative reconsiderations. Examples of write-up: statement/justification [PE#1], statement/justification [PE#'s 2, 6], statement/justification [PE#'s 3, 4 & 5].

[While highly desirable and beneficial to the employee's performance evaluation. Employee's who leave a field blank within the PAA tool will simply get a message to alert them that there are blank fields.]

What is a SRA?

The Self-Report of Accomplishment (SRA) is a narrative description of the employee's accomplishments as it relates to his/her performance objectives, performance elements, organizational mission and goals, and other factors. The SRA assessment should provide the rating official with a clear picture of the employee's performance and contributions. It is the employee's opportunity to emphasize his or her performance accomplishments to date which have contributed in achieving the Army Intelligence Communities mission and goals.

The employee's SRA does not relieve the rating official of their responsibility for writing an assessment of the employee's accomplishments. It does remind the rating official of the employee's significant accomplishments and can provide an opportunity for further discussion between the employee and the rating official about the employee's performance.

Getting Started

Before the employee begins to record his/her performance accomplishments the employee must have a clear understanding of what the rating official expects of him or her. "Performance Expectations" include not only the employee's written performance objectives, but also other regulations, policies, procedures, guidelines, processes and standards of conduct that you are expected to follow in performing your assignments.

In addition to the job objectives, review the Performance Standards which apply to the job. Performance Objectives and Element Rating Descriptors are listed at: http://dcips.dtic.mil/documents/rating_scales.pdf. The performance standards group by career clusters and work levels used to evaluate performance elements are listed at http://dcips.dtic.mil/documents/IC_Performance_Standards_23Apr09_Final.pdf. Think about the performance standards: What do you need to do to meet Level 3? What do you need to do to achieve Level 5? Think about how you can integrate these descriptors into your performance and reflect them in your SRA.

Writing an SRA

An employee will enter their SRA for midpoint into the DCIPS automated Performance Appraisal Application (PAA) tool accessed through My Biz on the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>.

Instructions for using the automated tool are available at <http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/MyBiz%20&%20Workplace%20Login%20Instructions.pdf>.

The user will have limited amount of space in which to enter their SRA so it is important for them to focus on their most significant accomplishments for each of their performance objectives and performance elements. Draft and save as a “Word” document, then cut and paste into the PAA tool.

- Write a narrative for each performance objective and each performance element.
- Identify your most significant accomplishments for each objective
Consider using the STAR method –

Situation. What was the situation I faced?

Task. What was the overall task in that situation?

Action. What specific action did I take?

Result. What result did my action produce?
- Be specific, factual, clear, and concise.
- Make sure grammar and spelling are correct (the PAA tool has a new spell check feature; however, it will not necessarily catch all errors).
- Use action verbs, active voice to describe what you did; note challenges you faced and how you met them.
- Once the employee has written their SRA, they can condense it into the midpoint review portion of the PAA tool within the character constraints set by the tool.

Performance Conversation

While ongoing informal dialogue and feedback are essential throughout the performance evaluation period. The midpoint conversation is a time to check progress, acknowledge achievements, suggest areas for improvement, reinforce expectations, focus on behavior and results, and make course corrections [to include modifying objectives or creating new objectives if existing objective has been overcome by events due to organizational priorities, timeline slippage, etc.]. Feedback not only addresses accomplishments but also any challenges and performance deficiencies and taking whatever action may be needed to correct them. The midpoint review provides an excellent opportunity to confirm the accuracy of the performance plan and make course corrections as necessary. Dialogue and feedback are at the heart of the DCIPS performance management process. Face-to-face is the preferred method of supervisory and employee dialogue for performance counseling, but not always possible. **NOTE: An employee must be assigned a new or modified objective for at least 90 days to be rated on that objective.**

