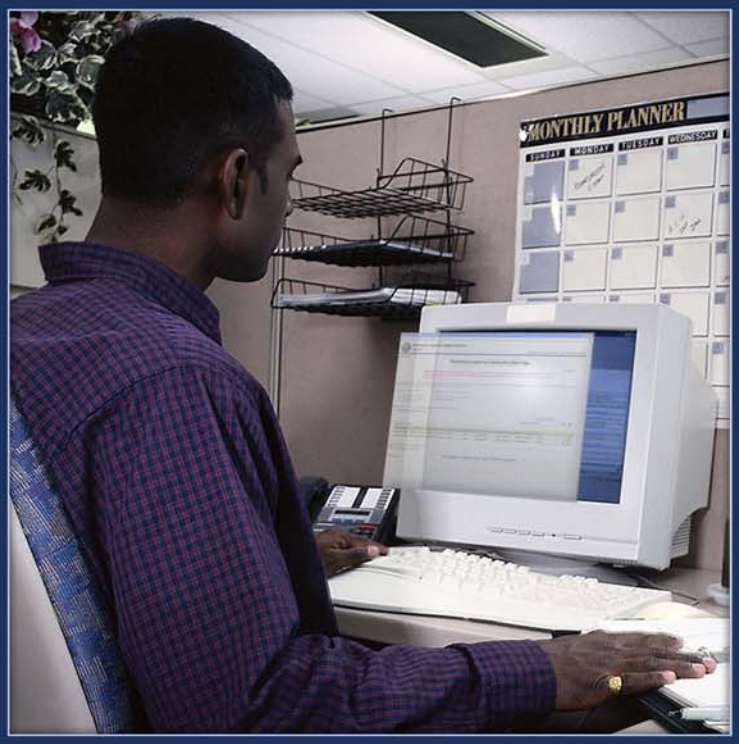
DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM



Guide to Navigating

DCIPS Performance Appraisal Application

December 2008

Guide to Navigating the Defense Civilian Intelligence Personnel System Performance Appraisal Application (DCIPS PAA)

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Overview

The Defense Civilian Intelligence Personnel System (DCIPS) Performance Appraisal Application (PAA) Guide provides the following:

- An overview of the application
- Information on the DCIPS performance management cycle, phases, and elements and how they relate to the DCIPS PAA
- Information on navigating the DCIPS PAA tool
- By user, step-by-step instructions for completing activities within the DCIPS PAA

Information is presented consistent with *DCIPS Performance Management Volume 2011(Volume 2011)* and DCIPS PAA design functionality. Use this Guide as a roadmap and for guidance in completing key activities.

Terminology

The PAA is a Department of Defense (DoD)-wide tool used to manage performance under DCIPS and the National Security Personnel System (NSPS). As a result, you will notice when you log on that the DCIPS and NSPS PAA share some common screens. For this reason, the terminology used in the DCIPS PAA may be slightly different from terminology used in Volume 2011. For example, the PAA refers to appraisal or assessment, both of which are consistent with evaluation as used in Volume 2011. Higher level reviewer (HLR) corresponds to reviewing official and self-assessment corresponds to self-report of accomplishments.

Roles and Responsibilities

You use DCIPS PAA based on your user designation. There are three types of users:

- Employee
- Rating official
- Higher level reviewer (HLR) (reviewing official)

The governing Volume 2011 clearly defines these roles.

DCIPS Employee

Employees are accountable for the following:

- Engaging in dialogue with rating officials and supervisors (when the supervisor is not the rating official) to develop performance objectives at the beginning of each evaluation period
- Identifying and recording their accomplishments and results throughout the evaluation period
- Participating in midterm performance reviews and end-of-year performance evaluation discussions with the rating officials
- Preparing their end-of-year accomplishments as input to their annual performance evaluation
- Understanding the link between their performance objectives and the organizational mission and goals
- Accepting accountability for their actions

Rating Official

Rating officials are responsible and held accountable for effectively managing the performance of their employees. This responsibility includes but is not limited to:

- Executing performance management requirements in a manner consistent with merit systems principles
- Ensuring employees are trained in the performance management system
- Developing and communicating performance objectives and expectations within timelines established by Volume 2011 and holding employees accountable for accomplishing them
- Preparing jointly with employees development objectives for the performance year
- Aligning performance objectives and employee development with organizational goals and objectives
- Communicating to employees that the performance elements are a critical piece of DCIPS performance management. Performance shall be evaluated against the performance elements and will be included in the overall evaluation of the employee's performance
- Providing employees meaningful, constructive, and candid feedback relative to progress against performance expectations including at least one documented midterm review

- Ensuring employees are aware of the requirement to document their accomplishments at the end of the evaluation period
- Fostering and rewarding excellent performance
- Addressing poor performance
- Making meaningful distinctions among employees based on performance and contribution
- Completing closeout performance evaluations and interim performance reviews as appropriate
- Ensuring that eligible employees are assigned an evaluation of record
- Collaborating with reviewing officials to complete evaluations of record

Note: Supervisors normally will be the rating official for employees under their direct supervision.

Higher Level Reviewer (Reviewing Official)

Reviewing officials are responsible and held accountable for ensuring accuracy of performance management within the subordinate organizations and units for which they are responsible. This includes but is not limited to ensuring that:

- Performance plans are in place in accordance with established timelines for all employees within the subordinate units for which they are the reviewing official
- Subordinate rating officials and supervisors (when the supervisor is not the rating official) are trained in their roles
- Subordinate rating officials are providing performance feedback throughout the evaluation period and rating officials have documented at least one midterm performance review feedback session with each employee
- Subordinate rating officials, when not the immediate supervisor of employees for whom they are the rating official, are maintaining ongoing dialogue with the immediate supervisors of those employees regarding employee performance
- All performance evaluations within subordinate organizations and units are completed within established timelines
- Performance standards are consistently applied among those rating officials for whom they are the reviewing official

My Biz and My Workplace Accounts

In order to use the PAA, you must have a My Biz or My Workplace account.

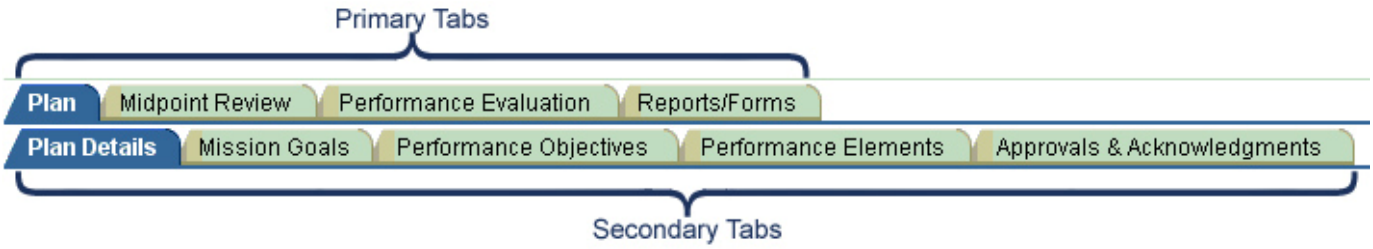
- My Biz is the gateway for employees.
- My Workplace is the gateway for rating officials and HLRs.

Note: Rating officials and HLRs use DCIPS PAA through My Workplace to conduct activities associated with their subordinates and use DCIPS PAA through My Biz to conduct activities associated with their personal DCIPS performance plans.

If you do not have an account, please consult your human resources servicing organization. ***Step-by-step instructions for logging onto My Biz and My Workplace accounts are included in the FAQs at the end of this guide.***

Tab Interface

The DCIPS PAA uses a tab interface. The tabs are the same for employees, rating officials, and HLRs. Displayed below are the primary tabs. Each primary tab has sub tabs that identify key activities. Until a performance plan is approved, the primary tabs to the right of the plan phase do not appear.



Navigating Through the DCIPS PAA

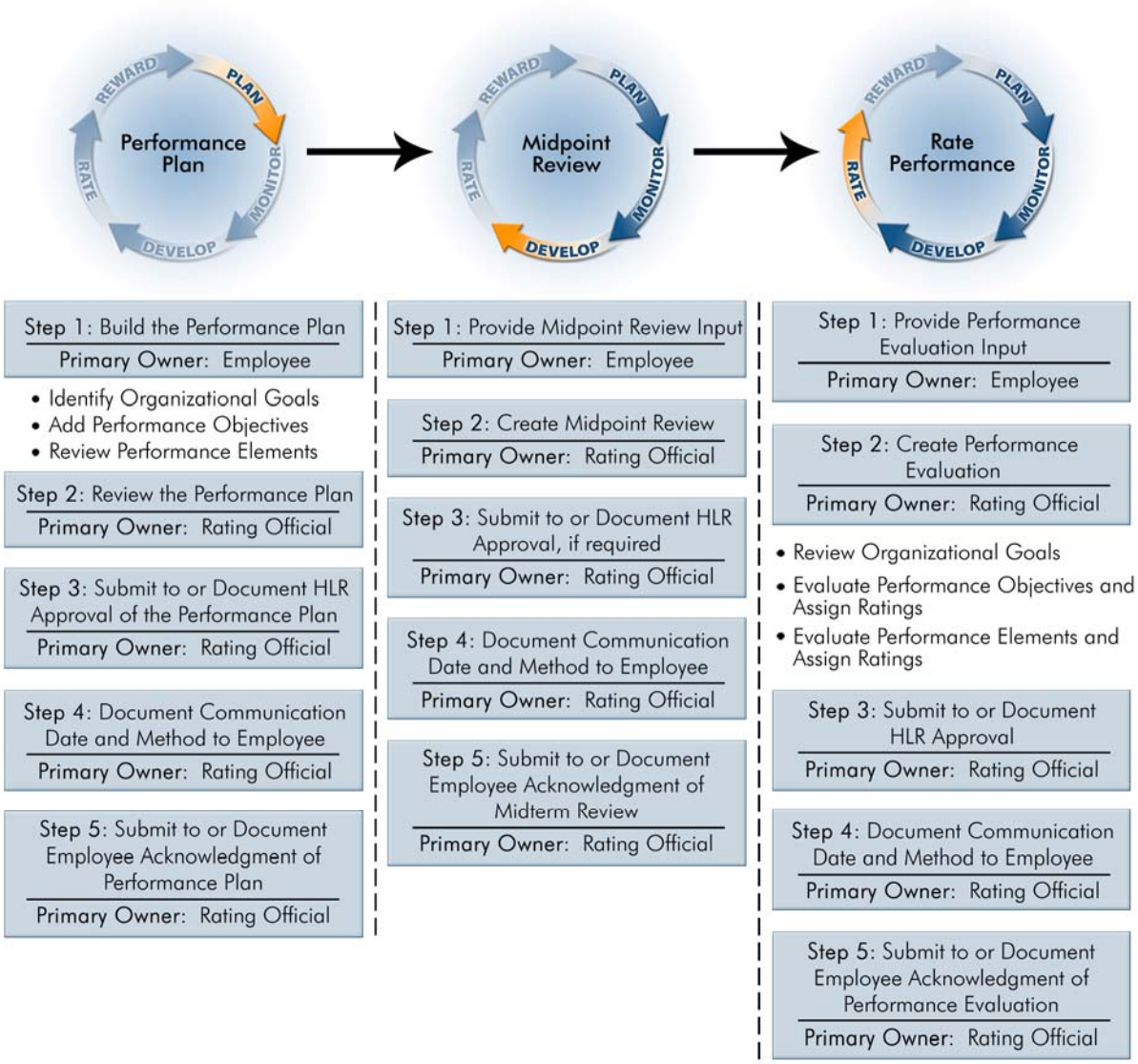
To navigate through the DCIPS PAA, use the <PREVIOUS or NEXT> buttons or select the tabs shown in the "Tab Interface" section.

Online Help

Each screen of the DCIPS PAA tool has online help functionality. You can access information on a particular screen, including how to carry out actions and a description of screen functionality via this help function. To access online help, select the Need Help? link.

The Performance Management Cycle

The graphic below depicts the steps associated with the three primary activities within the DCIPS PAA.



Timeline of Performance Management Activities

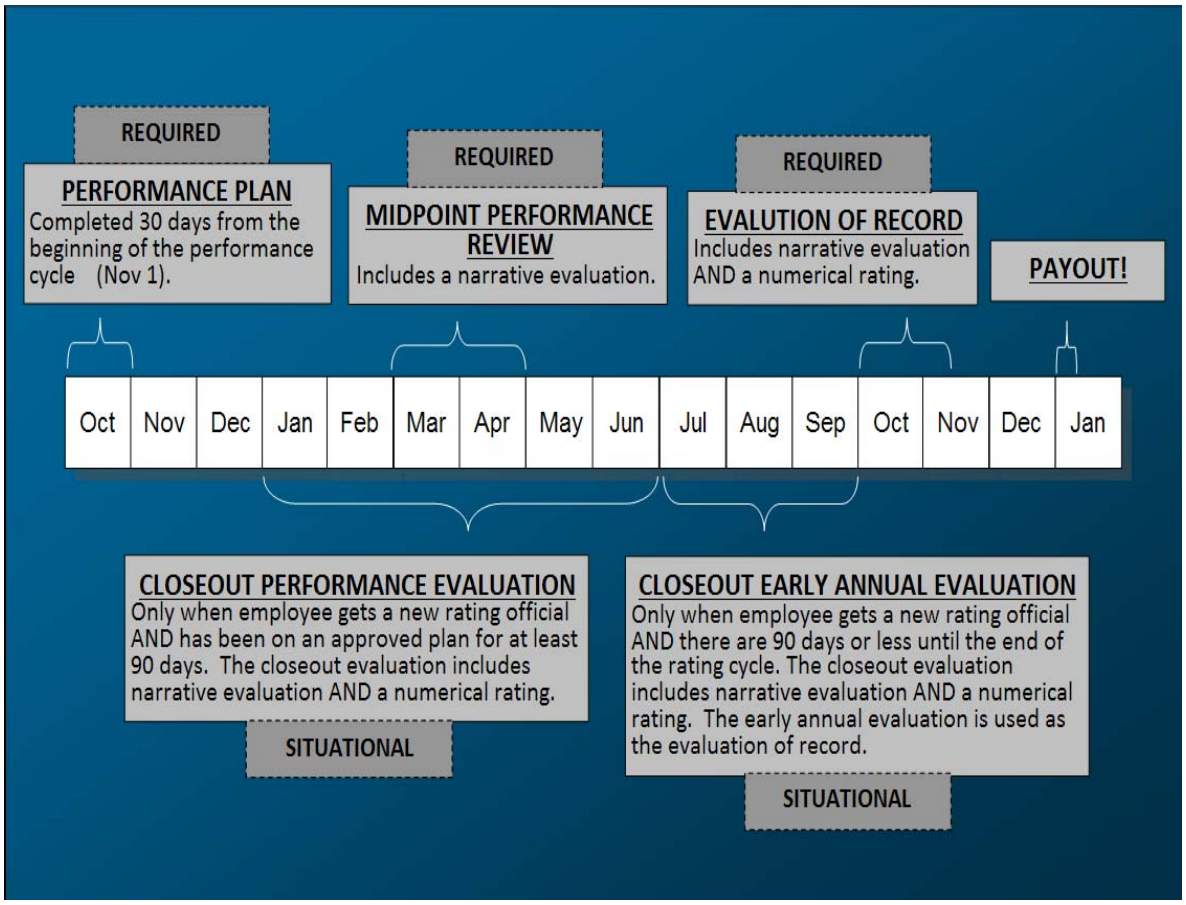
The DCIPS performance management process consists of three phases:

1. Performance planning – corresponds to creating the performance plan in the DCIPS PAA
2. Managing performance throughout the evaluation period – corresponds to midpoint review activities in the DCIPS PAA
3. Evaluation of performance at the end of the performance evaluation period – corresponds to the performance evaluation and rating activities in the DCIPS PAA

In addition, there are two special types of performance evaluations known as “Closeout Evaluations” and “Closeout Early Annual Evaluations.” These evaluations are only completed when an employee evaluation is required “off-cycle.” ***Refer to the FAQ section for differences between these special types of performance evaluations and when to conduct them.***

The standard performance period is **1 October** through **30 September** each year unless an exception is granted by the Under Secretary of Defense Intelligence (USD(I)).

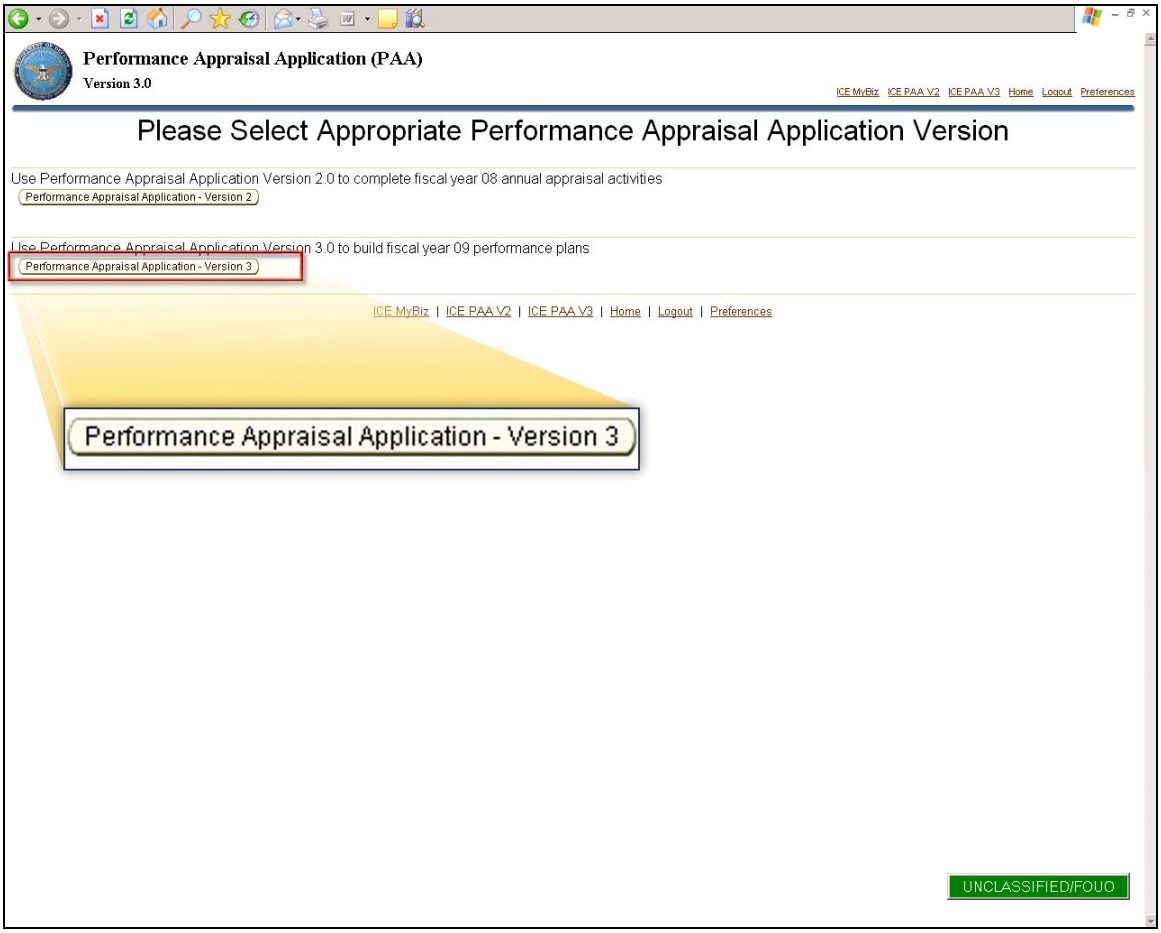
Below is a graphic depiction of the required activities and the associated timeframes.



Overview of DCIPS PAA Activities

Setting the Context

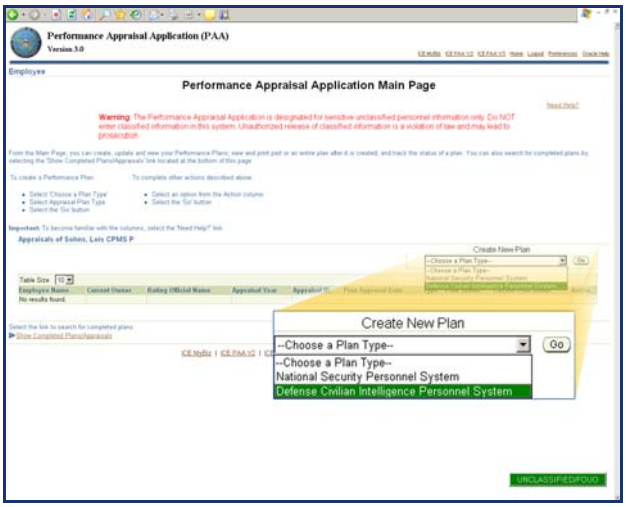
This section provides an overview of the primary PAA and DCIPS PAA screens and acquaints the employee, rating official, and HLR with the appearance and features of the tool. Refer to this section for guidance throughout the performance management process.



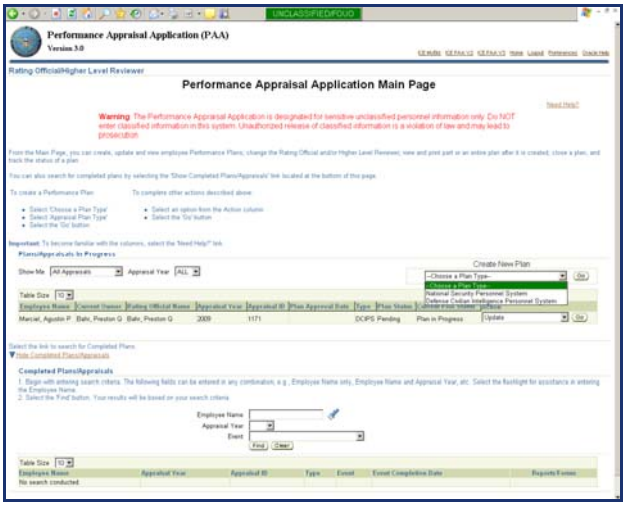
Selecting the Appropriate PAA Version

This is the first common page for the employee, rating official, and HLR. The presence of the Department of Defense (DoD) logo at the top left indicates the user is in the main PAA tool and has not yet accessed the DCIPS PAA tool. When the user moves from the main PAA tool to the DCIPS PAA tool, the logo changes to the DCIPS logo

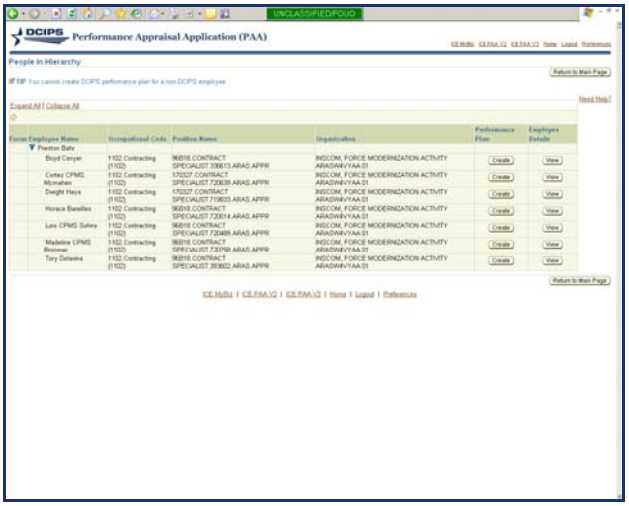
Select “PAA Version 3.” DCIPS employees do not use version 2.



