



DEPARTMENT OF THE ARMY
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WASHINGTON DC 20310-1000

DAMI-CP

JUN 27 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management Expectations

1. As we approach the end of this year's DCIPS performance evaluation period, I solicit your support to remind rating and reviewing officials of Army DCIPS employees the importance of fulfilling all requirements of the DCIPS performance evaluation process. Performance Management is an inherent leadership responsibility where raters and reviewing officials are expected to have a clear understanding of the principles and requirements to execute performance management responsibilities within DCIPS. Training may be required to accomplish this objective; performance management training is available at <http://www.dami.army.pentagon.mil/site/dcips/training.aspx>.

2. It is important that we capitalize on the lessons learned from our Fiscal Year 2010 DCIPS performance management cycle, particularly the importance of employee's active participation in the performance management process. Some key DCIPS performance management principles that are relevant here include:

a. Performance objectives must be communicated in writing to the employees within 30 days after the beginning of the evaluation period, or upon appointment or assignment to a DCIPS position, and whenever there is a need to modify an existing objective or add new objectives as a result of changes in mission priorities. It has been brought to my attention that some DCIPS employees, to date, have not been placed on performance plans for this evaluation period (October 2010 through September 2011). July 1st marks the beginning of the last 90 days of the DCIPS performance evaluation period. Performance plans and/or any changes to existing performance plans must be approved and in place prior to July 1st in order for the employee to be evaluated against them. Performance plans must document expectations that are accurately linked to the employee's job responsibilities and organizational mission and goals.

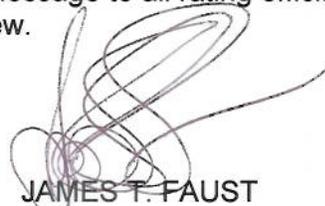
b. Raters must provide DCIPS employees ongoing feedback, which at a minimum includes three mandatory performance conversations throughout the performance cycle; (1) the initial dialogue; (2) a midpoint performance review; and (3) a final evaluation review. Additionally, it has been brought to my attention that some DCIPS employees, to date, have not received either initial dialogue or a midpoint performance review.

c. In order to maintain the integrity of the DCIPS Performance Management System, the rating chain must assess performance accomplishments in accordance with established standards and assign ratings that reflect meaningful distinctions among rating levels.

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3. Managers and supervisors of DCIPS employees must be held accountable for fulfilling all requirements of the performance management process. I solicit your support in ensuring that managers and supervisors of Army DCIPS employees are fulfilling their performance management responsibilities by relaying this message to all rating officials of DCIPS employees throughout the Army that fall under your purview.



JAMES T. FAUST

Assistant Deputy Chief of Staff, G-2

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