Performance Not Meeting Expectations

Early and Frequent Dialogue. Performance issues should be addressed early on in the process; however, midpoint is an excellent time to ensure employee performance is at an acceptable level. At the first indication that an employee is not on track to meet performance expectations for the year, the rating official shall contact their servicing Civilian Personnel Advisory Center (CPAC) advisor for guidance. It is the rating official’s responsibility to schedule follow-up feedback sessions with the employee to explore the performance issues and set a documented course of action for improving performance during the remainder of the evaluation period. Feedback generally includes discussion of the specific areas in which performance improvement is required including restatement of the expectations for specific results and behaviors; exploration of barriers to success, and specific actions that the employee and supervisor shall take to improve employee performance (e.g., such as additional on-the-job training, formal job specific training, performance coaching, mentoring, frequent follow-up performance review sessions, or other options as appropriate).

Documentation. If an employee’s performance is such that failure to improve could result in an evaluation of record of “Unacceptable” or “Minimally Successful” at the end of the evaluation period, the rating official is required to document feedback sessions with the employee throughout the remainder of the evaluation period. Prior to issuing an “Unacceptable” or “Minimally Successful” level rating (Level 1 or 2), the rating official must contact the servicing CPAC Advisor well in advance for assistance and provide documentation to support placing an employee on an Improvement Plan.

**How Does
Employee
Enter Their
Midpoint
Review SRA
into the PAA
Tool?**

NOTE: Steps 9 and 13 may differ if streamlining process is utilized within your Command as authorized in "Midpoint Process" section on page 3.

- 1) Begin at the *Performance Appraisal Application Main page*.
- 2) Open your current performance plan by selecting 'Update' from the 'Action' drop down menu for the plan listed.
- 3) Select the 'Go' link. (**Note:** The DCIPS PAA status is 'Plan Approved'.)
- 4) Select the *Midpoint Review tab*.
- 5) Select the 'Create Midpoint Review' link.
- 6) Select the *Performance Objective Assessments* tab.
- 7) Select the radio button for the performance objective for which you want to write an assessment.
- 8) Enter your SRA into the 'Employee Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
- 9) Repeat steps 7 and 8 until each assessment is complete.
- 10) Select the *Performance Element Assessments* tab.
- 11) Select the radio button for the performance element for which you want to write an assessment.
- 12) Enter your SRA into the 'Employee Self Assessment' box. You may copy and paste this data into the appropriate box from MS Word or 'My Journal'.
- 13) Repeat steps 11 and 12 until each assessment is complete.
- 14) Select the 'Return to Midpoint Reviews' link at the top of the screen when you have completed entering your SRA for all your performance objectives and performance elements.
- 15) Select the 'Transfer to Rating Official' link on the *Midpoint Review* tab to transfer your midpoint review to your rating official.
- 16) Type an e-mail message to your rating official requesting a review.
- 17) Select the 'Transfer to Rating Official' link at the top of the *E-Mail Notification* page.

**How Does the
Rating
Official
Create a
Midpoint
Review
Within the
PAA Tool?**

- 1) Begin at the *Performance Appraisal Application* main page.
- 2) Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
- 3) Select the 'Go' link.
Note: The DCIPS Current PAA Status is 'Plan Approved.'
- 4) Select the *Midpoint Review* tab.
- 5) Select the 'Create Midpoint Review' link.
- 6) Assess your employee's performance objectives and performance elements, or select the 'Logout' link to end your session.

**How Does
Rating
Official Assess
an Employees
Performance
Within the
PAA Tool?**

NOTE: Steps 9 and 13 may differ if streamlining process is utilized within your Command as authorized in "Midpoint Process" section on page 3.