Employee



Rating Official/HLR



Rating Official/HLR – People Hierarchy

PAA Main Page

From the Performance Appraisal Application (PAA) Main Page one can create, update, and review performance plans, transfer plans, view and print plans after they are created, and track the status of plans.

Employees, rating officials and HLRs complete different activities from the main page.

Employees:
May establish a performance plan and update and view an existing performance plan.

Rating Officials:
May establish a performance plan for their employees, change rating officials or HLR, and update and view existing performance plans.

HLRs:
Do not create performance plans. They have view-only capabilities.

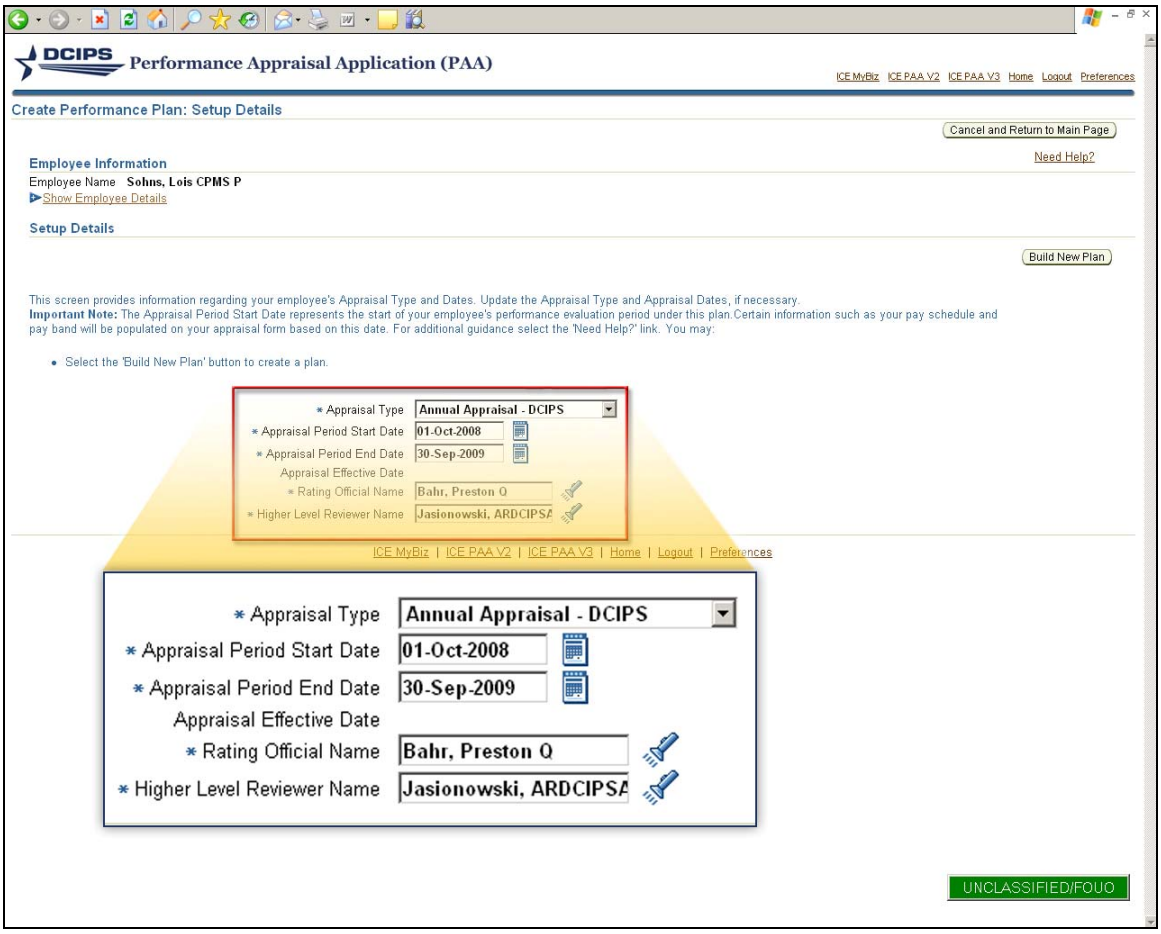
To Create a New Plan:

- Choose a Plan Type
- Select "DCIPS"
- Select Go

Since rating officials are likely to have multiple employees under their supervision, an additional screen will appear after completing the steps above. From the People Hierarchy screen they can select the employee for whom they are creating a plan:

- Locate the employee in the list
- Select "Create"

After completing the above, the employee or rating official is directed to the Create Performance Plan: Set up Details tab.

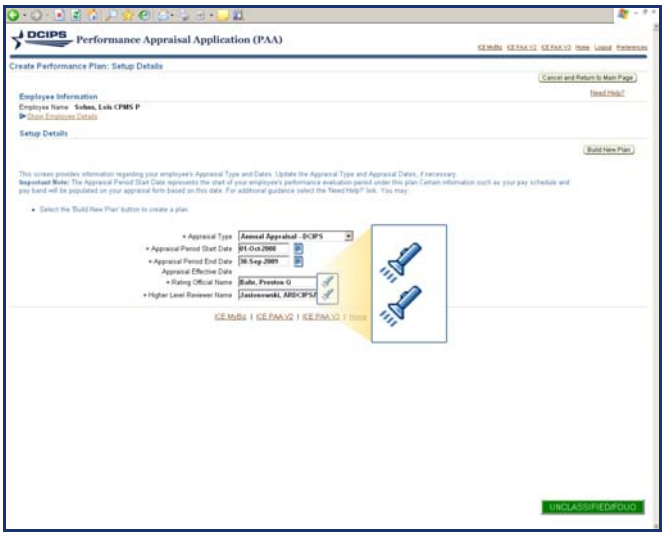


Setup Details

The information on this screen is auto-populated. From this screen, an employee or rating official may review the information for accuracy, make changes, and build a new plan. This screen only displays when "Create New Plan" is selected from the PAA Main Page.

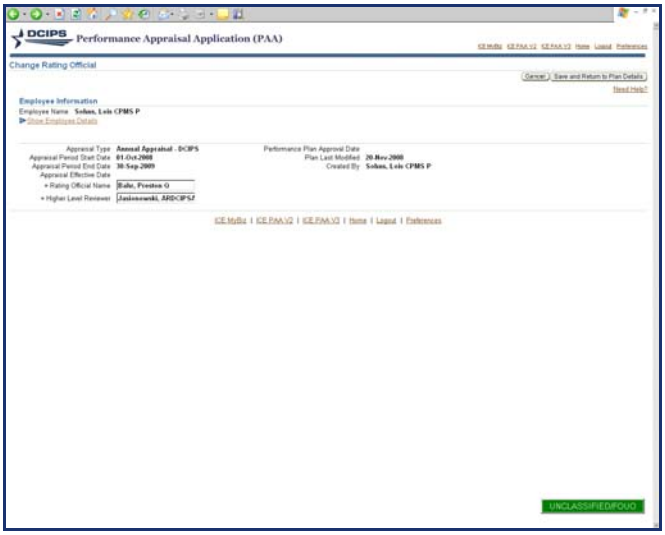
A change in rating official or HLR can be initiated by selecting the flashlight icon next to the appropriate field from this screen. Refer to the next page for information on this process and an illustration.

Note: On various screens throughout the DCIPS PAA tool, there is the option to select a link to change the HLR. When the link is accessed, the employee or rating official are brought back to Setup Details to actually make the change.



Setup Details

Search and Select: Rating Official Name



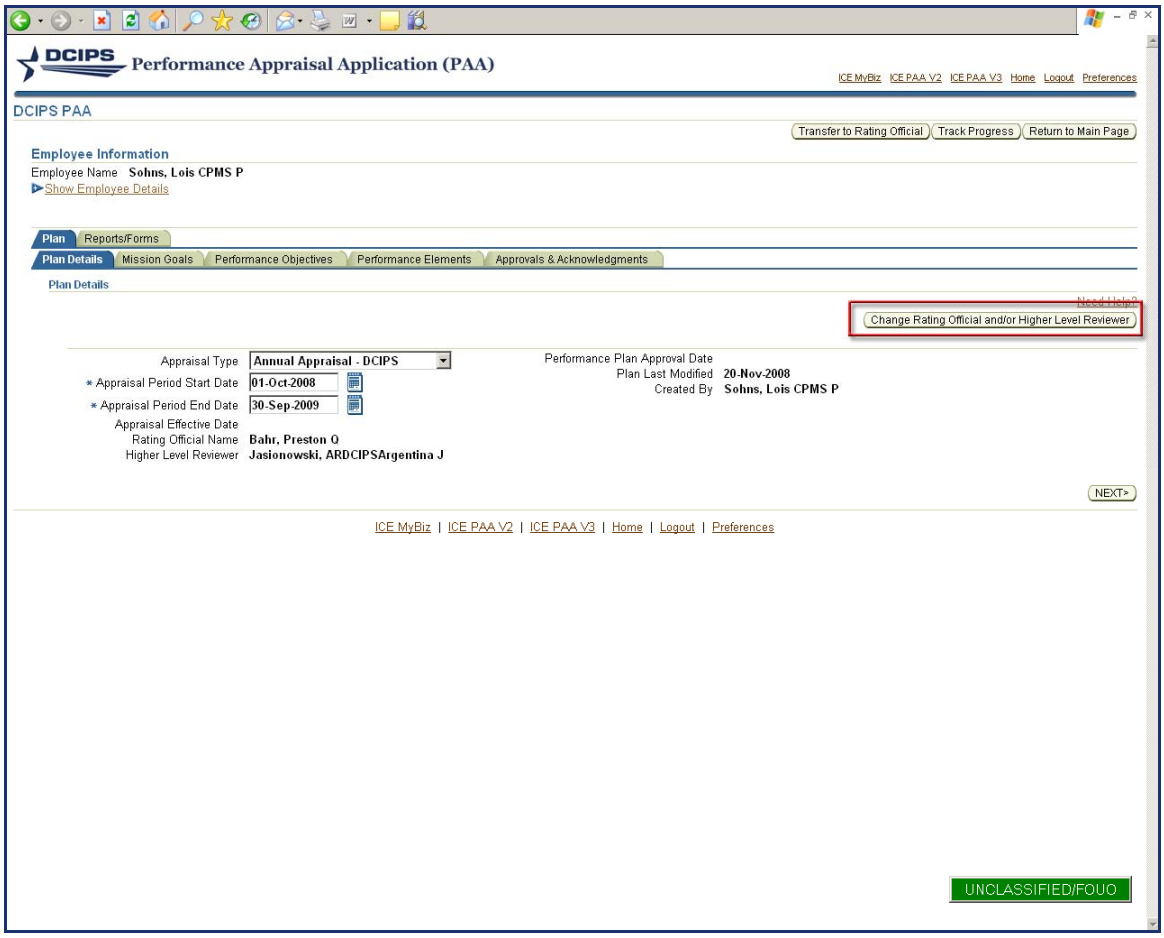
Change Rating Official

Setup Details – Changing Rating Official

To change the rating official/HLR, select the flashlight icon and choose a different rating official or HLR from a list of available choices.

The initiator is directed to a **Search and Select** screen. After the new name is chosen, the user is then directed to a **Change** screen to complete the action. The action is completed when the initiator selects the "Save and Return to Plan Details" button.

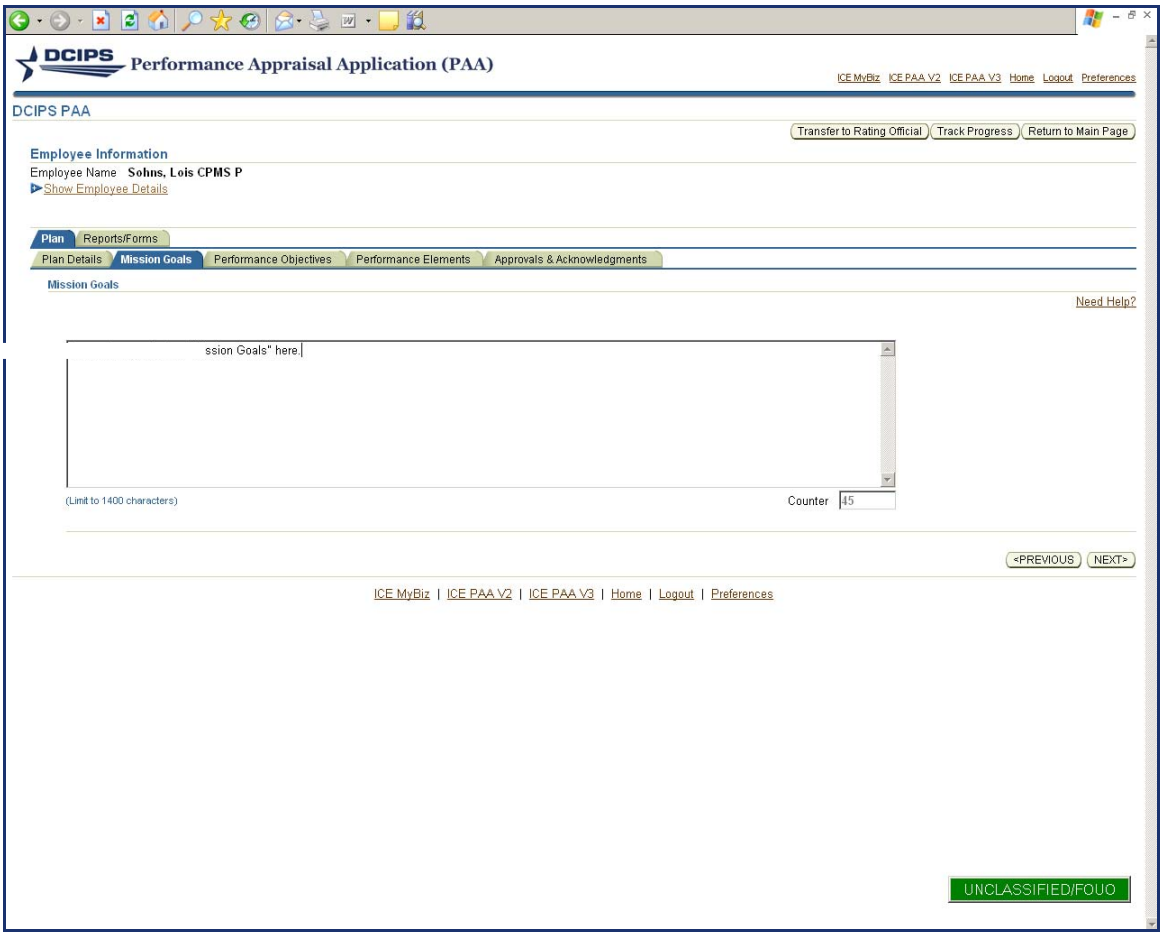
The illustration on the left depicts a change in rating official. The process and screens for changing an HLR are the same.



DCIPS Plan Phase: DCIPS Plan Details Screen

After establishing a new plan, an employee or rating official may review and update information and change the rating official/HLR from this screen. Where there is a list of choices to select from, an arrow is displayed to the right of the field. Where a date is required, a calendar icon is displayed to the right of the field. If the link to Change Rating Official or Higher Level Reviewer is selected, the employee or rating official is directed back to the Setup Details screen to carry out the activity.

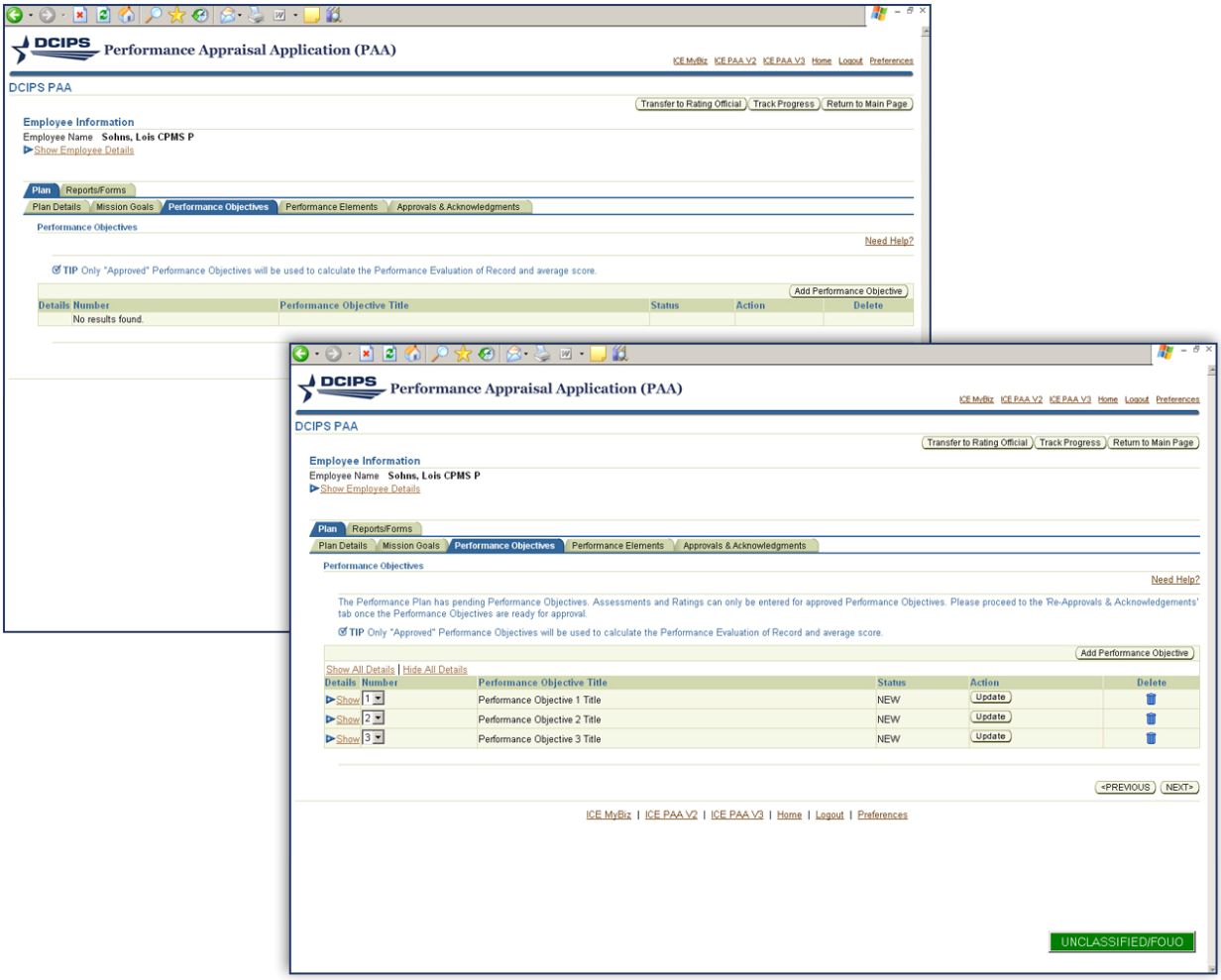
To move to the next screen, select a tab or NEXT>.



DCIPS Plan Phase: Mission Goals

On this screen, an employee or rating official may copy and paste, add, update, and view information regarding their organization's goals and priorities. Mission Goals are provided by the parent organization. ***Refer to the FAQ section for more information on Mission Goals.***

HLRs may view the information.

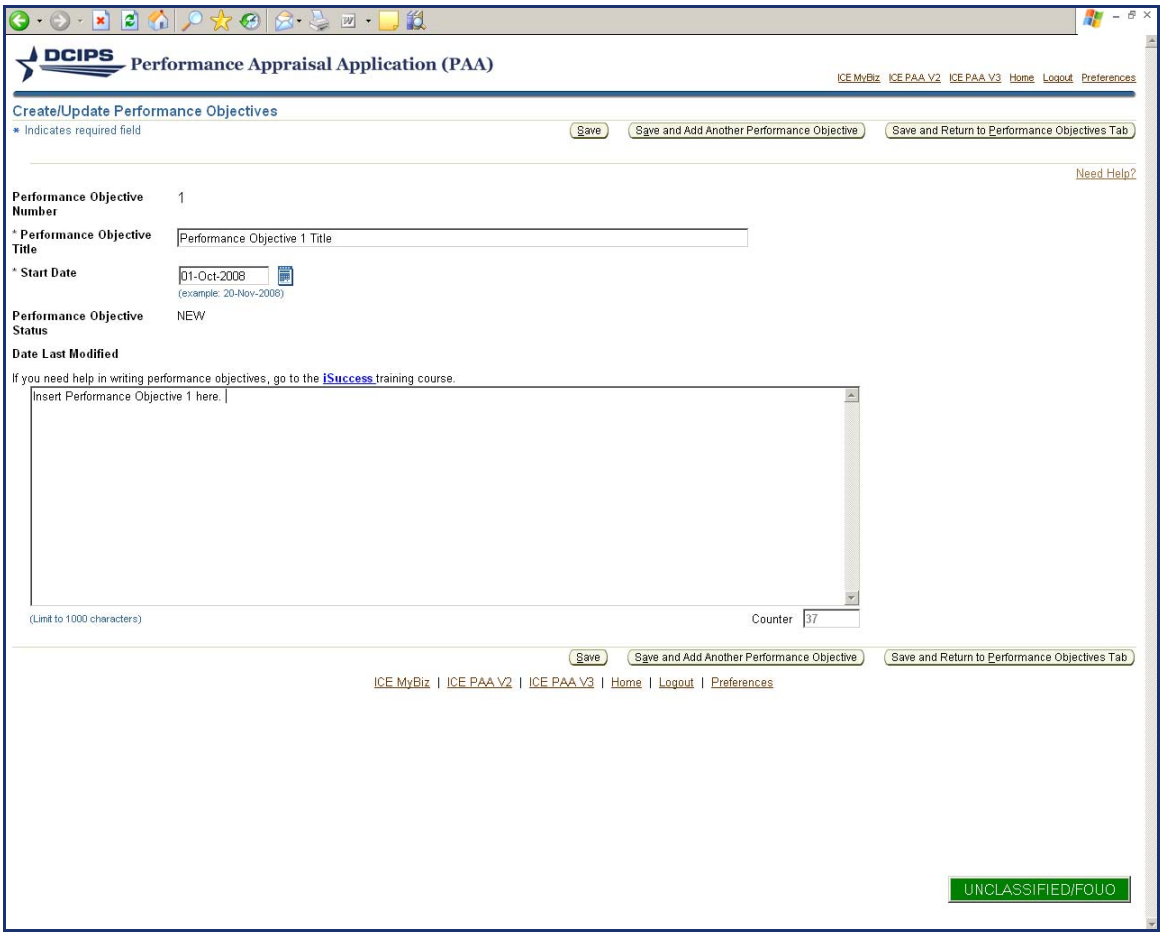


DCIPS Plan Phase: Performance Objectives

From this screen, an employee or rating official may add, delete, update, and view a performance objective.

HLRs may view performance objectives. They cannot change performance objectives.

Note: A performance plan must be created with at least three (3) performance objectives or the DCIPS PAA does not allow the plan to be complete. The screen shot on the right above depicts what the Performance Objective screen should look like after the performance objectives are created.



DCIPS Plan Phase: Performance Objective Create/Update

From this screen, an employee or rating official assigns a title to the performance objective and copy and paste, add, or update the objective.

