



Army DCIPS Midpoint Review Step-By-Step Guide for Performance Year 2012

[Incorporates “Special Closeout” Procedures for Some in Lieu of Midpoint Due to Transition to DCIPS Grades Effective During Midpoint Timeframe]

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 formal midpoint review during the performance evaluation period for Army DCIPS employees. The 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 you are using the performance elements to accomplish your performance objectives.
 - Review progress against Individual Development Plan goals.
 - Modify your performance objectives if your work priorities have changed since the start of the performance evaluation period.
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Timeline

Midpoint reviews are generally performed half way through the DCIPS performance evaluation period. It is essential that a formal midpoint review be completed on or around the dates shown. **However, for the 2012 performance evaluation period, transition to DCIPS grades will occur during the midpoint review process time period. Mandatory midpoint review conversations must be completed and documented by the date shown below to ensure that the PAA tool reflects employee accomplishments (to-date) prior to transition to DCIPS grades.**

<u>Action Resulting from Transition to DCIPS Grades</u>	<u>Midpoint Due Date</u>
Employees that are <u>NOT</u> changing work levels upon transition to DCIPS grades	No later than 24 March 2012
Employees that <u>ARE</u> changing work levels upon transition to DCIPS grades	<p>Not applicable. However, employee performance feedback/counseling will be communicated via a mandatory “Special Closeout” NLT 24 March 2012 in accordance with Total Army Comprehensive DCIPS Transition Plan, Appendix C at: http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan.pdf. Rating official shall complete a brief narrative description of the employee’s performance, accomplishments, and contributions during the current evaluation period and <u>assign numerical ratings</u> in accordance with the end-of-year performance evaluation process. <u>NOTE: Within the PAA tool, select “Closeout-DCIPS” to complete this special closeout. DO NOT select “Closeout – Early Annual DCIPS”.</u> Step-by-step directions for completing key requirements within the PAA tool are contained on pages 7, 28, and 39 of the “How Do I...A Guide to Completing Key Actions in DCIPS PAA,” http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/How%20Do%20I%20Guide%20Fall%202011.pdf.</p>

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's 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 were completed in September 2011 which removed the business rule requiring 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 previous DCIPS performance management cycles; (2) Address each performance objective and performance element or direct the reader to an particular narrative in another 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. Example of write-up: statement/justification [PE#1], statement/justification [PE#'s 2, 6], statement/justification {PE#3, 4 &5}.

[The PAA does not require the employee to provide any feedback in the PAA, so the modification made in September 2011 pertained only to rating officials. Employee's who leave a field blank will simply get a message to alert him/her 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 your rating official of your significant accomplishments and can provide an opportunity for further discussion between you and your rating official about your performance.

Getting Started

Before you begin to record your performance accomplishments you must have a clear understanding of what the rating official expects of him or her. "Performance Expectations" include not only your 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 your job objectives, review the Performance Standards which apply to your 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 Your SRA

You will enter your SRA for your midpoint into the DCIPS automated Performance Appraisal 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>.

You have a limited amount of space in which to enter your SRA so it is important to focus on your most significant accomplishments for each of the performance objectives and performance elements. Draft and save as a “Word” document, then cut and paste to automated 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.
- Use action verbs, active voice to describe what you did; note challenges you faced and how you met them.
- Once you have written your SRA, you can condense it into the midpoint review within the character constraints set by the PAA tool.

**Evaluating
Performance
& Completing
a Midpoint
Review**

The rating official completes a formal review of the employee's performance to date describing the extent to which the employee has achieved his or her performance objectives, and how the employee performed against the six performance elements that describe exhibited behaviors. Next, the rating official provides a brief narrative statement for each performance objective and performance element giving feedback and documenting observed employee accomplishments, to date, **without assigning a numerical score or performance level descriptor**. The rating official's midpoint review is based on what they have observed over the year, the notes about the employee's performance, and the employee's SRA in comparison against the employee's performance plan and the General/IC Performance Standards.

**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. 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. Rating officials together with the employee should look for opportunities to communicate and overcome the challenges presented by geographic location or conflicting schedules.

**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?**

- 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.'

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

- 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 higher level reviewer, if necessary.
 - Enter a notification message to the higher level reviewer.
 - 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 higher level reviewer, 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?

- 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.
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