



Adopting a DCIPS Closeout as an Annual Evaluation of Record

Reference	<ul style="list-style-type: none"> • AP-V 2011 DCIPS Performance Management
Situations covered	<ul style="list-style-type: none"> • A DCIPS closeout performance evaluation will become the final evaluation of record in rare circumstances where the final evaluation of record cannot be completed. When such occurs, employees must be informed and must be advised of the process to resolve disputed ratings. Timelines begin the date the employee has been informed that the closeout performance evaluation has become the evaluation of record. <p>NOTE: In some situations where the Rating Official departs without completing a DCIPS closeout/early closeout, as applicable, the Reviewing Official (if the same since employee originally placed on performance plan at the beginning of the performance period) can serve as the default Rating Official and complete the annual evaluation without adopting a closeout rating as an annual evaluation of record. Adopting closeout evaluations as annual ratings of record should be rare cases such as departure of both the Rating and Reviewing Officials and the employee has not served on a performance plan under the new Rating Official for 90 days or more.</p>
Manual Process to Adopt a DCIPS Closeout as a DCIPS Annual Evaluation of Record	<ul style="list-style-type: none"> • Create a hard copy DD Form 2906D completing all administrative data on 1st page reflecting rating cycle of (10/1/20XX thru 9/30/20XX and current rating official/reviewing official & employee signature, copying ratings from the closeout onto the ratings page (page 2 of DD Form 2906D) and providing a signed narrative from rating/reviewing official which states that they adopt the attached closeout as the 20xx DCIPS annual evaluation of record. Once done, it is to be scanned as one document and emailed to the HQDA G-2 Intelligence Personnel Management Office for regulatory compliance. If the “proposed adopting of rating” meets regulatory compliance, it is then forward by HQDA G-2 Intelligence Personnel Management Office to the servicing Civilian Personnel Advisory Center (CPAC) for initiation of a Help Desk ticket for manual entry into Defense Civilian Personnel Data System (DCPDS) and Employee Official Personnel Folder (e-OPF).

**Steps Required
for
Performance-
Based Bonus**

- Data Administrators will still need to ensure employee is pulled into the DCIPS Compensation Workbench (CWB); if employee doesn't pull into the CWB via DCPDS download then a record will need to be created within the Data Extract Creation Tool and imported into the CWB; however until the rating is adopted and entered into DCPDS the employee is not eligible for a bonus since the system does not show an annual rating of record. If the above steps are not followed and the employee receives a bonus that does not show approval dates or entry into DCPDS within the DCIPS performance Management and Performance-Based Bonus (PBB) Program timelines, IPMO will not honor the PBB payout as valid.
 - Since a Help Desk ticket takes some time for CHRA to work, it is highly recommended not to wait until the last minute since it may be up to 2 weeks before DCPDS is actually updated.
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