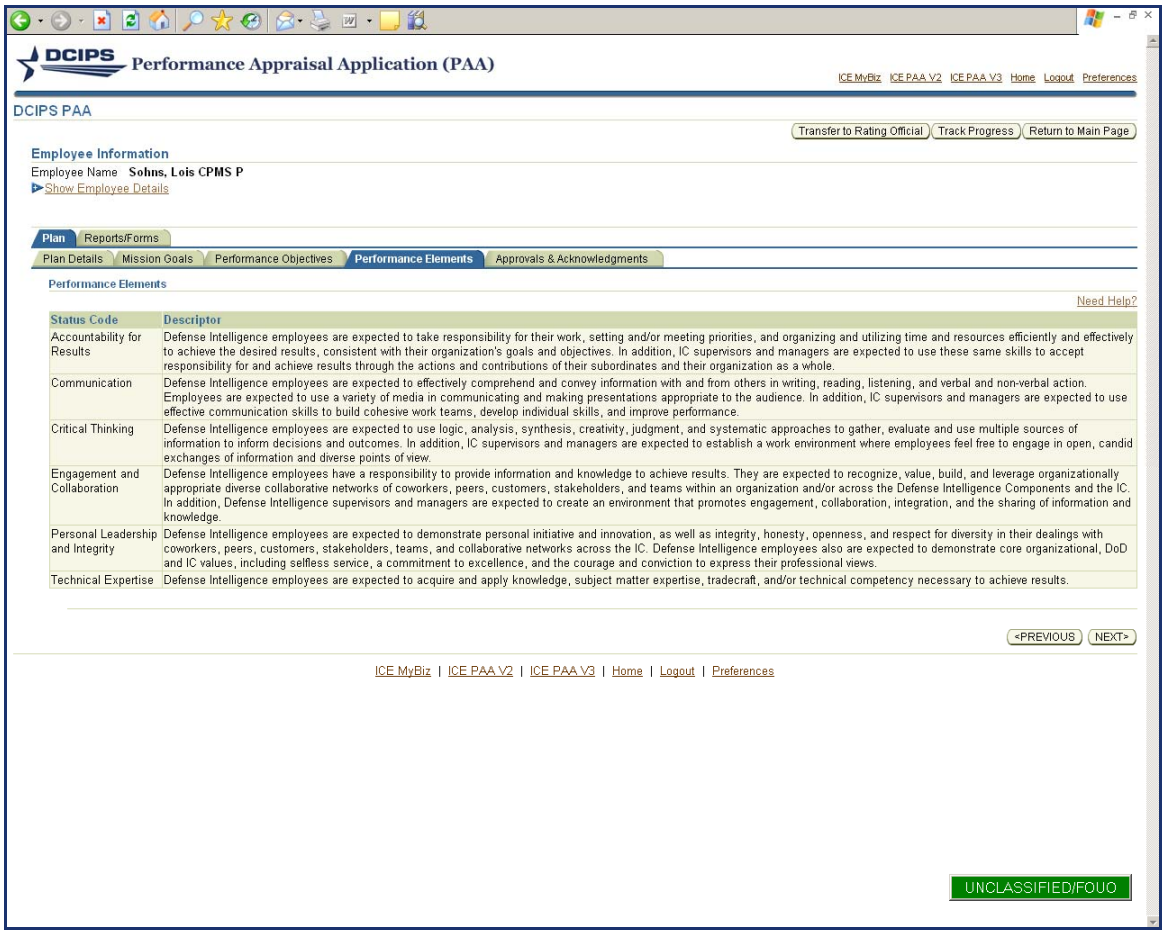
Note: Once a performance objective is approved only a rating official can delete or edit it. Also, it is important to assign a meaningful title. Performance objectives *will not* save without a title.

The performance objective number auto-populates. Once done, the employee or rating official may do any of the following:

- Select "Save" periodically to save the performance objective and continue.
- Select "Save and Add another Performance Objective" to save and begin another performance objective.
- Select "Save and Return to Performance Objectives Tab."

Remember, to initiate an action one must have ownership of the performance plan.

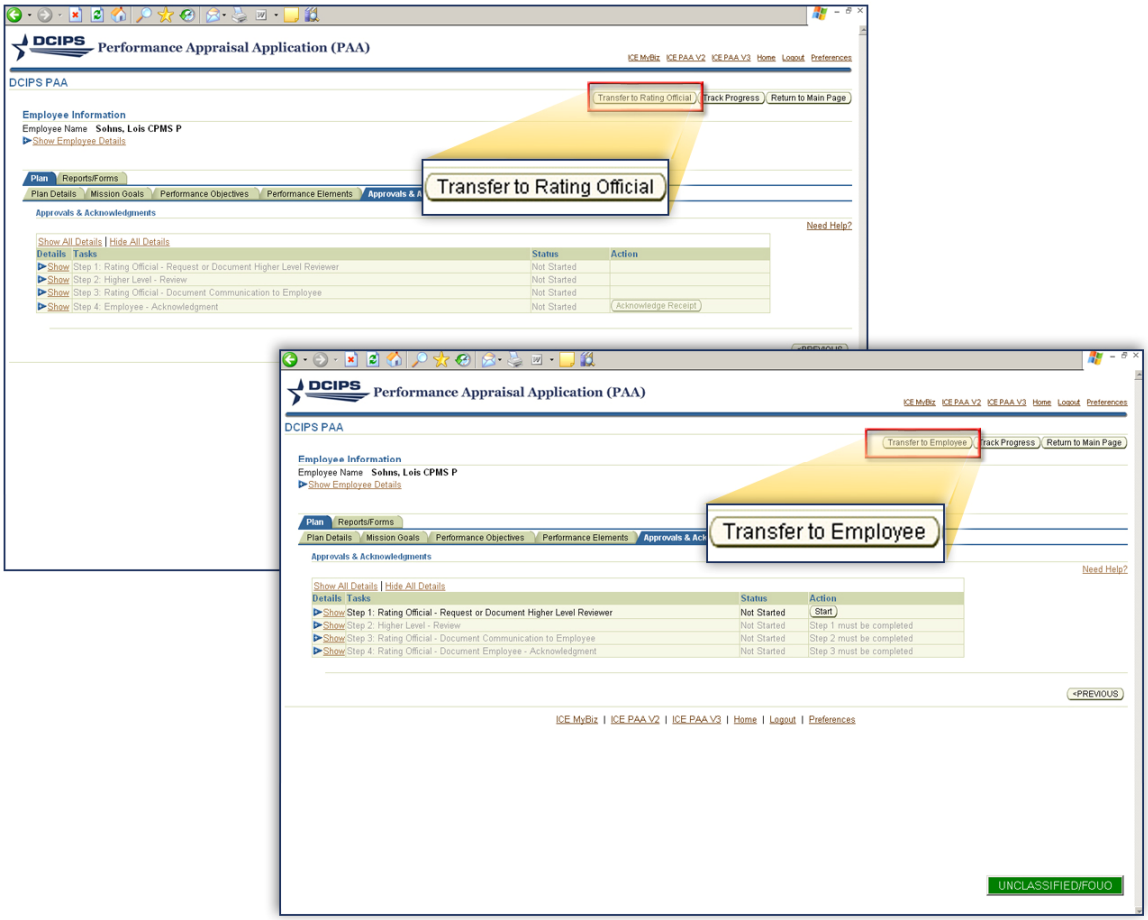
HLRs can view performance objectives. If a correction is required, it must be returned to the rating official to complete the action. **Refer to the step-by-step section for instruction details**.



DCIPS Plan Phase: Performance Elements

This screen identifies the mandatory performance elements. There is no action to be taken on this screen.

Note: There are unique performance elements for supervisory employees. ***Refer to the FAQ section for details.***


Performance Appraisal Application (PAA)
DCIPS PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Sohns, Lois CPMS P
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Performance Objectives
Performance Elements
Approvals & Acknowledgments
Transfer to Rating Official
Transfer to Employee
Show All Details | Hide All Details
Details Tasks
Status
Action
Step 1: Rating Official - Request or Document Higher Level Reviewer
Step 2: Higher Level - Review
Step 3: Rating Official - Document Communication to Employee
Step 4: Employee - Acknowledgment
Acknowledge Receipt
Step 1: Rating Official - Request or Document Higher Level Reviewer
Step 2: Higher Level - Review
Step 3: Rating Official - Document Communication to Employee
Step 4: Rating Official - Document Employee - Acknowledgment
Start
Step 1 must be completed
Step 2 must be completed
Step 3 must be completed
Need Help?
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences
UNCLASSIFIED/FOUO

DCIPS Plan Phase: Approvals and Acknowledgments

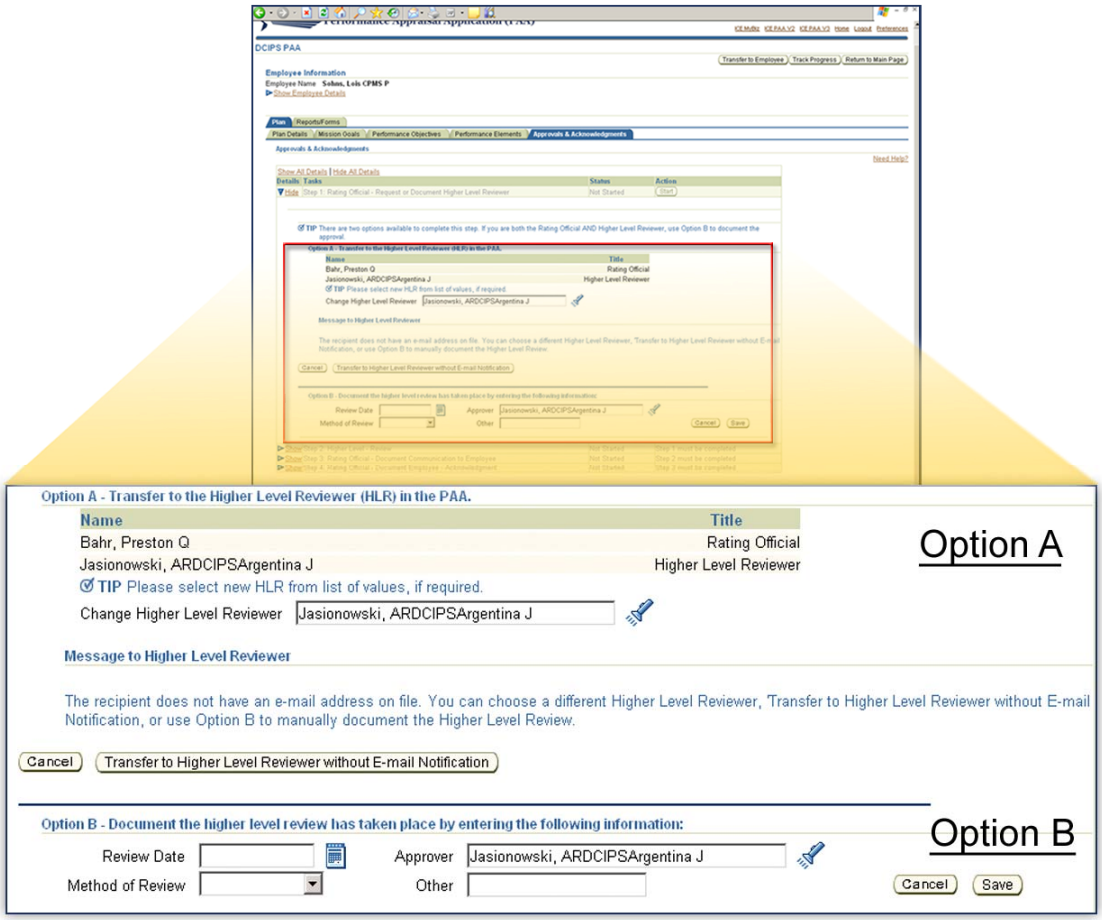
From this screen, the approval and acknowledgement process is completed.

If the plan was created by the employee, he or she may use the "Approvals & Acknowledgment" tab to forward the plan to his or her rating official for review. This is accomplished by selecting the "Transfer to Rating Official" button at top right. Once the rating official has reviewed and is satisfied with the performance plan, he or she will initiate the HLR review and approval process.

If the plan was created by the rating official, he or she may use the "Approvals & Acknowledgements" tab to forward the plan to the employee. This is accomplished by selecting the "Transfer to Employee" button at top right. When the employee has completed his or her review, he or she transfers the performance plan to the rating official. Once the rating official has reviewed and is satisfied with the performance objectives he or she will initiate the HLR review and approval process.

The performance plan is available in view mode only, unless one has ownership. The completion of the performance plan approval process ends when the employee completes the "Acknowledgement" step.

Note: The **"Approvals & Acknowledgements"** process must be completed for each phase of the performance management cycle. Refer to the step-by-step sections later in this Guide for specific instructions.


Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.
Name
Title
Bahr, Preston Q
Rating Official
Jasionowski, ARDCIPSArgentina J
Higher Level Reviewer
TIP Please select new HLR from list of values, if required.
Change Higher Level Reviewer
Jasionowski, ARDCIPSArgentina J
Message to Higher Level Reviewer
The recipient does not have an e-mail address on file. You can choose a different Higher Level Reviewer, Transfer to Higher Level Reviewer without E-mail Notification, or use Option B to manually document the Higher Level Review.
Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Option B - Document the higher level review has taken place by entering the following information:
Review Date
Approver
Jasionowski, ARDCIPSArgentina J
Method of Review
Other
Cancel
Save
Option A
Option B

DCIPS PLAN Phase: Approvals and Acknowledgements, Higher Level Reviewer (HLR) Approval

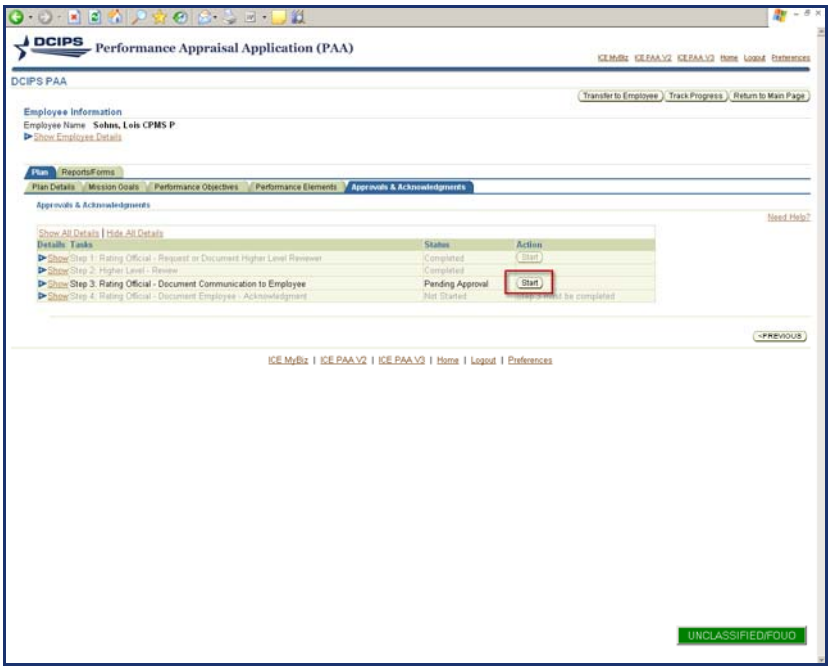
The rating official routes the performance plan for approvals and acknowledgments. It starts with HLR approval. The rating official has two options to document HLR approval.

- **Option A** allows the rating official to transfer the performance plan to the HLR for review and approval by selecting the "Transfer to Higher Level Reviewer without E-mail Notification" button. Selecting this option will direct the user back to the PAA Main Page. The HLR is required to select the "Approvals & Acknowledgements" tab to complete the cycle by approving the plan and transferring it back to the rating official.

Note: If the HLR does not have an e-mail address identified in the DCIPS PAA, the only option available is to "Transfer to Higher Level Reviewer without E-mail Notification."

Note: This option also includes another opportunity to change the HLR. If selected, the rating official is directed back to the Setup Details screen to carry out the change.

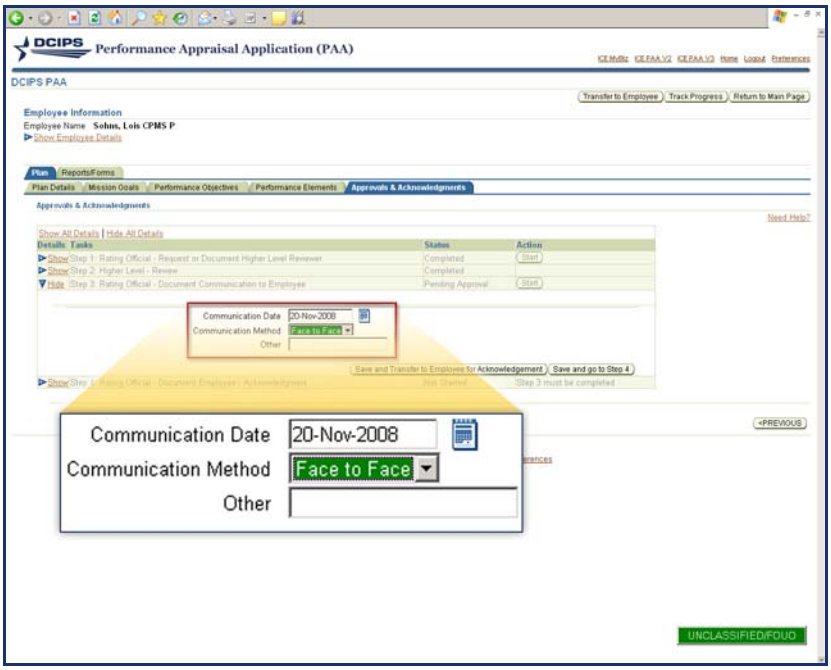
- **Option B** allows the rating official to document that HLR approval by entering the "Review Date" and "Method of Review."

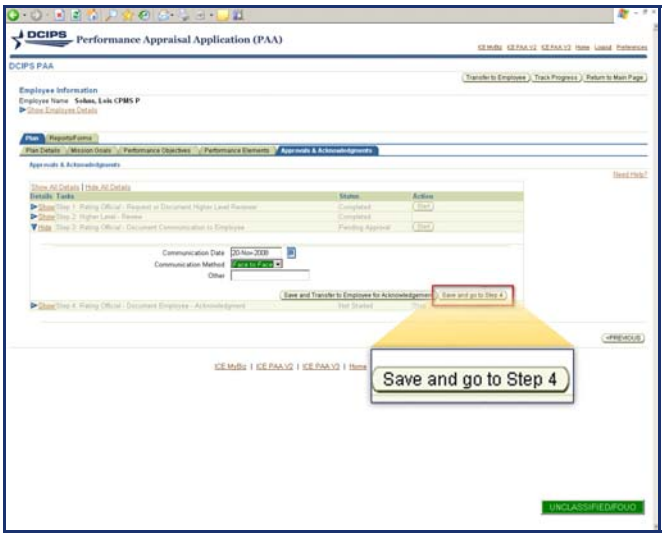


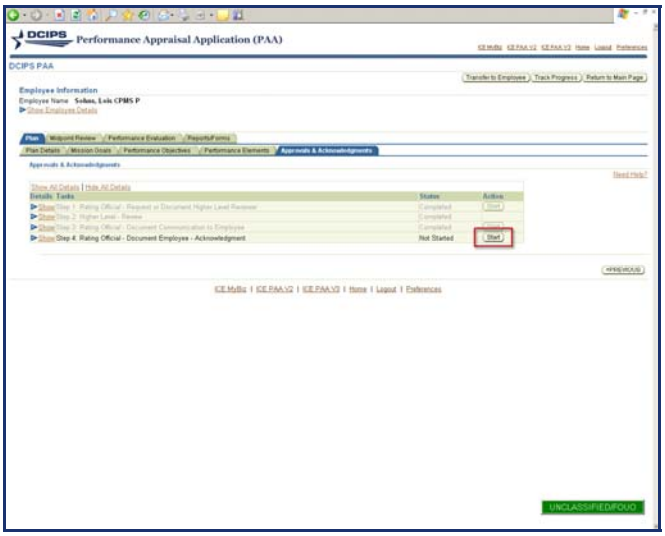
DCIPS PLAN Phase – Approvals and Acknowledgements – Rating Official Communication with Employee

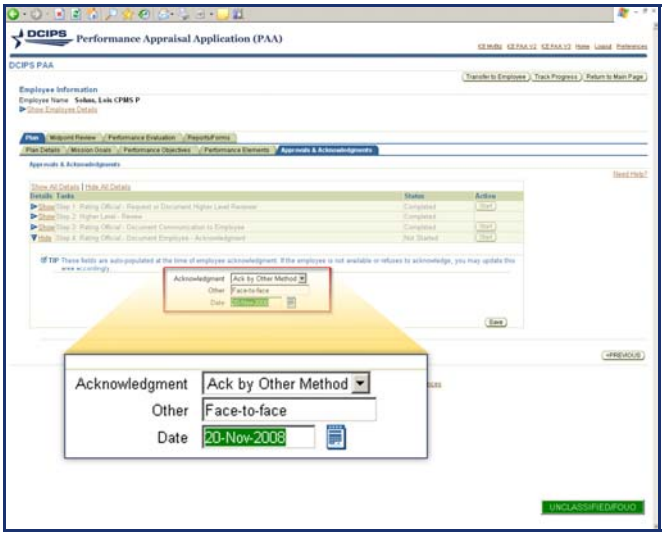
Part of the performance plan approval process includes the requirement for the rating official to discuss the approved performance plan with the employee. This discussion must be documented within the DCIPS PAA.

To document communication with the employee, the rating official selects Start in Step 3 and then enters the "Communication Date" and "Communication Method."