- 1) Begin at the *Performance Appraisal Application* main page.
- 2) Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
- 3) Select the 'Go' link.
Note: The DCIPS Current PAA Status is 'Midpoint in Progress.'
- 4) Select the *Midpoint Review* tab to list the employee's midpoint reviews.
- 5) Select the 'Update' link for the selected midpoint review.
- 6) Select the *Performance Objective Assessments* tab to list the employee's performance objectives and assessments.
- 7) Select the radio button next to each performance objective to display the performance objective and the employee's SRA.
- 8) Enter your evaluation for each performance objective. You may copy and paste this data into the appropriate box from MS Word.
- 9) Repeat steps 7 and 8 for each performance objective.
- 10) Select the *Performance Element Assessments* tab to list the employee's performance elements and assessments.
- 11) Select the radio button next to each performance element to display the performance element and the employee's SRA.
- 12) Enter your evaluation for each performance element. You may copy and paste this data into the appropriate box from MS Word.
- 13) Repeat steps 11 and 12 for each performance element.
- 14) Select the 'Back to Midpoint Reviews' link at the top of the screen.

How Does the Rating Official Request or Document Reviewing Official Approval of Midpoint Review Within the PAA Tool (if required)?

- 1) Begin at the *Performance Appraisal Application* main page.
- 2) Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
- 3) Select the 'Go' link.
Note: The DCIPS Current PAA Status is 'Midpoint in Progress.'
- 4) Select the *Midpoint Review* tab.
- 5) Select the 'Update' link in the 'Action' column.
- 6) Select the *Approvals & Acknowledgments* tab.
- 7) Select the 'Start' link in 'Step 1: Rating Official - Request or Document Higher Level Review.'
- 8) To request higher level review, choose option A.
 - Change the name of the **Reviewing Official**, if necessary.
 - Enter a notification message to the **Reviewing Official**.
 - Select the 'Transfer to Higher Level Reviewer' link.
- 9) To document higher level review, choose option B.
 - Enter the review date.
 - Enter the method of review. If the method is 'Other,' complete the 'Other' text field.
 - Change the name of the Reviewing Official, if necessary.
 - Select the 'Save' link.
- 10) Select the 'Logout' link to end your session.

How Does the Rating Official Document Communication of Midpoint Review to the Employee Within the PAA Tool? (If required at midpoint per Command guidance)

- 1) Begin at the *Performance Appraisal Application* main page.
 - 2) Open an employee's existing performance plan by selecting 'Update' from the 'Action' drop-down menu.
 - 3) Select the 'Go' link.
 - 4) Select the *Midpoint Review* tab to list the employee's midpoint reviews.
 - 5) Select the 'Update' link for the selected midpoint review.
 - 6) Select the *Approvals & Acknowledgments* tab.
 - 7) Select the 'Start' link in 'Step 3: Rating Official - Document Communication to the Employee.'
 - 8) Enter the date the communication to the employee occurred in the 'Communication Date' field.
 - 9) Select the communication method from the 'Communication Method' drop-down menu. If the method is 'Other,' complete the 'Other' text field.
 - 10) Select the 'Save and Transfer to Employee for Acknowledgment' link.
 - 11) Select the 'Return to Main Page' link to start a new process, or select the 'Logout' link to end your session.
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How Does the Employee Acknowledge Their Midpoint Evaluation in the PAA Tool?

- 1) Begin at the *Performance Appraisal Application* main page.
- 2) Open your current performance plan by selecting 'Update' from the 'Action' drop down menu.
- 3) Select the 'Go' link.
Note: The DCIPS PAA status will be 'Midpoint in Progress.'
- 4) Select the Midpoint Review tab and 'Update' button, followed by *Approvals & Acknowledgments* tab.
- 5) In 'Step 4: Employee - Acknowledgment,' select the 'Acknowledge Receipt' link.
- 6) Select the 'Return to Midpoint Reviews' link to continue, or select the 'Logout' link to end your session.

**How do I
Delete
Objectives,
Modifying
Objectives,
Approve
Multiple
Records, etc?**

Consult the “How Do I...A Guide to Completing Key Actions in DCIPS Performance Appraisal Application (PAA) Tool” for additional key steps at: http://dcips.dtic.mil/documents/How_Do_I_%20Edition_Jul2012_31Jul2012%20Final.pdf.