DCIPS PLAN Phase – Approvals and Acknowledgements – Employee Acknowledgement

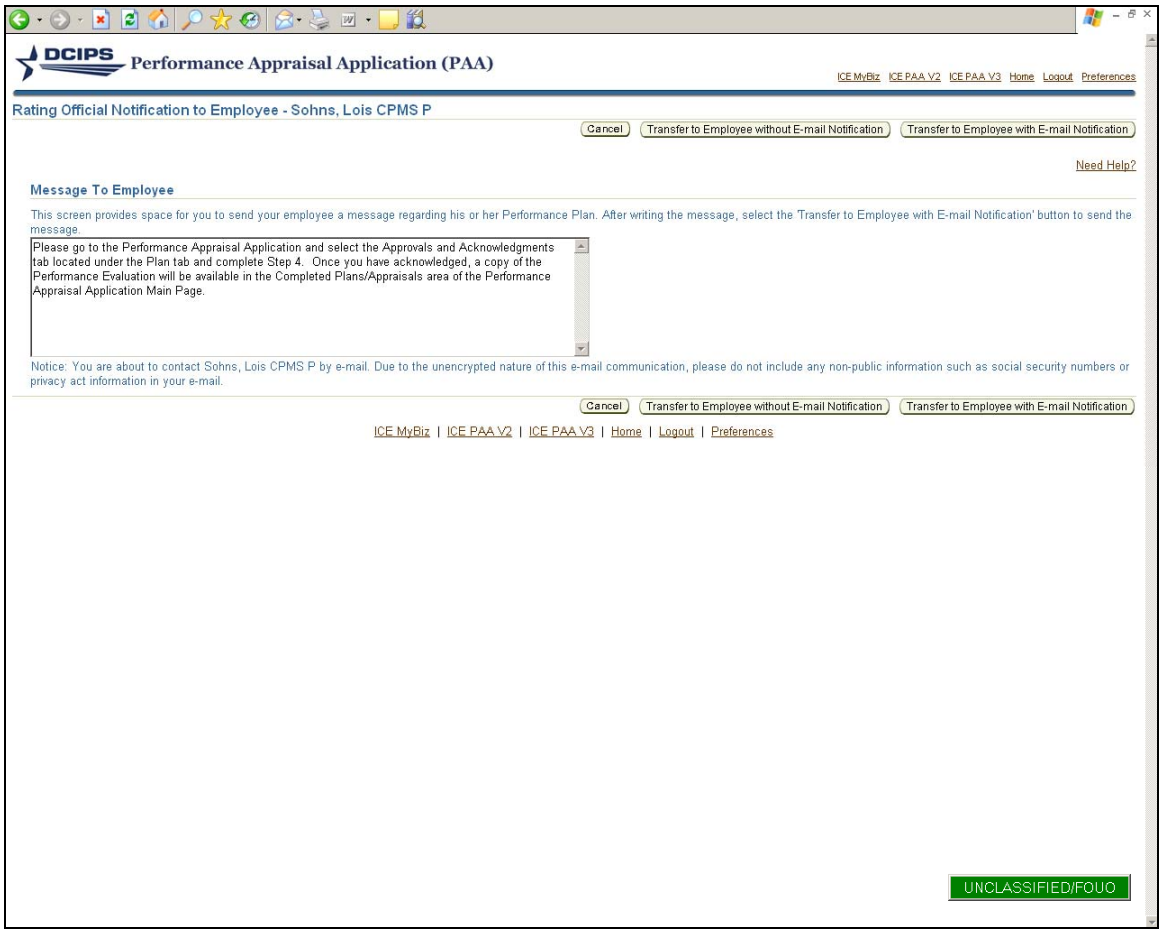
Once the communication with the employee is documented, the employee acknowledges that the Performance plan was shared with him or her. This acknowledgement may be completed one of two ways:

Option 1: "Save and Transfer to Employee for Acknowledgement."

Option 2: "Save and go to Step 4."

If Option 1 is selected, the rating official can announce the transfer with an e-mail notification, and is automatically directed to the e-mail notification screen. See the next page for pertinent information on transferring plans and e-mail notification. The employee must then access their plan and proceed to the "Approvals & Acknowledgements" tab to complete the acknowledgment process.

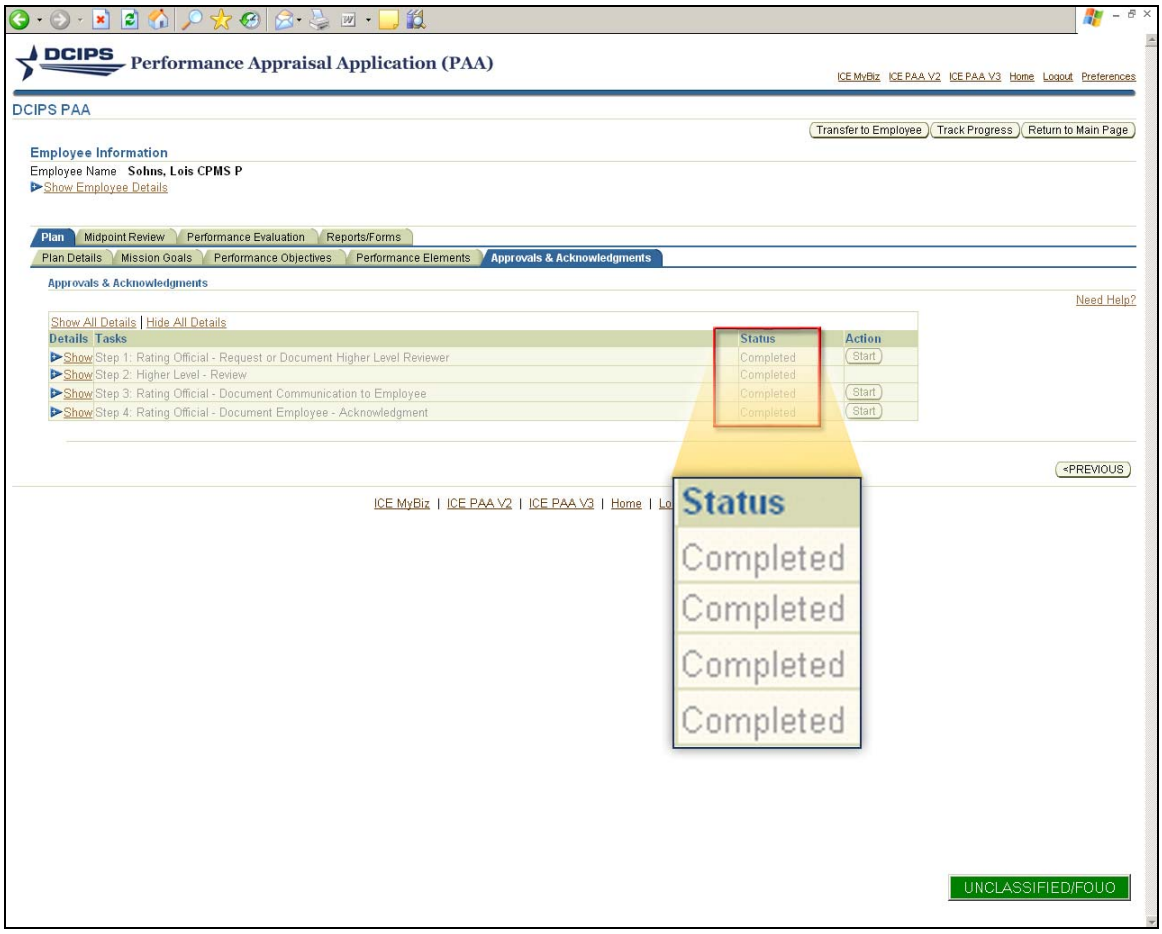
If Option 2 is selected, select Start in Step 4, complete the information and select "Save." This choice is illustrated on the left.



DCIPS PLAN Phase: Approvals and Acknowledgements – Transferring Plans and E-mail Notification

The e-mail notification page is dynamic, meaning it contains an auto-populated message based on the role and the initiating action. The message may be edited. Anytime a plan is transferred, the transfer page appears. Complete the information and select the appropriate button.

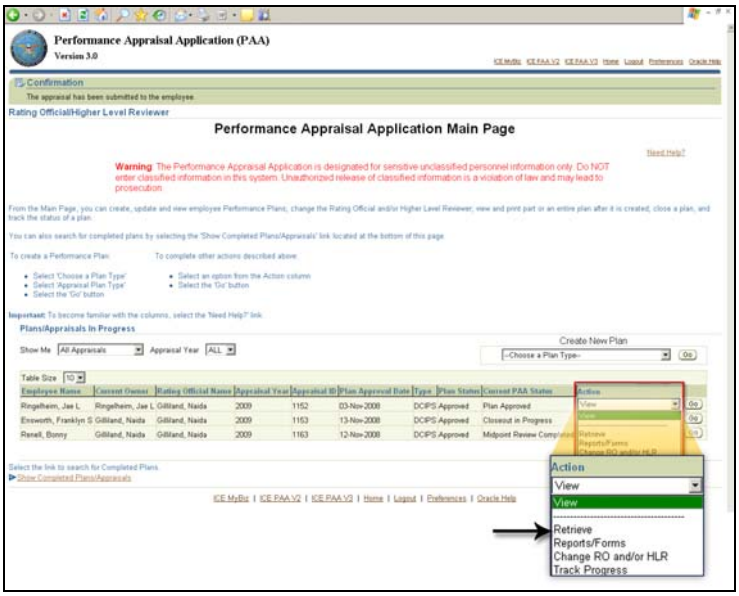
Note: E-mail notification is only available if there is an e-mail address registered within DCIPS PAA. ***Refer to the FAQ section for information on inserting and updating e-mail information into the DCIPS PAA tool.***



DCIPS PLAN Phase: Approvals and Acknowledgements – Plan Approval

The performance plan is “Approved” when each row under the “Status” column displays “Completed.”

The plan status and the current DCIPS PAA status on the PAA Main Page now read “Approved” and “Plan Approved” respectively. Also, the performance plan approval date under the Plan Details tab automatically populates with the date the approval process was completed.

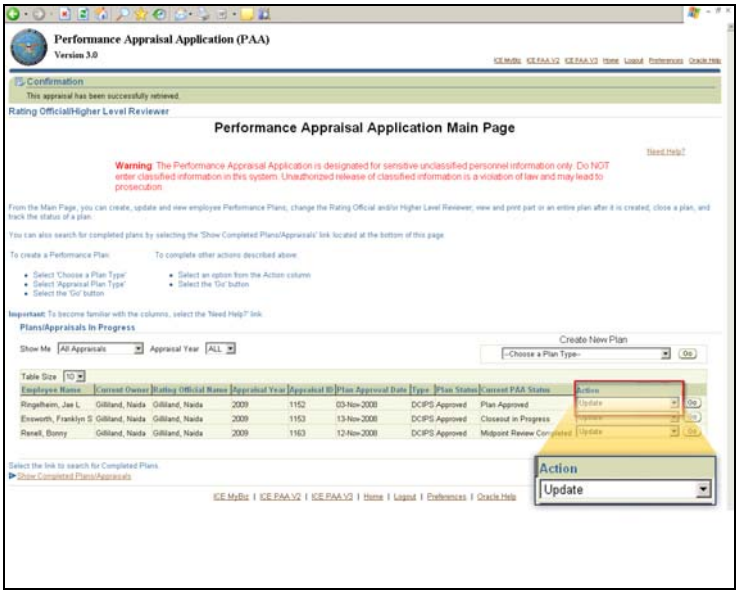


DCIPS Plan Phase – Changes to a Performance Plan

Once the performance plan is approved, only a rating official may edit information associated with establishing the performance plan, including performance objectives.

For a rating official to make changes, he or she must have ownership of the performance plan. To determine ownership of a performance plan, from the PAA Main Page, identify the status in the action column. If it reads "Update" the rating official has ownership. If it reads "View," the rating official needs to complete the following steps to retrieve the performance plan and ownership:

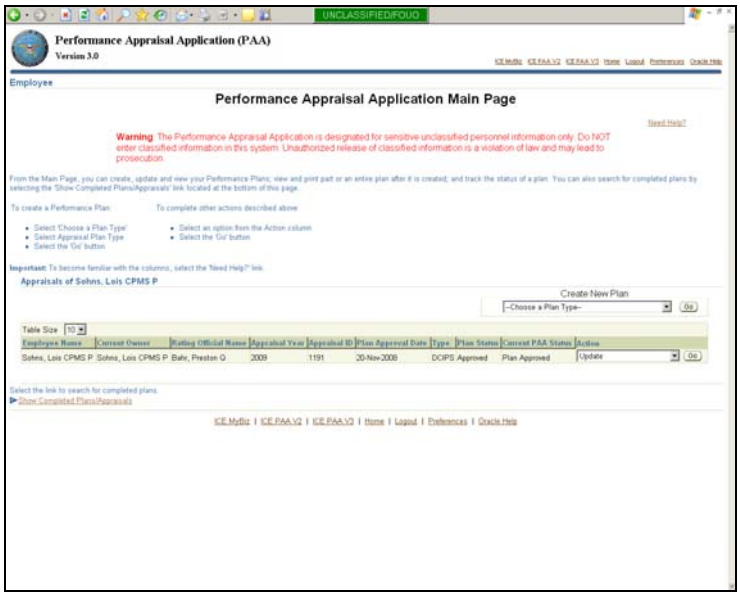
- Select "Retrieve" from the drop-down list in the Action column.
- Select "Go."



Once the rating official has ownership, the action drop-down selection changes to "Update:"

- Select "Update" from the drop-down list in the Action column.
- Select "Go."

Refer to the step-by-step section later in the Guide for instructions on changing performance objectives.



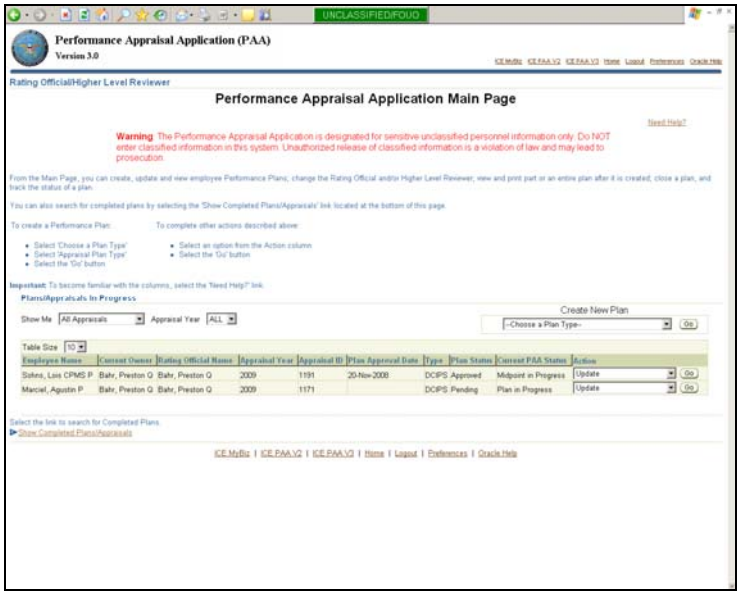
Employee

DCIPS Midpoint Review - PAA Main Page

To create, update, or view a midpoint review, employees or rating officials select the appropriate action in the Action Column and select "Go."

To carry out actions, the initiator must have ownership of the performance plan. To determine ownership, identify the status in the action column of the PAA Main Page. If it reads "Update" initiator has ownership. If it reads "View," the initiator must retrieve the plan to continue. Refer to the *DCIPS Plan Phase: Changes to a Performance Plan* section on page 25 for details on retrieving a plan.

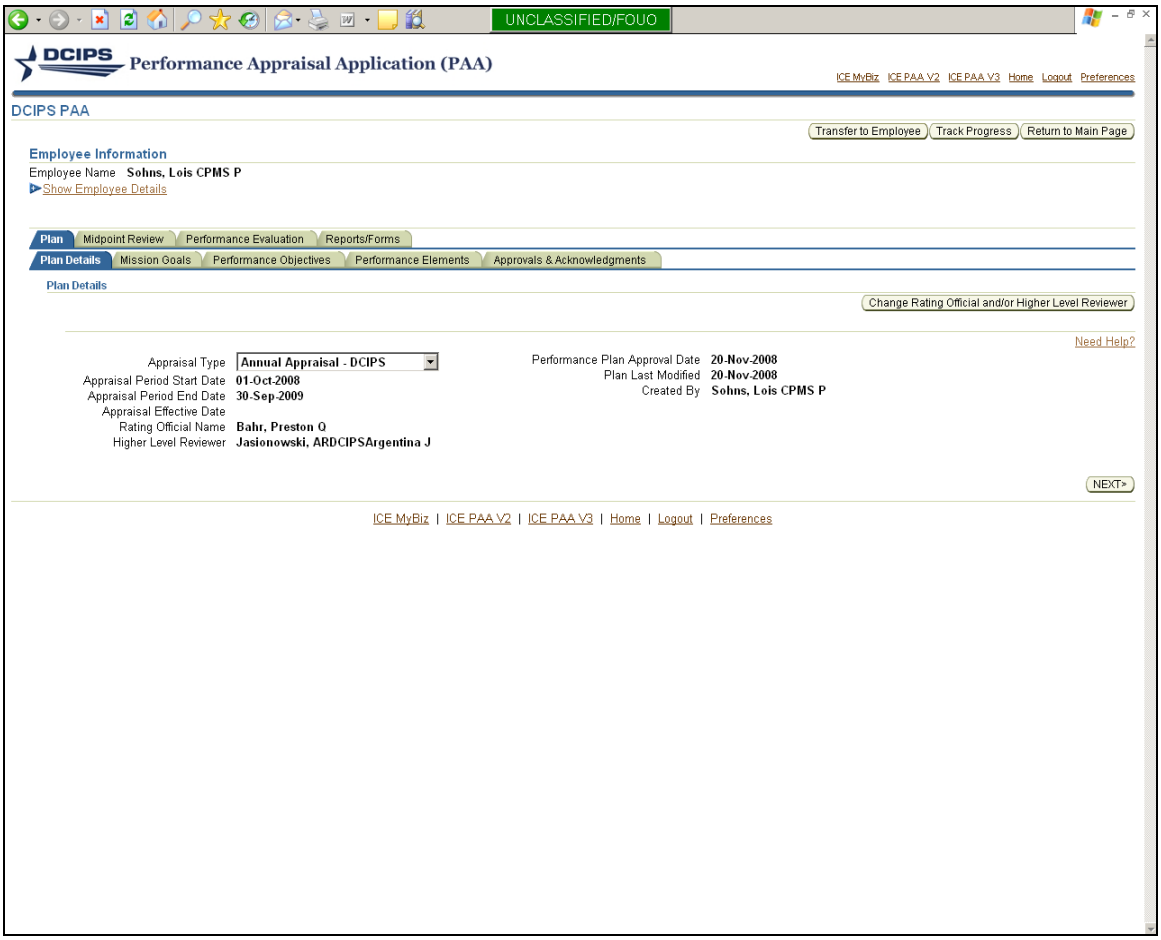
After selecting the "Go" link, the user is directed to the "Plan Details." Select the "Midpoint Review" tab to view available options.



Rating official/HLR

An employee completes a midpoint employee self-assessment. A rating official completes a midpoint rating official assessment on his or her employees. Midpoint reviews are named as such because they are required at the midpoint of the performance cycle.

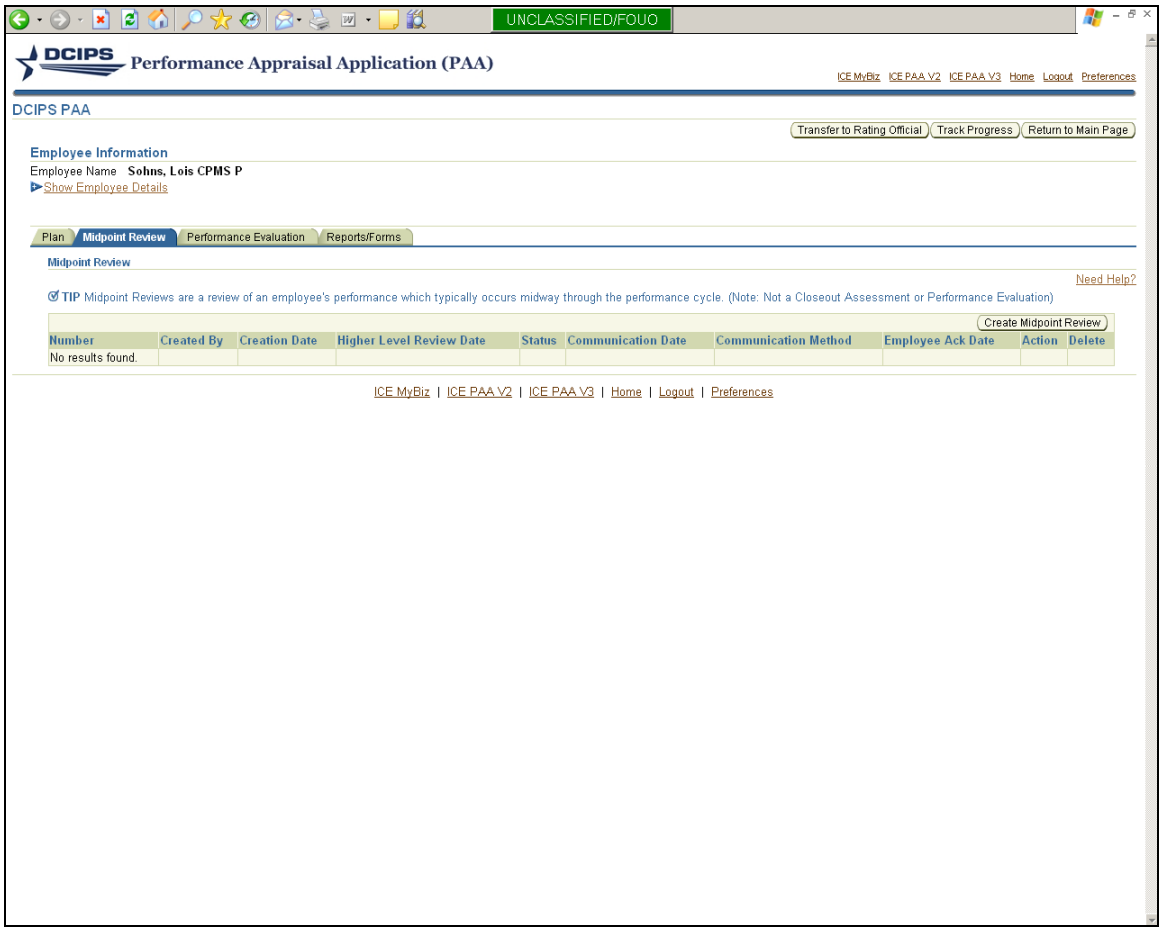
Note: The midpoint review is the only type of evaluation where HLR approval is optional. If the Component requires HLR approval, complete the appropriate approval steps. DCIPS Policy, Volume 2011, gives discretion to the individual Component (service or agency) to determine if HLR review is required in the midpoint review process.



DCIPS Midpoint Review Phase – Plan Details

From this screen, the employee and rating official may review the performance plan information. Ownership determines who can update the information. The performance plan approval date must be populated. If it is not populated, the user cannot initiate midpoint review actions and will not see the Midpoint Review tab. If the plan approval date is not populated, it is an indication that the plan approval process has not been completed. Check the plan status on the main page and the steps under the "Approvals & Acknowledgements" sub tab under the plan primary tab.

To initiate midpoint review actions, select the tab or the next link.

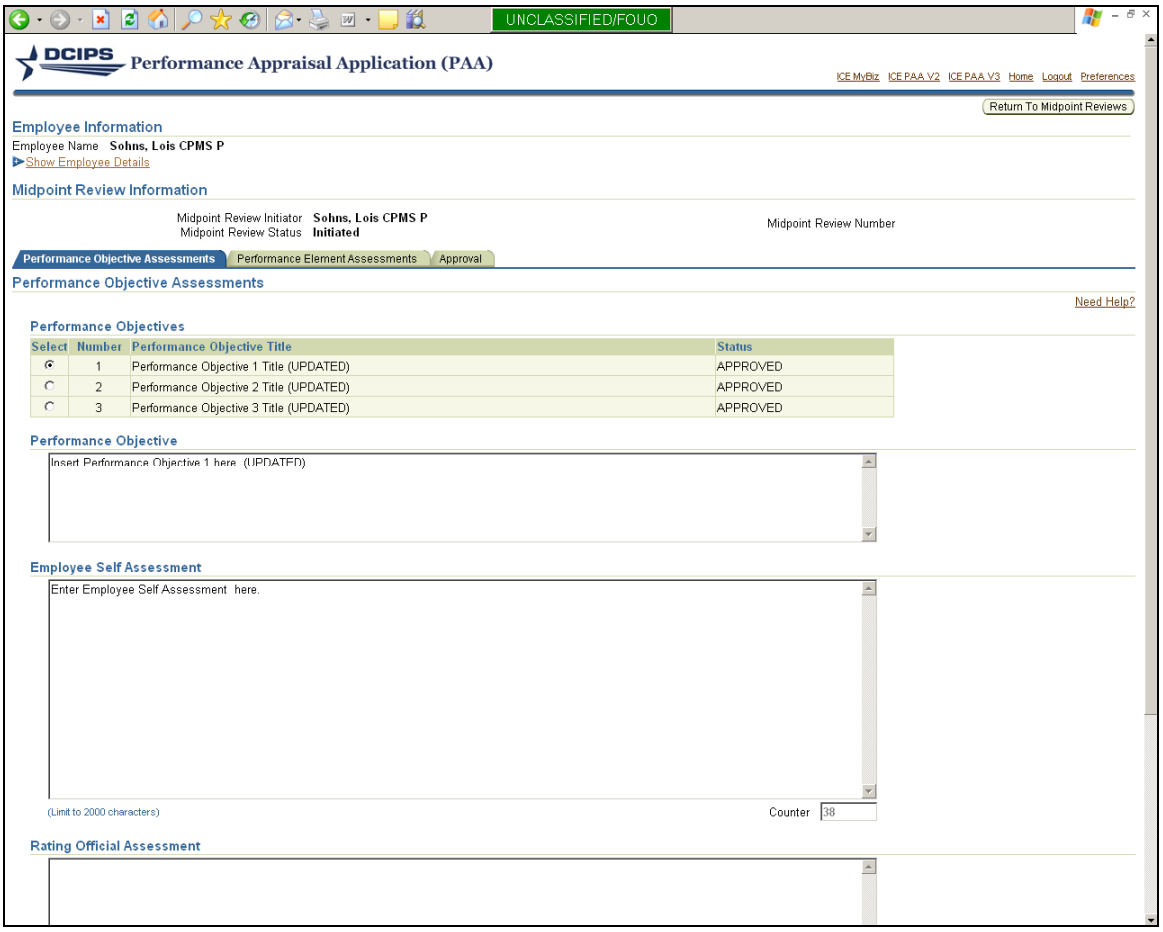


DCIPS Midpoint Review: Midpoint Review

The Midpoint Review tab allows the employee and rating official to create, update, approve, and acknowledge midpoint review actions. Midpoint reviews are conducted to assess an employee's performance, typically at the midterm in the performance cycle. The midpoint review is the only evaluation type that does not include ratings.

An employee and rating official may complete their assessments for the midpoint review anytime after the performance plan is approved and the status of plan action reads "complete."

To create a midpoint review select Create Midpoint Review.



DCIPS Midpoint Review-Performance Objective Assessments

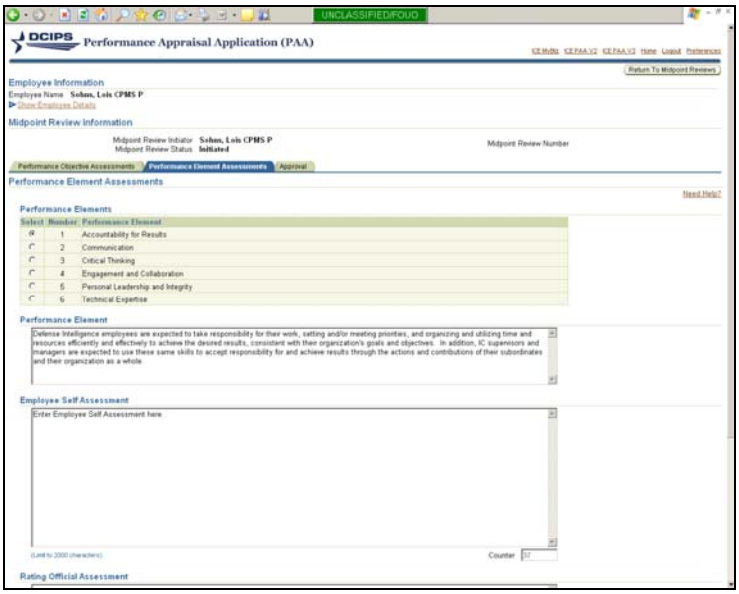
From this screen, an employee and rating official may copy and paste or type assessment information.

Select the performance element and go to either the Self-Assessment or Rating Official Assessment text box. To navigate from one performance element to another, use the radio button next to each element.

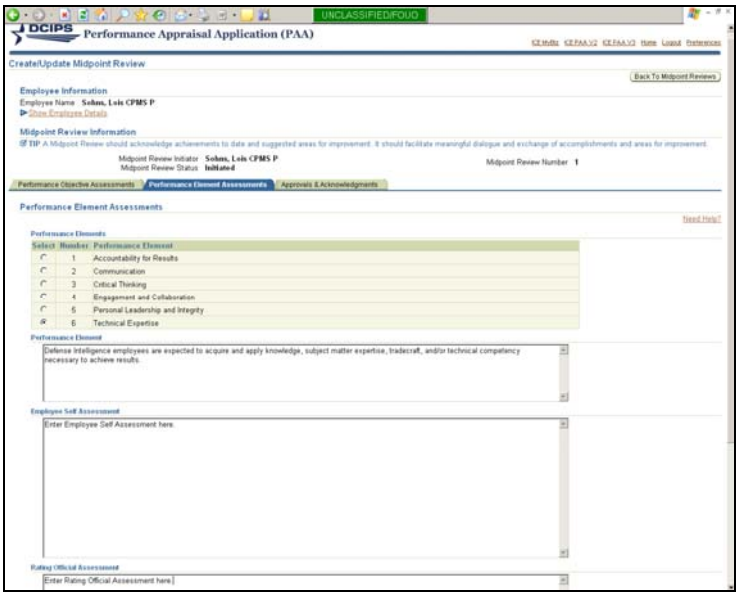
Complete this process until all performance objectives are assessed.

When done, select the “Performance Elements Assessments” sub-tab to continue.

HLRs may view the information if HLR approval is required.



Employee

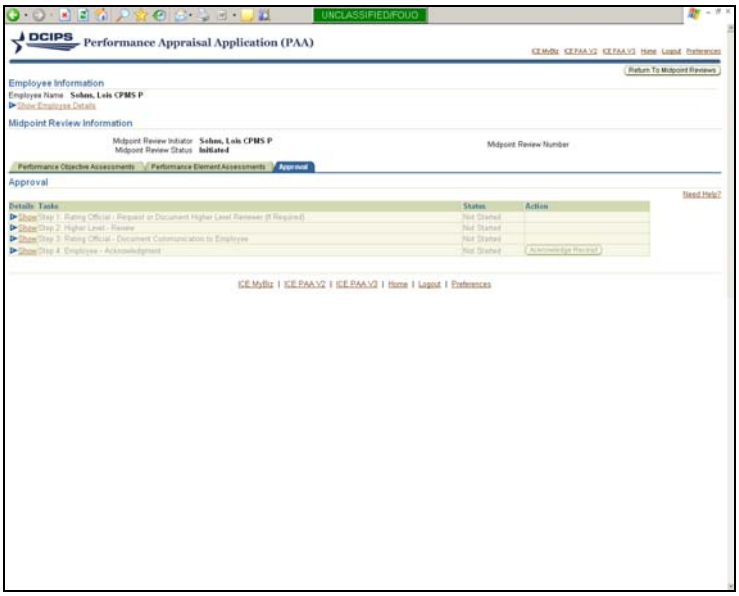


Rating Official/HLR

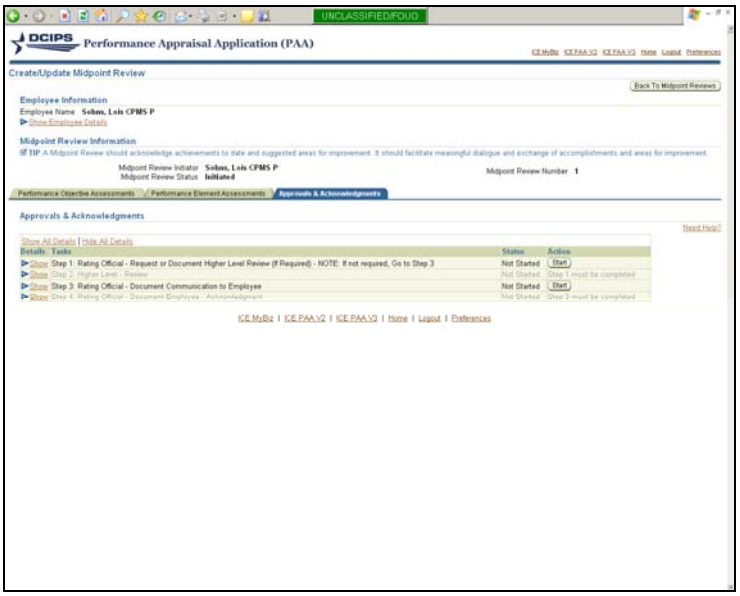
DCIPS Midpoint Review – Performance Elements Assessments

From this screen, an employee and rating official may copy and paste or type assessment information.

Select the performance element and go to either the Self-Assessment or Rating Official Assessment text box to record an assessment. Complete this process until all performance elements are assessed. When done, select the "Save and Return to Top of Page" button. If the plan needs to be transferred to the rating official the employee selects "Return to Midpoint Reviews" and can initiate the transfer from the that page. Rating officials, when done, can proceed directly to the "Approvals & Acknowledgements" tab.



Employee



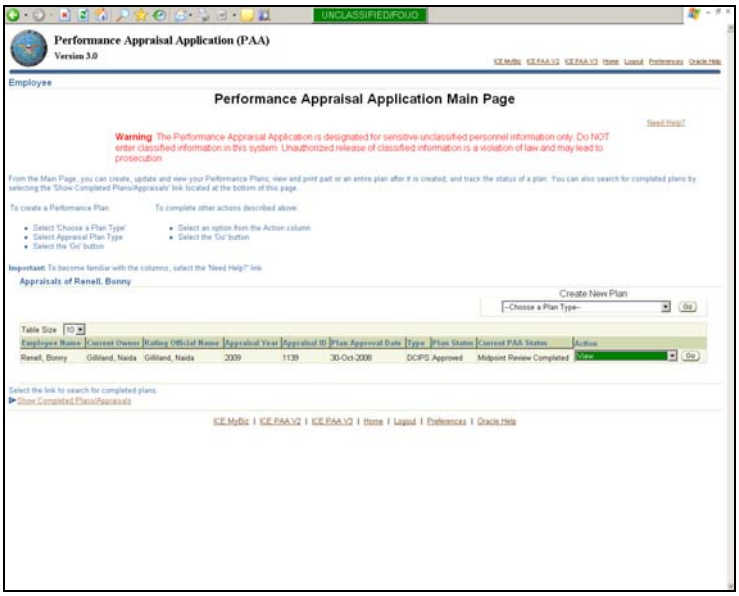
Rating Official/HLR

DCIPS Midpoint Review Phase – Approvals and Acknowledgments

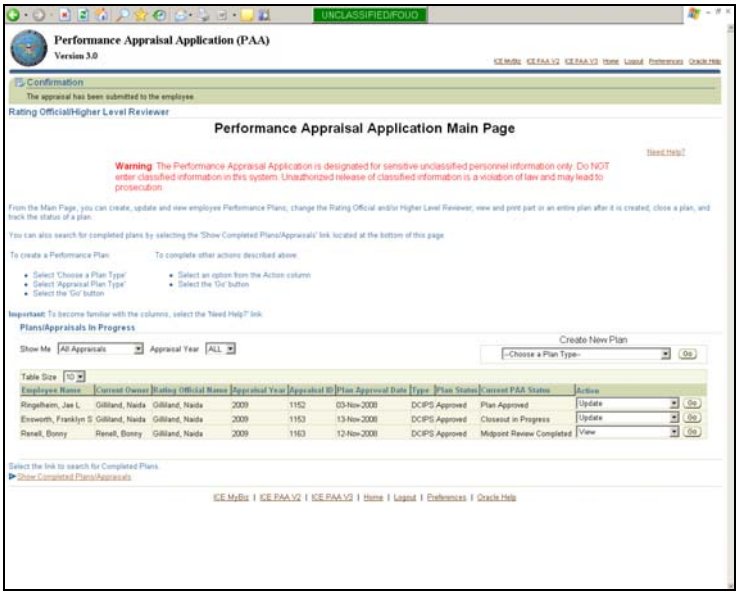
Rating officials initiate the approvals and acknowledgments process by selecting the appropriate Start button under step 1 or step 3.

Note: Although this tab is called by different names on the employee and rating official screens, “Approval” and “Approvals & Acknowledgments,” respectively, the screens themselves display the same information.

The process and functionality for the midpoint review “Approvals & Acknowledgments” is the same process for approving and acknowledging a performance plan. For more information, refer to the **DCIPS Performance Plan - Approvals and Acknowledgements** section.



Employee



Rating official/HLR

DCIPS Performance Evaluation Phase – PAA Main Page

To create, update, or view a performance evaluation, an employee and rating official selects the appropriate action in the Action column and select "Go."

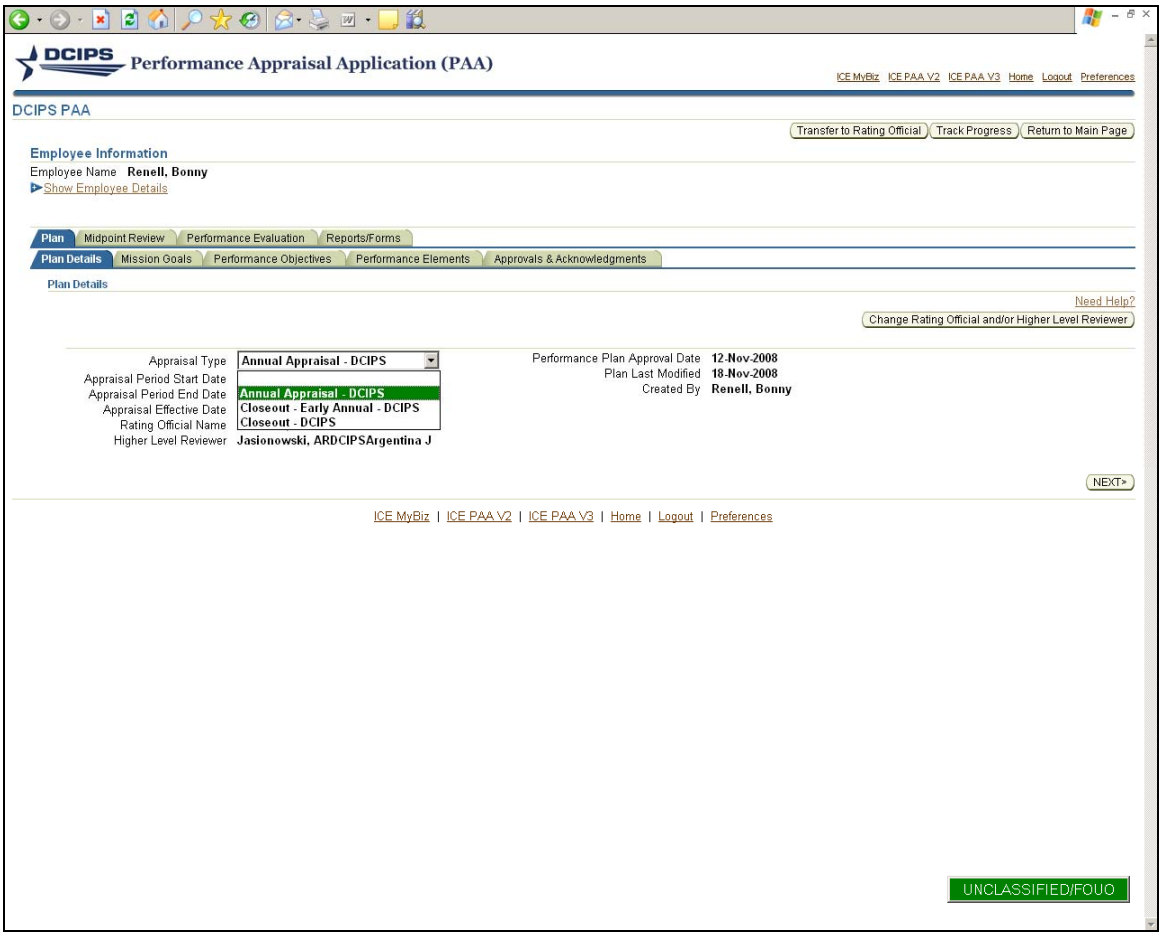
To carry out actions, the initiator must have ownership of the performance plan. To determine ownership, identify the status in the action column of the PAA Main Page. If it reads "Update" the initiator has ownership. If it reads "View," the initiator must retrieve the plan to continue. Refer to the *DCIPS Plan Phase – Changes to a Performance Plan* section for details on retrieving a plan.

Employees: Complete their self-assessment.

Rating officials: Complete their evaluation and ratings.

Higher level reviewers: Review and approve the performance evaluation.

After selecting the "Go" link, an employee and rating official will be directed to the "Plan Details" screen to select the evaluation type.



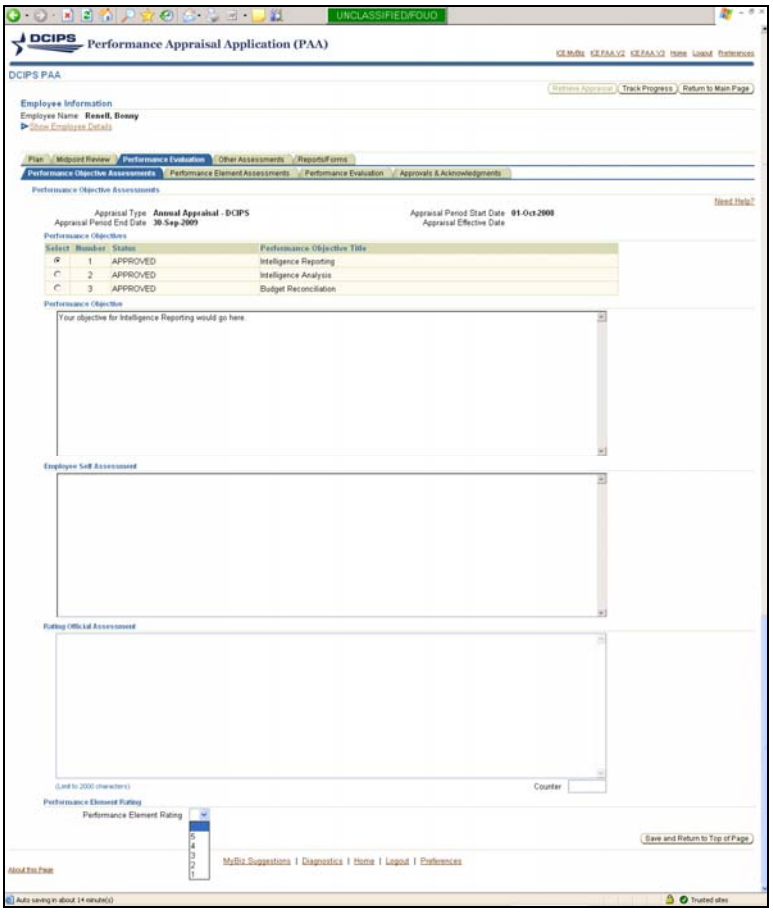
DCIPS Performance Evaluation: Selecting Evaluation Type

There are three types of performance evaluations to select from the drop-down list associated with the "Appraisal Type" field. Each type requires assessment and rating. They are:

- Annual Appraisal - DCIPS
- Closeout – Early Annual - DCIPS
- Closeout - DCIPS

The wording used by the DCIPS PAA for these selections differs from other usages. Annual Appraisal – DCIPS equates to the annual performance evaluation. Closeout – Early Annual – DCIPS and Closeout – DCIPS refer to the two special "off-cycle" evaluations. The Annual Appraisal – DCIPS option is discussed in this section. The other options are discussed in the DCIPS Closeout section.

An employee and rating official select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the Plan Details tab. They then select the Performance Evaluation tab to continue and complete actions associated with the DCIPS Performance Evaluation.



DCIPS Performance Evaluation Phase – Performance Objectives Assessments

From this screen, an employee and rating official may copy and paste or type assessment information.

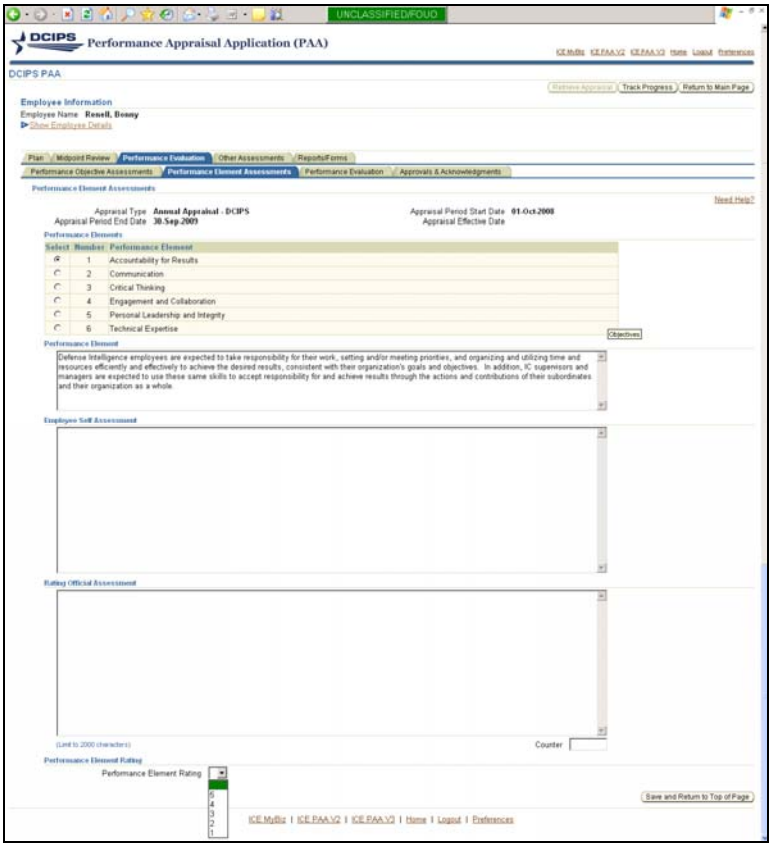
Select the performance objective and go to either the Self-Assessment or Rating Official Assessment text box.

Complete this process until all performance objectives are assessed.

When done, select the "Performance Elements Assessments" sub-tab to continue.

HLRs may view the information.

Note: Under My Biz access, an employee does not see rating information until the Reviewing Official/HLR approves it and it is communicated to them by the Rating Official. At that point, the employee can see the final evaluation of record.



DCIPS Performance Evaluation Phase – Performance Element Assessments

From this screen, an employee and rating official may copy and paste or type assessment information.

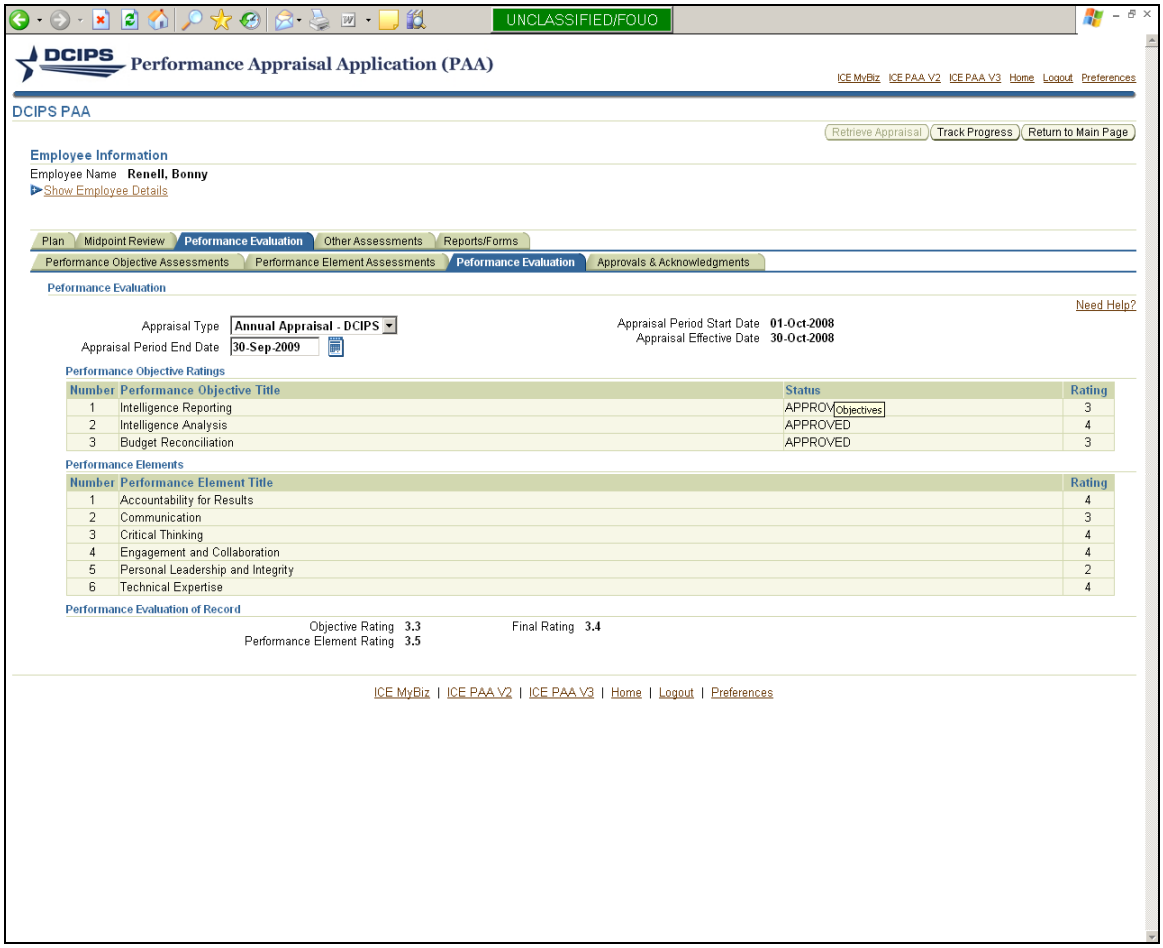
Select the performance objective and go to either the Self-Assessment or Rating Official Assessment text box.

Complete this process until all performance elements are assessed.

- When done, select the “Save and Return to Top of Page” button.
- Select the “Return to Main Page” button.
- Select the “Transfer” button or the “Approvals & Acknowledgements” tab to continue.

HLRs may view the information.

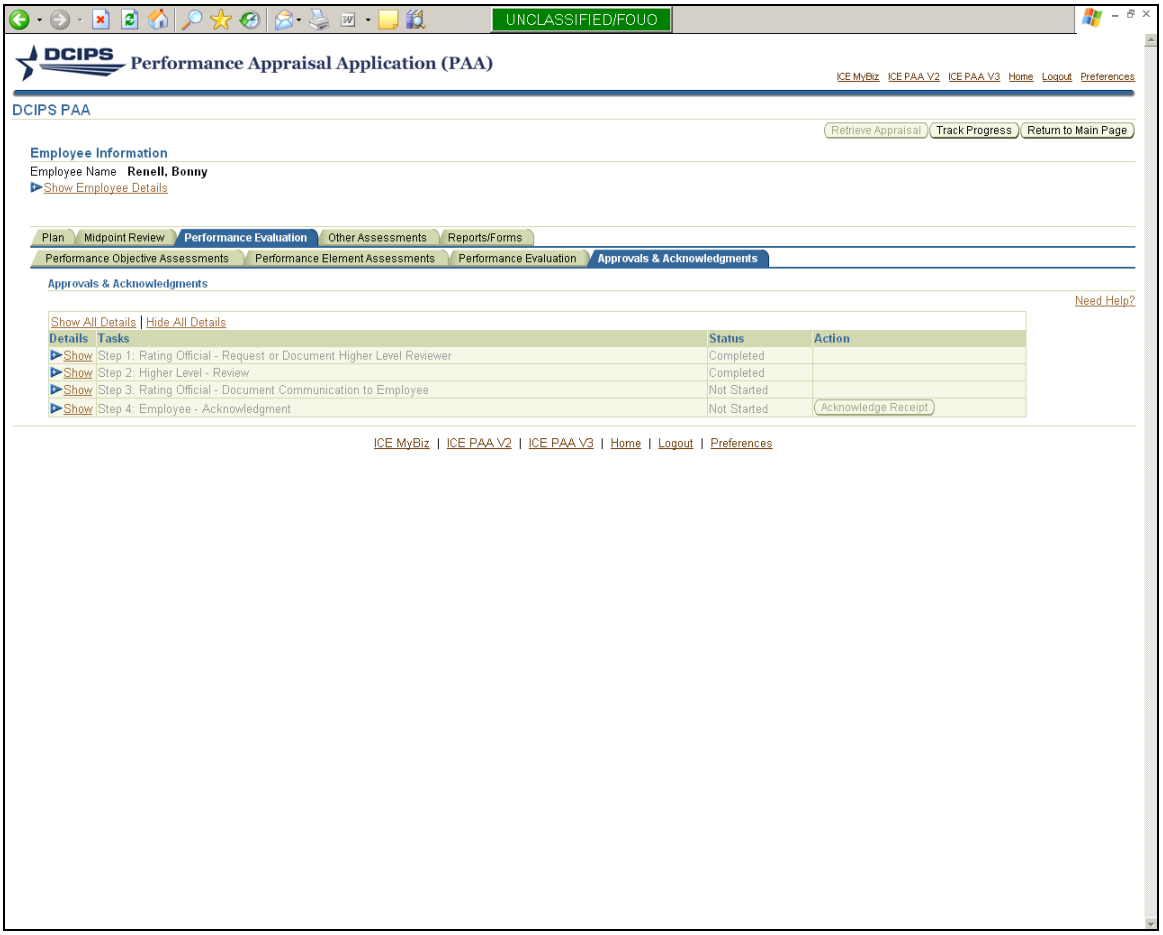
Note: Under My Biz access, an employee does not see rating information until the Reviewing Official/HLR approves it and it is communicated to them by the Rating Official. At that point, the employee can see the final evaluation of record.



DCIPS Performance Evaluation Phase: Performance Evaluation

This is strictly an informational screen. No actions are carried out from this screen. Only a rating official and HLR see rating information during the evaluation process. Under My Biz access, an employee does not see rating information until the Performance Management Performance Review Authority (PRA) reviews it and action is taken in the DCIPS PAA to release it. At that point, the employee can see the final rating of record.

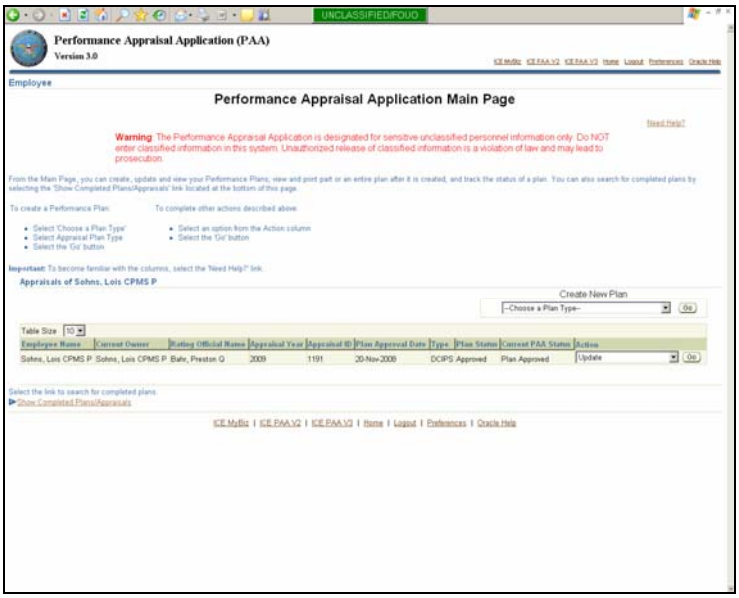
To complete the Performance Evaluation process, select the “Approvals & Acknowledgements” tab.



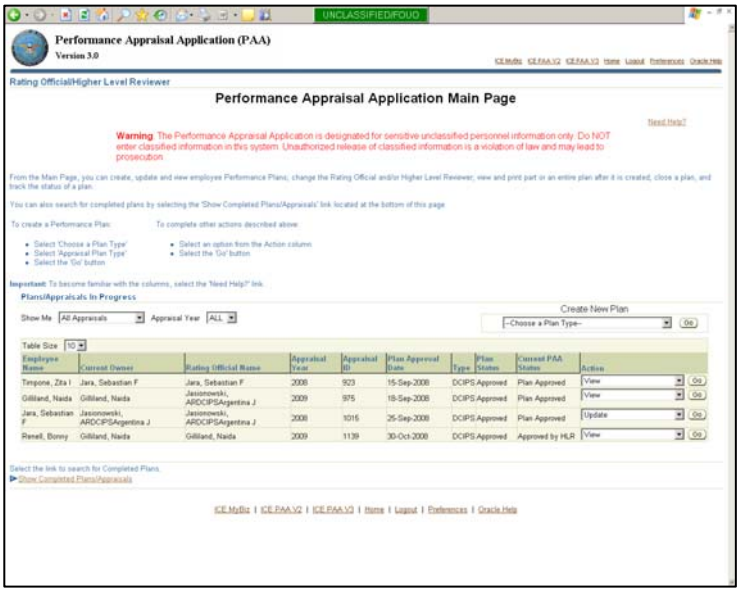
DCIPS Performance Evaluation Phase: Approvals and Acknowledgements

Rating officials initiate the Approvals and Acknowledgments process by selecting the Start button under step 1.

The process and functionality for Performance Evaluation "Approvals & Acknowledgments" are the same for approving and acknowledging a performance plan. For more information, refer to the **DCIPS Performance Plan- Approvals and Acknowledgements** section.



Employee



Rating official/HLR

DCIPS Closeout – PAA Main Page

To create, update, or view a DCIPS closeout, an employee and rating official select the appropriate action in the Action column and select "Go."

Closeouts are special types of performance evaluations. There are two types of closeouts:

1. Closeout
2. Closeout Early Annual

The determining factor regarding which type of closeout to select depends upon when in the cycle the action occurs. During the standard DCIPS rating cycle (01 Oct – 30 Sep), closeout will take place between 01 January and 30 June each year. Closeout – Early Annual will take place between 01 July and 30 September.

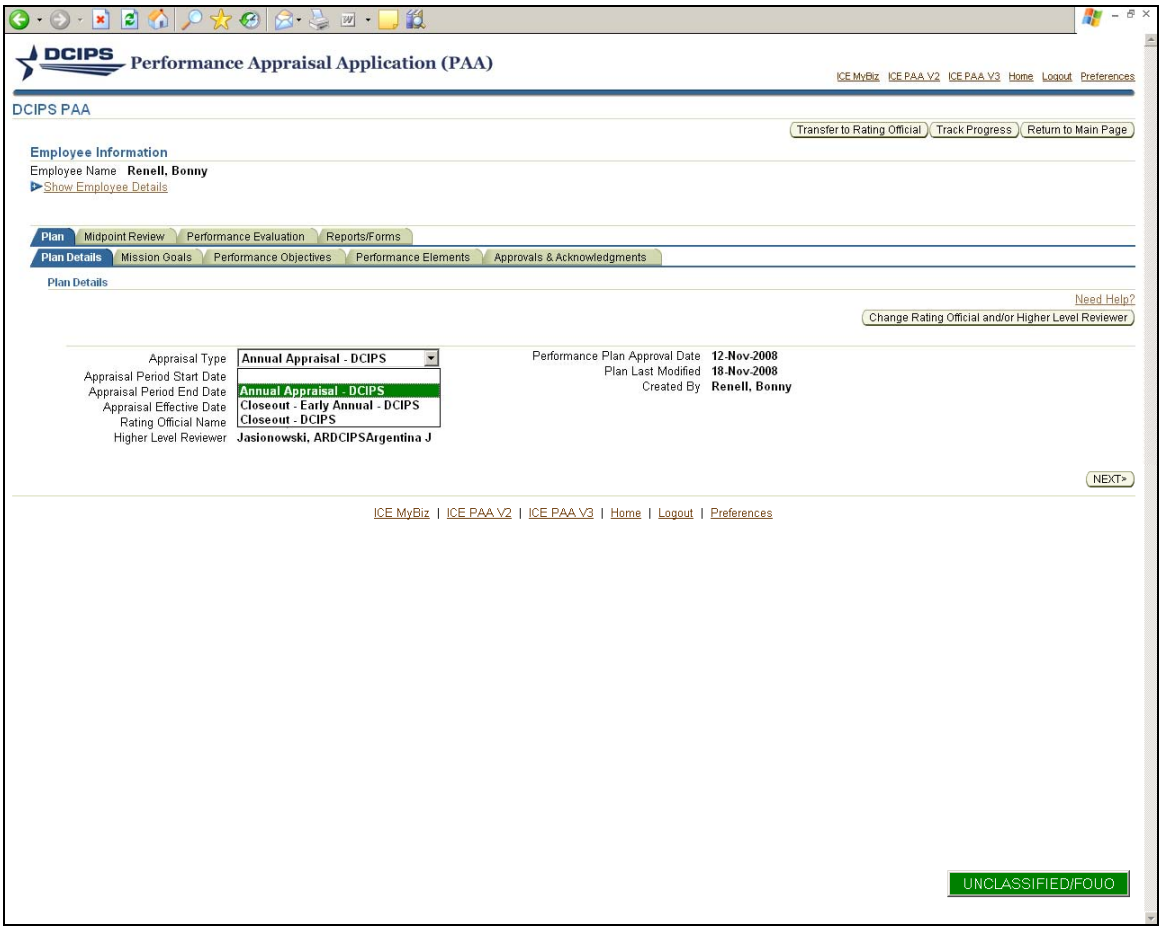
To carry out actions, the initiator must have ownership of the performance plan. To determine ownership, identify the status in the action column of the PAA Main Page. If it reads "Update" the initiator has ownership. If it reads "View," the initiator must retrieve the plan to continue. Refer to the *DCIPS Plan Phase – Changes to a Performance Plan* section for details on retrieving a plan.

Employees: Complete their self-assessment.

Rating officials: Complete their evaluation and ratings.

Higher level reviewers: Review and approve the closeout.

After selecting the "Go" link, an employee and rating official will be directed to the "Plan Details" screen to select the evaluation type.



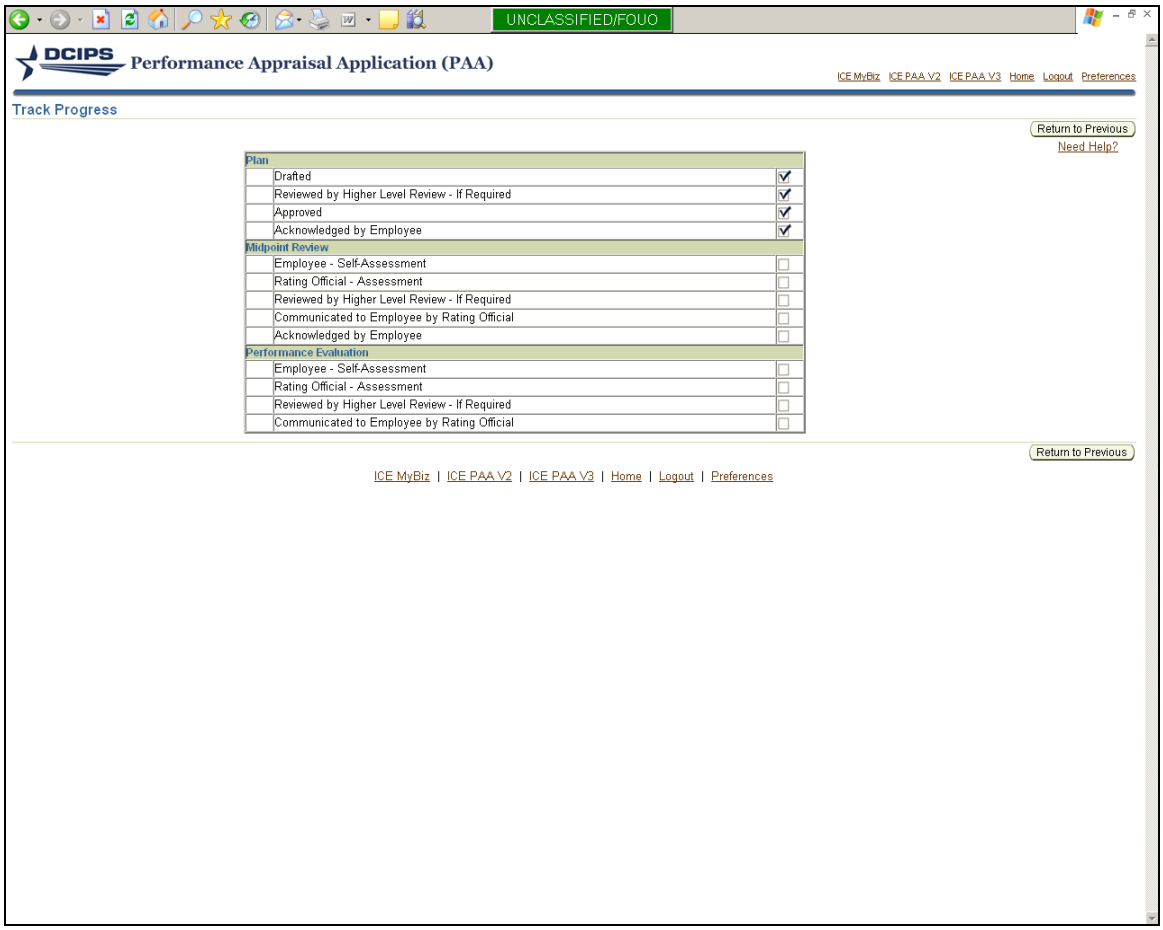
DCIPS Closeout – Selecting Appraisal Type

There are three types of performance evaluations to select from the drop-down list associated with the "Appraisal Type" field. Each type requires assessment and rating. They are:

- Annual Appraisal - DCIPS
- Closeout – Early Annual - DCIPS
- Closeout - DCIPS

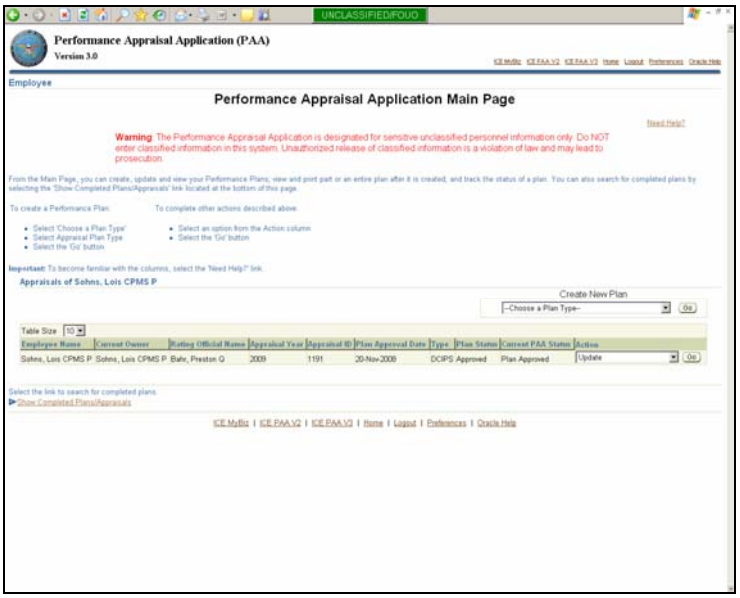
The wording used by the DCIPS PAA for these selections differs from other usages. Annual Appraisal – DCIPS equates to the annual performance evaluation. Closeout – Early Annual – DCIPS and Closeout – DCIPS refer to the two special "off-cycle" evaluations. An employee and rating official select either of the closeout options from the drop-down menu adjacent to the "Appraisal Type" field from the Plan Details tab. The option to select is determined by when the "off-cycle" action is taking place. Refer to the FAQ section for more information.

Select the Performance Evaluation tab to continue and complete actions associated with the DCIPS Closeout. Once the appraisal type has been selected the process and subsequent screens are exactly the same as for the performance evaluation section. Refer to the performance evaluation section for screenshots.

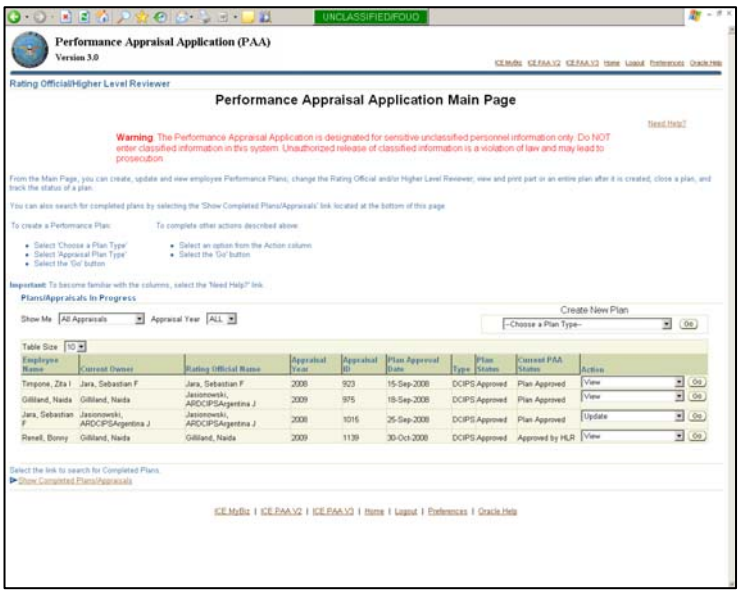


DCIPS Track Progress

The Track Progress page displays the status of the performance plan throughout the cycle. From any screen where the Track Progress button is displayed at the upper right of the screen, an employee, rating official, and HLR can select the button and check the progress of the employee's plan.



Employee



Rating official/HLR

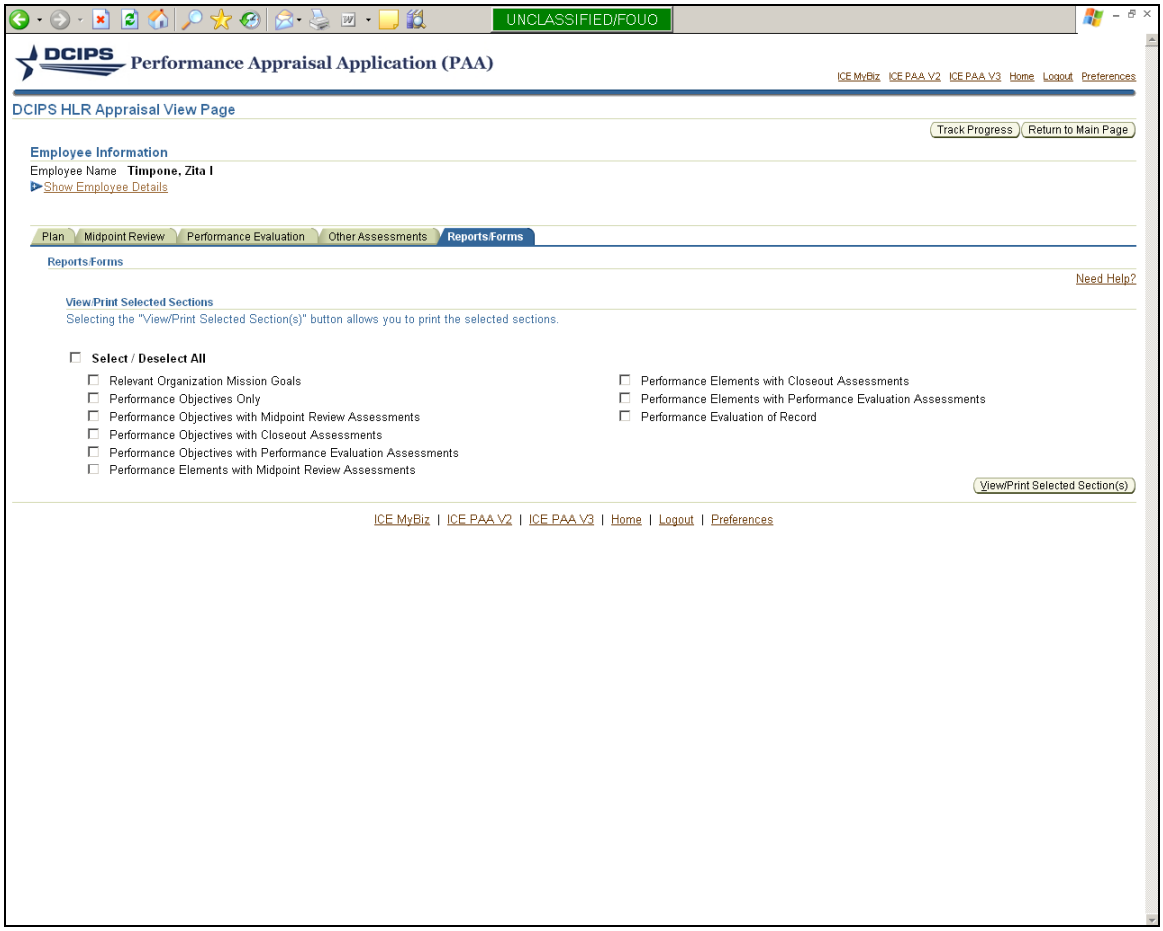
DCIPS Report Forms-PAA Main Page

In general, The PAA Main Page is the gateway to initiate all actions within the DCIPS PAA tool. This includes Report Forms actions.

All users have the same functionality and access in the Report Forms section.

After you select the "Go" link, you will be directed to the "Plan Details" screen. From this screen you can access the Report Forms tab.

NOTE: The "Show Completed Plans/Appraisals" screen is where the snapshot reports are sent as each phase of the rating cycle is completed (Plan, Midpoint, and Performance Evaluation – including closeout appraisals).



DCIPS Report Forms

From this screen, users may view or print all or parts of completed performance plans. The information is displayed as a PDF file that may be printed or saved.

The following sections describe the specific step-by-step activities that may be completed within the DCIPS PAA. The information is organized by user.

Step-by-Step Employee Actions

Setting the Context

This section provides step-by-step instructions for the employee to follow in developing their performance plan through each phase of the performance management cycle. The employee should use this section as a guide when actually completing the steps to develop the plan and enter it into the DCIPS PAA tool. Refer to the ***Overview of DCIPS PAA Activities section*** for a review of the system screen shots and background information pertaining to the sequential activities for each part of the process.

Performance plan

Create My Performance Plan

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Select "Defense Civilian Intelligence Personnel System" from the "Choose a Plan Type" drop-down menu.
3. Select the "Go" link to display the **Create Performance Plan: Setup Details page.**
4. Review the information and make any necessary changes to the default values.
5. Select the "Build New Plan" link or "Copy an Existing Plan." **(Copy an Existing Plan will be available for 2009/2010 rating cycle.)**
6. Select the "Next" link to continue the process or select the "Logout" link to end your session.

Add Performance Objectives

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Complete one of the following actions depending on whether you have already created your performance plan:

   Create a performance plan

   - Create a performance plan by selecting "Defense Civilian Intelligence Personnel System" from the "Choose Plan Type" drop-down menu.
   - Select the "Go" link to display the **Create Performance Plan: Setup Details page**.
   - Review and make any necessary changes to the default values.

   Open an existing plan

   - Select "Update" from the "Action" drop-down menu for the performance plan listed and select the "Go" link.
3. Select the "Next" link or the ***Mission Goals tab*** to review your organization's goals and priorities.

   Note: Use this information to align your performance objectives with your organization's goals and priorities.

4. Select the “Next” link or the ***Performance Objectives tab***.
5. Select the “Add Performance Objective” link to create a new performance objective.
6. Enter the performance objective title; it should be meaningful.
7. Change the start date if the default value is incorrect.
8. Enter your draft performance objective text.
9. Select one of the following links.
    - Select “Save” periodically to save the performance objective and continue writing.
    - Select “Save and Add another Performance Objective” to save and begin writing another performance objective.
    - Select “Save and Return to Performance Objectives Tab” when you are finished entering performance objectives.
10. After you have completed adding performance objectives and selected “Save and Return to Performance Objectives Tab,” select the “Next” link to continue with the process or select the “Logout” link to end your session.

Delete Performance Objectives

Important Note: You may not delete an approved performance objective.

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open an existing performance plan by selecting “Update” from the “Action” drop-down menu for the plan listed and select the “Go” link.
3. Select the ***Performance Objectives tab*** to list your performance objectives.
4. Select the “Delete” icon for the performance objective you want to delete.
5. Select the “Next” link to continue with the process or select the “Logout” link to end your session.

Update Performance Objectives

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your current performance plan by selecting “Update” from the “Action” drop-down menu, and select the “Go” link.
3. Select the ***Performance Objectives tab*** to list your performance objectives.
4. Select the “Update” link for the performance objective you want to update.
5. Update any of the performance objective information.
    - Performance objective title
    - Start date
    - Performance objective text
6. Select one of the following links when your performance objective information is complete.

- Select “Save” to save the performance objective and continue writing.
- Select “Save and Update another Performance Objective” to save and begin updating or adding another performance objective.
- Select “Save and Return to Performance Objectives Tab” when you are finished updating performance objectives.

7. After you have completed updating performance objectives and selected “Save and Return to Performance Objectives Tab,” select the “Next” link to continue with the process or select the “Logout” link to end your session.

Transfer My Performance Plan to My Rating Official

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Select “Transfer to Rating Official” from the “Action” drop-down menu for the plan listed, and select the “Go” link.
3. Write an e-mail message to the rating official indicating that you are transferring the performance plan.
4. Select the “Transfer to Rating Official” link at the top of the ***E-Mail Notification page***.

Acknowledge My Performance Plan

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your current Performance plan by selecting “Update” from the “Action” drop-down menu, and select the “Go” link.
3. Select the ***Approvals and Acknowledgments tab***.
4. In “Step 4: Employee – Acknowledgment,” select the “Acknowledge Receipt” link.
5. Select the “Return to Main Page” link to continue with the process, or select the “Logout” link to end your session.

Midpoint Review

Create My Self-Assessment for My Midpoint Review

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Plan Approved."
3. Select the ***Midpoint Reviews tab***.
4. Select the "Create Midpoint Review" link.
5. Select the ***Performance Objective Assessments tab.***
6. Select the radio button for the performance objective for which you want to write an assessment.
7. Type your self-assessment into the "Employee Self-Assessment" box.
8. Repeat steps 6 and 7 until each assessment is complete.
9. Select the ***Performance Elements Assessments tab.***
10. Select the radio button for the performance element for which you want to write an assessment.
11. Type your self-assessment into the "Employee Self-Assessment" box.
12. Repeat steps 10 and 11 until each assessment is complete.
13. Select the "Return to Midpoint Reviews Tab" link at the top of the screen when you have completed entering your self-assessment for all your performance objectives.
14. Transfer your midpoint review to your rating official by selecting the "Transfer to Rating Official" link on the ***Midpoint Reviews Tab page***.
15. Type an e-mail message to your rating official requesting a review.
16. Select the "Transfer to Rating Official" link at the top of the ***E-Mail Notification page***.

Acknowledge My Completed Midpoint Review

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

   Note: The DCIPS PAA status will be "Midpoint in Progress."
3. Select the ***Approvals and Acknowledgments tab***.
4. In Step 4: Employee - Acknowledgment, select the "Acknowledge Receipt" link.
5. Select the "Return to Main Page" link to continue with the process, or select the "Logout" link to end your session.

Performance Evaluation

Create My Self-Assessment

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

Note: The DCIPS PAA status is "Midpoint Review Completed."

3. Select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the Plan Details tab.
4. Select the ***Performance Evaluation tab***.
5. Select the radio button for the performance objective for which you want to write an assessment.
6. Type your self-assessment into the "Employee Self-Assessment" box.
7. Select the ***Performance Elements Assessments tab.***
8. Select the radio button for the performance element for which you want to write an assessment.
9. Type your self-assessment into the "Employee Self-Assessment" box.
10. When you have completed entering your self-assessment for all your performance objectives and performance elements you should transfer your performance evaluation to your rating official by selecting the "Transfer to Rating Official" link at the top of the page.
11. Type an e-mail message to your rating official requesting a review.
12. Select the "Transfer to Rating Official" link at the top of the ***E-Mail Notification page***.

Acknowledge My Completed Performance Evaluation

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.
3. Select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the Plan Details tab.
4. Select the ***Performance Evaluation tab***.
5. Select the ***Approvals and Acknowledgments tab***.
6. In Step 4: Employee - Acknowledgment, select the "Acknowledge Receipt" link.
7. Select the "Return to Main Page" link to continue with the process, or select the "Logout" link to end your session.

Closeout Assessment

Create or Update My Self- Assessment for My Closeout Assessment

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

Note: The DCIPS PAA status is "Midpoint Review Completed."

3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the **Plan Details** tab.
4. Select the ***Performance Evaluation tab***.
5. Select the radio button for the performance objective for which you want to write an assessment.
6. Type your self-assessment into the "Employee Self-Assessment" box.
7. Select the ***Performance Elements Assessments tab.***
8. Select the radio button for the performance element for which you want to write an assessment.
9. Type your self-assessment into the "Employee Self-Assessment" box.
10. When you have completed entering your self-assessment for all your performance objectives and performance elements you should transfer your performance evaluation to your rating official by selecting the "Transfer to Rating official" link at the top of the page.
11. Type an e-mail message to your rating official requesting a review.
12. Select the "Transfer to Rating Official" link at the top of the ***E-Mail Notification page***.

Acknowledge My Closeout Assessment

1. Begin at the ***Performance Appraisal Application Main Page***. If you are already in the PAA, select the "Return to Main Page" link at the top right of the screen.
2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu.

   Note: The DCIPS PAA status is "Midpoint Review Completed" or "Plan Approved."

3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the **Plan Details** tab.
4. Select the ***Performance Evaluation tab***.
5. Select the ***Approvals & Acknowledgments tab***.
6. In Step 4: Employee acknowledgment, select the "Acknowledge Receipt" link.
7. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

Step-by-Step Rating Official Actions

Setting the Context

This section provides step-by-step actions for the rating official to execute concerning the development, progression, review, and approval of the performance plan through each phase of the performance management cycle. The rating official should use this section as a guide when actually completing the various steps in the Performance Review cycle. Refer to the ***Overview of DCIPS PAA Activities section*** for a review of the system screen shots and background information pertaining to the sequential activities for each part of the process.

Performance plan

Create an Employee's Performance plan

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Create a new performance plan by selecting "Defense Civilian Intelligence Personnel System" from the "Choose a Plan Type" drop-down menu, and then select the "Go" link, which will display the ***Plan Details Tab page.***
3. Review the information and make any necessary changes to the default values.
4. Select the "Build New Plan" link.
5. Select the "Next" link to continue the process, or select the "Logout" link to end your session.

Update Setup Details

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Complete one of the following actions depending on whether you have already created the performance plan:

   Create a performance plan

   - Create a performance plan by selecting "Defense Civilian Intelligence Personnel System" from the "Choose Plan Type" drop-down menu.
   - Select the "Go" link to display the ***Plan Details Tab page***.
   - Review and make any necessary changes to the default values.

   Open an existing plan

   - Select the "Update" from the "Action" drop-down menu, and select the "Go" link.
   - Select the ***Plan tab***. Review the information to ensure it is correct or change it if is not.
3. If the information is not correct:
   - Select the "Calendar" icon next to the date to change it. Select a new date.
   - Select the "Flashlight" icon to the right of the name of the rating official or HLR if you want to change them.

4. Select the “Next” link to continue with the process, or select the “Logout” link to end your session.

Add Mission Goals

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Complete one of the following actions depending on whether you have already created the performance plan:

   Create a performance plan

   - Create a performance plan by selecting “Defense Civilian Intelligence Personnel System” from the “Choose Plan Type” drop-down menu.
   - Select the “Go” link to display the ***Plan Details Tab page***.
   - Review and make any necessary changes to the default values.

   Open an existing plan

   - Select the “Update” from the “Action” drop-down menu, and select the “Go” link.
3. Select the ***Mission Goals tab***,
4. Enter your organization’s goals and priorities.

   If information is not included about your organization’s goals and priorities, you are encouraged to provide this information as it helps your employees write effective performance objectives that align with your organization’s goals and priorities.

   You may type directly into the text box or copy and paste from another document.
5. Select the “Next” link to continue with the process, or select the “Logout” link to end your session.

Add Performance Objectives

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Complete one of the following actions depending on whether you have created the performance plan:

   Create a performance plan

   - Create a performance plan by selecting “Defense Civilian Intelligence Personnel System” from the “Choose Plan Type” drop-down menu.
   - Select the “Go” link to display the ***Plan Details Tab page***.
   - Review and make any necessary changes to the default values.

   Open an existing plan

   - Select the “Update” from the “Action” drop-down menu, and select the “Go” link.
2. Select the “Next” link or the ***Mission Goals tab*** to review your organization’s goals and priorities.

3. Use this information to align the employee's performance objectives with your organization's goals and priorities.
4. Select the "Next" link or the ***Performance Objectives tab***.
5. Select the "Add Performance Objective" link to create a new performance objective.
6. Enter the performance objective title; it should be meaningful.
7. Change the start date if the default value is incorrect.
8. Enter your draft performance objective text.
9. Select one of the following links.
    - Select "Save" periodically to save the performance objective and continue writing.
    - Select "Save and Add another Performance Objective" to save and begin writing another performance objective.
    - Select "Save and Return to Performance Objectives Tab" when you are finished entering performance objectives.
10. After you have completed adding performance objectives and selected "Save and Return to Performance Objectives Tab," select the "Next" link to continue with the process, or select the "Logout" link to end your session.

Delete Performance Objectives

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, and select the "Go" link.
3. Select the ***Plan tab*** to list the employee's performance plans.
4. Select the "Update" link in the "Action" column for the selected performance plan.
5. Select the ***Performance Objectives tab*** to list the employee's performance objectives.
6. Select the "Delete" icon for the performance objective you want to delete.
7. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

NOTE: Approved performance objectives cannot be deleted.

Update Performance Objectives

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, and select the "Go" link.
3. Select the ***Plan tab*** to list the employee's performance plans.
4. Select the "Update" link in the "Action" column for the selected performance plan.
5. Select the ***Objectives tab*** to list the employee's performance objectives.

6. Select the “Update” link for the performance objective you want to update.
7. Update any of the performance objective information.
    - Performance objective title
    - Start date
    - Performance objective text
8. Select one of the following links.
    - Select “Save” to save the performance objective and continue writing.
    - Select “Save and Update another Performance Objective” to save and begin updating or adding another performance objective.
    - Select “Save and Return to Performance Objective Tab” when you are finished updating performance objectives.
9. After you have completed updating performance objectives and selected “Save and Return to Performance Objectives Tab,” select the “Next” link to continue with the process, or select the “Logout” link to end your session.

Approve Performance Objectives

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, and select the “Go” link.

    Note: The DCIPS PAA status is “Plan in Progress.”
3. Review employee’s performance plan details and mission goals by selecting the ***Plan Details tab*** and then the ***Mission Goals tab***.
4. Select the ***Performance Objectives tab*** to list and review the employee’s performance objectives.
5. Select the radio button next to each performance objective to display the performance objective.
6. Select the ***Approvals and Acknowledgments tab***.
7. In “Step 2: Higher Level - Review” select the “Approve” link, or enter an e-mail message to the HLR indicating a request for review.
8. Select the “Transfer to Employee” link at the top of the ***E-Mail Notification page***.
9. Select the “Next” link to continue with the process, or select the “Logout” link to end your session.

Re-Approve Performance Objectives

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, and select the “Go” link.

    Note: The DCIPS PAA status is “Plan in Progress.”

3. Review employee's performance plan details and mission goals by selecting the ***Plan Details tab*** and then the ***Mission Goals tab***.
4. Select the ***Performance Objectives tab*** to list and review the employee's performance objectives.
5. Select the radio button next to each performance objective to display the performance objective.
6. Select the ***Re-Approval of Performance Objectives tab***.
7. In "Step 2: Higher Level - Review" select the "Approve" link, or enter an e-mail message to the HLR indicating a request for review.
8. Select the "Transfer to Employee" link at the top of the ***E-Mail Notification page***.
9. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

Request or Document Higher Level Reviewer (HLR) Approval

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Plan in Progress."
3. Select the ***Plan tab*** to list the employee's performance plans.
4. Select the "Update" link in the "Action" column for the selected performance plan.
5. Select the ***Approvals and Acknowledgments tab***.
6. Select the "Start" link in Step 1: Rating Official - Request or Document Higher Level Review.
7. To request higher level review, choose option A.
   - Change the name of the HLR, if necessary.
   - Enter a notification message to the HLR.
   - Select the "Transfer to HLR" link.
8. 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 Approver (the HLR) if necessary.
   - Select the "Save" link.
9. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

Document Communication of the Performance Plan to the Employee after HLR Approval

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Plan Approved by HLR."
3. Select the "Update" link in the "Action" column for the selected performance plan.
4. Select the ***Approvals and Acknowledgments tab***.
5. Select the "Start" link in Step 3: Rating Official - Document Communication to the Employee.
6. Enter the date the communication to the employee occurred in the "Communication Date" field.
7. Select the communication method from the "Communication Method" drop-down menu. If the method is "Other" complete the "Other" text field.
8. Select the "Save and Transfer to Employee for acknowledgment" link.
9. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

Retrieve a Performance Plan or Appraisal

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Select "Retrieve" from the "Action" drop-down menu for the plan listed and select the "Go" link.

NOTE: Plans can only be retrieved if the new owner has not begun working on it.

Change the Rating Official and Higher Level Reviewer

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Select "Change RO and/or HLR" from the "Action" drop-down menu for the plan listed, and select the "Go" link.
3. Change the rating official name or the HLR using the "Flashlight" icon.
4. Select the "Return to Main Page" link to continue with the process, or select the "Logout" link to end your session.

Transfer to the Employee

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Select "Transfer to Employee" from the "Action" drop-down menu for the plan listed, and select the "Go" link.
3. Write an e-mail message to the employee indicating that you are transferring the performance plan.
4. Select the "Transfer to Employee" link at the top of the ***E-Mail Notification page***.

Document Employee Acknowledgment

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, and select the "Go" link.

3. Select the ***Approvals and Acknowledgments tab***.
4. Select the “Start” link in Step 4: Rating Official - Document Employee Acknowledgment.
5. Select the “Return to Main Page” link to continue with the process, or select the “Logout” link to end your session.

Midpoint Review

Create an Midpoint Review

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Plan Approved."
3. Select the ***Midpoint Review tab***.
4. Select the "Create Midpoint Review" link.
5. Assess your employee's performance objectives, or select the "Logout" link to end your session.

Assess an Employee's Performance Objectives

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Midpoint in Progress."
3. Select the ***Midpoint Reviews tab*** to list the employee's midpoint reviews.
4. Select the "Update" link for the selected midpoint review.
5. Select the ***Assessments tab*** to list the employee's performance objectives and assessments.
6. Select the radio button next to each performance objective to display the performance objective and the employee's self-assessment.
7. Enter your evaluation for each performance objective.
8. Select the "Transfer to Employee" link at the top of the screen.

Request or Document Higher Level Reviewer (HLR) Approval

NOTE: Each Component determines HLR approval of a midpoint review. 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, and select the "Go" link.

   Note: The DCIPS PAA status is "Plan in Progress."
3. Select the ***Midpoint Review tab***.
4. Select the "Update" link in the "Action" column.
5. Select the ***Approvals and Acknowledgments tab***.

6. Select the “Start” link in Step 1: Rating Official - Request or Document Higher Level Review.
7. To request higher level review, choose option A.
    - Change the name of the HLR, if necessary.
    - Enter a notification message to the HLR.
    - Select the “Transfer to HLR” link.
10. 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 approver (the HLR) if necessary.
    - Select the “Save” link.
11. Select the “Next” link to continue with the process, or select the “Logout” link to end your session.

Document Communication of the Midpoint Review to the Employee

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, and select the “Go” link.

   Note: The DCIPS PAA status is “Midpoint Approved by HLR.”
3. Select the ***Mid-point Reviews tab*** to list the employee’s midpoint reviews.
4. Select the “Update” link for the selected midpoint review.
5. Select the ***Approvals and Acknowledgments tab***.
6. Select the “Start” link in Step 3: Rating Official - Document Communication to the Employee.
7. Enter the date the communication to the employee occurred in the “Communication Date” field.
8. Select the communication method from the “Communication Method” drop-down menu. If the method is “Other” complete the “Other” text field.
9. Select the “Save and Transfer to Employee for acknowledgment” link.
10. Select the “Return to Main Page” link to start a new process, or select the “Logout” link to end your session.

Performance Evaluation

Rate an Employee's Performance Objectives

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, and select the "Go" link.

   Note: The DCIPS PAA status will be "Midpoint Review Completed."
3. Select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the ***Plan Details tab***.
4. Select the ***Performance Evaluation tab*** to continue.
5. Select the ***Performance Objective Assessments tab*** to list the employee's performance objectives.
6. Select the radio button next to each performance objective to display the performance objective and the employee's self-assessment.
7. Enter your evaluation, if you have not already done so.
8. Recommend a performance objective rating.
9. Repeat steps 6 through 8 until all performance objectives are evaluated and rated.
10. Select the ***Performance Element Assessments tab*** to list the employee's performance elements.
11. Select the radio button next to each performance element to display the performance element and the employee's self-assessment.
12. Enter your evaluation, if you already have not done so.
13. Recommend a performance element rating.
14. Repeat steps 9 through 11 until all performance elements are evaluated and rated.
15. Select the "Performance Evaluation" tab to continue with the process, or select the "Logout" link to end your session.

Submit a Recommended Performance Evaluation of Record

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, and select the "Go" link.

   Note: The DCIPS PAA status will be "Midpoint Review Completed."
3. Select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the ***Plan Details tab***.
4. Select the ***Performance Evaluation tab*** to continue.
5. Select the ***Approvals and Acknowledgments tab***.
6. In "Step 1: Rating Official - Request/Document Higher Level Review," select the "Approve" link.

7. Select either Option A: Transfer to the Higher Level Reviewer (HLR) in the DCIPS PAA or Option B: Document the Higher Level Review has taken place.
8. Select the “Transfer to HLR” link for Option A or the “Save” link for Option B.

Closeout Assessment

Complete a Closeout Assessment

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.
3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the **Plan Details** tab.
4. Select the ***Performance Evaluation tab***.
5. Select the ***Performance Objective Assessments tab.***
6. Select the radio button for the performance objective for which you want to write an assessment.
7. Type your assessment into the "Rating Official Assessment" box.
8. Select the ***Performance Elements Assessments tab.***
9. Select the radio button for the Performance Element for which you want to write an assessment.
10. Type your assessment into the "Rating Official Assessment" box.
11. When you have completed entering your self-assessment for all of your employee's performance objectives and performance elements you should transfer your performance evaluation to the HLR via the ***Approvals and Acknowledgments tab***.

Document Completion of a Closeout Assessment

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Closeout in Progress."
3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the ***Plan Details tab.***
4. Select the ***Performance Evaluation tab***.
5. Select the **Approvals and Acknowledgments tab**.
6. In "Step 2: Rating Official - Document Communication to the Employee," select the "Start" link
7. Enter the date the communication to the employee occurred in the "Communication Date" field.
8. Select the communication method from the "Communication Method" drop-down menu. If the method is "Other" complete the "Other" text field.
9. Select the "Save and Transfer to Employee for acknowledgment" link.
10. Select the "Return to Main Page" link to continue with the process, or select the "Logout" link to end your session.

Step-by-Step Higher Level Reviewer (HLR) Actions

Setting the Context

This section provides step-by-step actions for the HLR to follow in conducting their review and approval of the performance plan through each phase of the performance management cycle. The HLR should use this section as a guide when actually completing the various steps in the Performance Review Cycle. Refer to the ***Overview of DCIPS PAA Activities section*** for a review of the system screen shots and background information pertaining to the sequential activities for each part of the process.

Approve a Performance plan

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Plan Pending HLR Approval."
3. Select any of the tabs to review and information about the Performance plan: the ***Plan Details tab***, the ***Mission Goals tab***, or the ***Performance Objectives tab***.
4. Select the ***Performance Objectives tab*** to list and review the employee's performance objectives.
5. Select the radio link next to each performance objective to display the performance objective.
6. Select the ***Approvals & Acknowledgments tab***.
7. In "Step 2: Higher Level – Review," select the "Approve" link.
8. Type an e-mail message to the rating official, indicating your approval.
9. Select the "Transfer to Rating Official" link.

Return a Performance Plan to Rating Official for Correction

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, and select the "Go" link.
3. Select any of the tabs to review and information about the Performance plan: the ***Plan Details tab***, the ***Mission Goals tab***, the ***Performance Objectives tab***.
4. Select the **Performance Objectives tab** to list the employee's performance objectives and to review the performance objectives.
5. Review the employee's self-assessments and the rating official's evaluations (for appraisals).
6. Select the ***Approvals and Acknowledgments tab***.
7. In "Step 2: Higher Level – Review," select the "Return for Change" link.
8. Type an e-mail message to the rating official, explaining your request for a change.
9. Select the "Transfer to Rating Official" link.

Approve a Midpoint Review

Note: Each Component determines HLR approval of the midpoint review. 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, and select the "Go" link.

   Note: The DCIPS PAA status is "Midpoint Pending HLR Approval."
3. Select any of the tabs to review and information about the Performance plan: the ***Plan Details tab***, the ***Mission Goals tab***, or the ***Performance Objectives tab***.
4. Select ***Midpoint Reviews tab***.
5. Select the ***Performance Objectives Assessments tab*** to list the employee's performance objectives and assessments.
6. Select the radio button next to each performance objective to display the performance objective.
7. Review each performance objective focusing on the employee's and rating official's assessments of the performance objectives.
8. Select the ***Approvals and Acknowledgments tab***.
9. In "Step 2: Higher Level – Review," select the "Approve" link.
10. Type an e-mail message to the rating official, indicating your approval.
11. Select the "Transfer to Rating Official" link.

Return a Midpoint Review to Rating Official for Correction

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Midpoint Review Pending HLR Approval."
3. Select any of the tabs to review and information about the Performance plan: the ***Plan Details tab***, the ***Mission Goals tab***, or the ***Performance Objectives tab***.
4. Select ***Midpoint Reviews tab***.
5. Select the ***Performance Objectives Assessments tab*** to list the employee's performance objectives and assessments.
6. Select the radio button next to each performance objective to display the performance objective.
7. Review each performance objective focusing on the employee's and rating official's assessments of the performance objectives.
8. Select the ***Approvals and Acknowledgments tab***.
9. In "Step 2: Higher Level – Review," select the "Return for Change" link.
10. Type an e-mail message to the rating official, explaining your request for a change.

Review a Performance Evaluation, Including Recommended Performance Objective Ratings

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Appraisal Pending HLR Approval."
3. Select the ***Plan tab***.
4. Select any of the tabs to review and information about the performance plan: the ***Plan Details tab***, the ***Mission Goals tab***, or the ***Performance Objectives tab***.
5. Select the ***Performance Evaluation tab***.
6. Select the ***Performance Objectives Assessments tab*** to list the employee's performance objectives and recommended ratings.
7. Select the radio button next to each performance objective to display the performance objective, the employee's self-assessment, the rating official's evaluation, and the performance objective rating.
8. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

Review a Recommended Performance Evaluation of Record

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Appraisal Pending HLR Approval."
3. Select any of the tabs to review and information about the performance plan: the ***Plan Details tab***, the ***Mission Goals tab***, or the ***Performance Objectives tab***.
4. Select the ***Performance Evaluation tab***.
5. Select the ***Approvals & Acknowledgments tab***.
6. In "Step 2: Higher Level – Review," select the "Approve" link.
7. Enter an e-mail message to the rating official, indicating approval.
8. Select the "Transfer to Rating Official" link.

Return an Appraisal to Rating Official for Correction

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, and select the "Go" link.

   Note: The DCIPS PAA status is "Appraisal Pending HLR Approval."

3. Select any of the tabs to review and information about the performance plan: the ***Plan Details tab***, the ***Mission Goals tab***, or the ***Performance Objectives tab***.
4. Select the ***Performance Evaluation tab***.
5. Select the ***Performance Objectives Assessments tab*** to list the employee's performance objectives and recommended ratings.
6. Select the radio link next to each performance objective to display the performance objective, the employee's self-assessment, the Rating official's evaluation, and the performance objective rating.
7. Select the ***Performance Evaluation tab***.
8. Review the rating for each performance objective.
9. Review the rating for each performance element.
10. Select the ***Approvals & Acknowledgments tab***.
11. In "Step 2: Higher Level – Review," select the "Return for Change" link.
12. Enter an e-mail message to the rating official, explaining your request for a change.
13. Select the "Transfer to Rating Official" link.

Glossary

Closeout – Performance Evaluation	A narrative description and numeric evaluation of an eligible employee's performance under an approved performance plan when there is a change in the rating official/employee relationship at a point in the rating cycle earlier than the final 90 days of that cycle. The supervisor or rating official completes the closeout performance evaluation, which conveys information regarding the employee's progress toward completion of performance objectives and performance against the performance elements. A closeout performance evaluation is not an evaluation of record, but shall be used to inform the rating official of employee accomplishments and/or needed improvement for the period covered by the evaluation.
Closeout – Early Annual Performance Evaluation	A narrative description and numeric evaluation of an eligible employee's performance under an approved performance plan when there is a change in the rating official/employee relationship at a point in the rating cycle within 90 days of the end of that cycle. The supervisor or rating official completes the closeout performance evaluation, which conveys information regarding the employee's progress toward completion of performance objectives and performance against performance elements. Because this evaluation occurs with less than a full 90 days remaining in the rating cycle, a closeout – early annual performance evaluation is an official evaluation of record where ratings will be used by the pay pool for performance pay decisions.
Evaluation of Record	The summary performance rating, derived from the employee's ratings on his or her performance elements and performance objectives, assigned during the annual evaluation of employee performance is used for official purposes, including decisions on pay increases as part of the annual pay decision process under DCIPS. The Evaluation of Record constitutes the "official evaluation of record."
Evaluation Period	The annual period from creation of the employee performance plan through completion of the annual performance evaluation and evaluation of record. For DCIPS, the Evaluation Period covers the period 1 October through 30 September each year.

Midpoint Evaluation	The performance assessment of an employee that generally occurs halfway through the rating cycle. This assessment does not include the assignment of ratings on performance objective or elements, but rather provides feedback on progress toward successful achievement of each performance objective and performance against each performance element. Indicators of unsuccessful performance should be identified at this point and addressed to encourage an overall successful rating by the employee at the end of the rating cycle.
Minimum Period of Performance	DCIPS policy requires that all employees have at least one 90-day period during the rating cycle where performance against performance objectives and elements is assessed. Lack of at least a 90-day evaluation will render the employee ineligible for participation in the performance pay process at the end of the calendar year.
Performance Element	A standard set of behaviors for all DCIPS positions, derived from analysis of the work being performed by employees that are necessary for successful performance of that work.
Performance Evaluation	The written or otherwise recorded evaluation of performance and accomplishments rated against DCIPS performance elements and objectives.
Performance Objectives	Information that relates individual job assignments or position responsibilities/accomplishments to performance elements, standards, and the mission, goals, and objectives of the Component.
Performance plan	All of the written, or otherwise recorded, performance elements, standards, and objectives against which the employee's performance shall be measured.

Performance Review Authority	The Performance Review Authority (PRA) is a senior executive or board of executives within the chain of command of employees included in the rating and pay pool processes for the organization. There are two distinctive PRA Roles. 1. The Performance Management PRA approves ratings decisions and confirms the rating of record. 2. The Pay Pool PRA approves the outcome of the payout process. In some cases, a different person or body may serve in either of these roles. In some cases, the roles may be held by the same person or body. In many cases, the PRA may be a pay pool manager, where pay pools are larger and include groups of employees under multiple rating and reviewing officials. Where pay pools are smaller, the PRA may be a single senior executive with line management authority over a number of pay pools, or may be a board composed of the pay pool managers for the organization. The PRA will provide oversight of the rating and pay pool processes to assure consistency in the application of principles and criteria, and will resolve employee requests for reconsideration.
Rating Official	The official in an employee's chain of command, generally the supervisor, responsible for conducting performance planning, managing performance throughout the evaluation period, and preparing the end-of-year performance evaluation on an employee.
Reviewing Official (HLR in the DCIPS PAA)	An individual in the rater's direct chain of supervision designated by the head of the Component to assess supervisors' preliminary performance ratings for consistency.

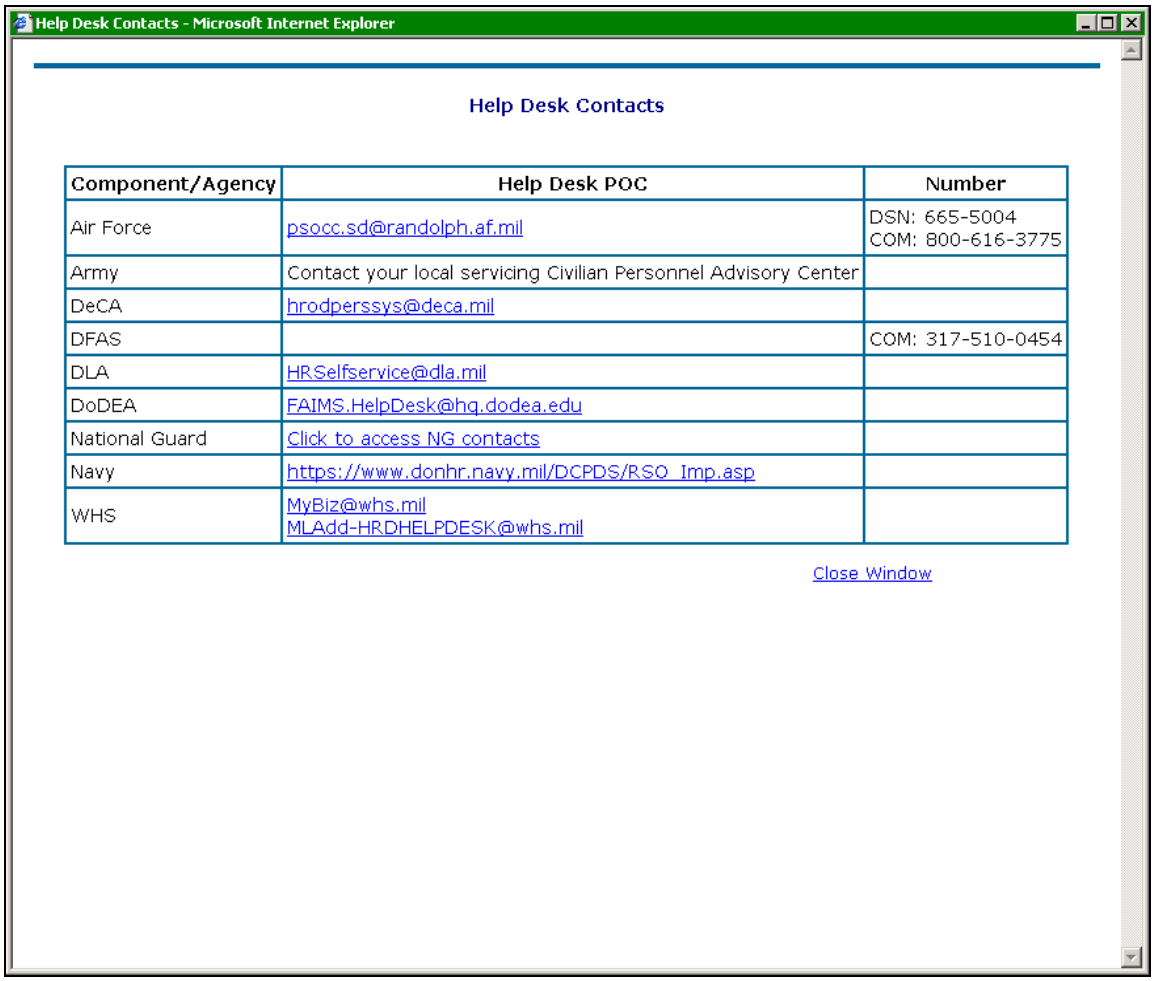
Frequently Asked Questions (FAQs)

How Do I Register My CAC To Facilitate Access To My Biz or My Workplace?

To adhere to DoD IT security policies, the Defense Civilian Personnel Data System (including My Biz and My Workplace) is now common access card (CAC)-enabled at most Component sites. This means you need your CAC card and personal identification number (PIN) to access My Biz/My Workplace, in addition to your username and password. Transition to a login process with ONLY your CAC and PIN are under way. Currently, both your CAC/PIN and DCPDS login and password are required to access your account. You will be notified on the Department of Defense Civilian Personnel Management Service Web site (http://www.cpms.osd.mil/) and through your Component representatives on the timelines for transitioning to the CAC only login.

Once the registration process is complete, HR/My Biz/My Workplace users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see Contact List section under the Reporting Problems on the DCPDS Portal page).

Note: Only Component databases that have implemented the DCPDS Portal will be available for you to access.



Help Desk Contacts - Microsoft Internet Explorer

Help Desk Contacts

Component/Agency	Help Desk POC	Number
Air Force	psocc.sd@randolph.af.mil	DSN: 665-5004 COM: 800-616-3775
Army	Contact your local servicing Civilian Personnel Advisory Center	
DeCA	hrodperssys@deca.mil	
DFAS		COM: 317-510-0454
DLA	HRSelfservice@dla.mil	
DoDEA	FAIMS.HelpDesk@hq.dodea.edu	
National Guard	Click to access NG contacts	
Navy	https://www.donhr.navy.mil/DCPDS/RSO_Imp.asp	
WHS	MyBiz@whs.mil MLAdd-HRDHELPDESK@whs.mil	

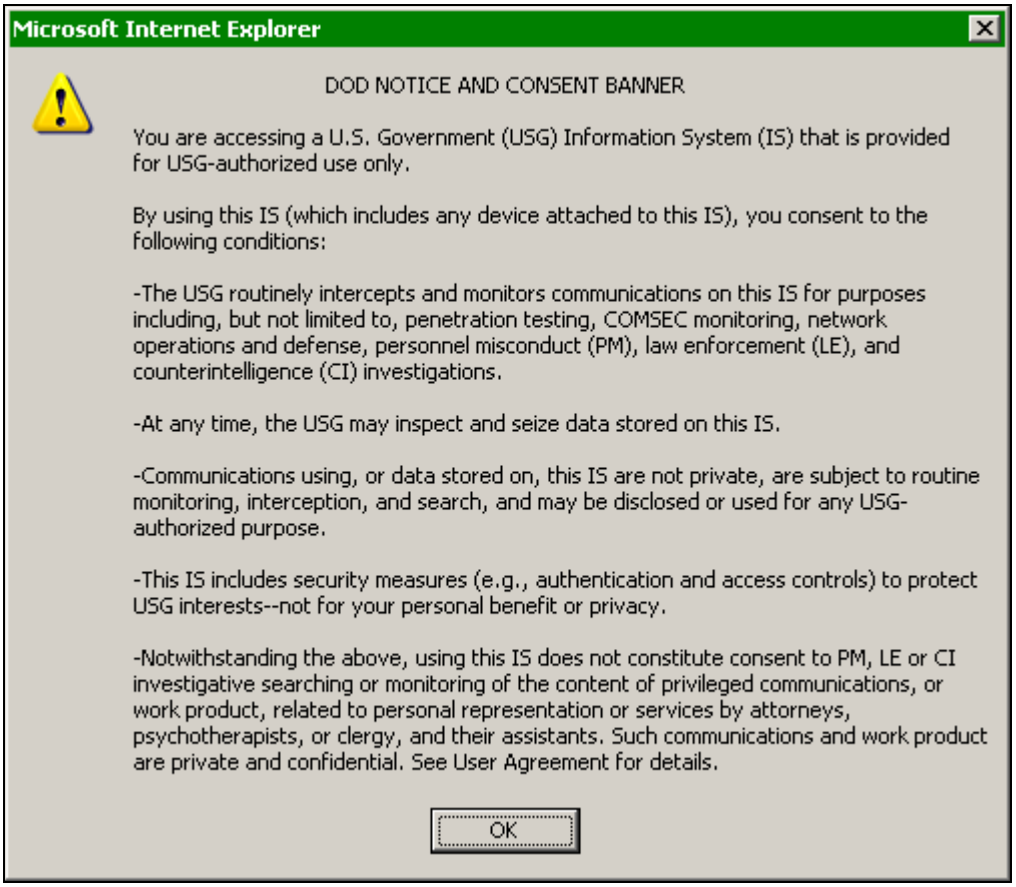
Close Window

Begin at the DCPDS Portal page: https://compo.dcpds.cpms.osd.mil.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

Review Department of Defense (DoD) Notice and Consent Banner, and select **OK** to continue.

Note: After selecting OK, the DCPDS Portal page displays.



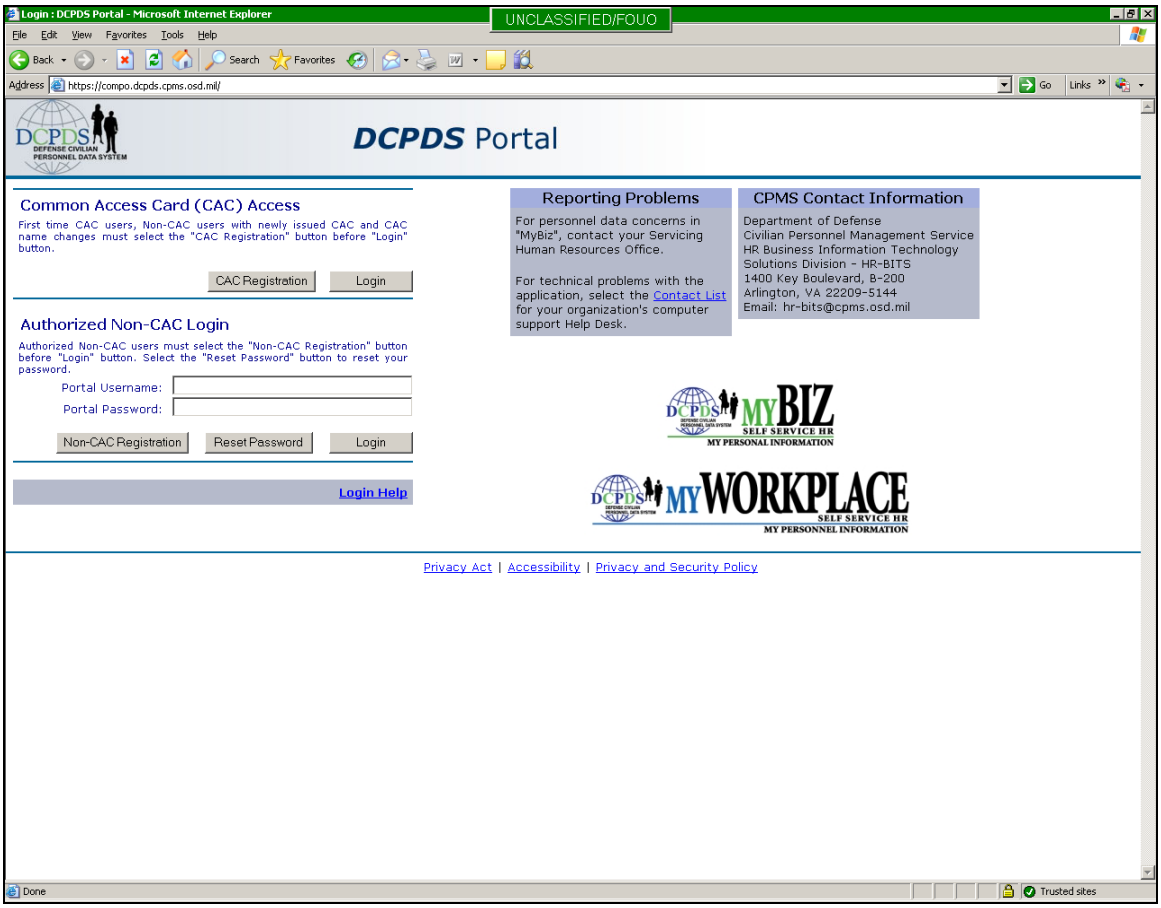
1. Select the CAC Registration link in the CAC Access region.
2. Select your non-e-mail certificate at the *Choose a Digital Certificate* screen.
3. Select the **OK** link.

Note: Always select the non-e-mail certificate.

4. Enter your PIN and select the **OK** link. The *DCPDS CAC Registration* screen displays with your CAC Username.
5. Enter the following in the CAC Registration region of the screen.

   Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable.)

   Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable.)



1. Select the **Register** link. After selecting the **Register** link, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.
2. Enter your HR/My Biz/My Workplace Username.
3. Confirm your HR/My Biz/My Workplace Username.

Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

4. Select the **Submit** link.

If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** link to continue.

If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.

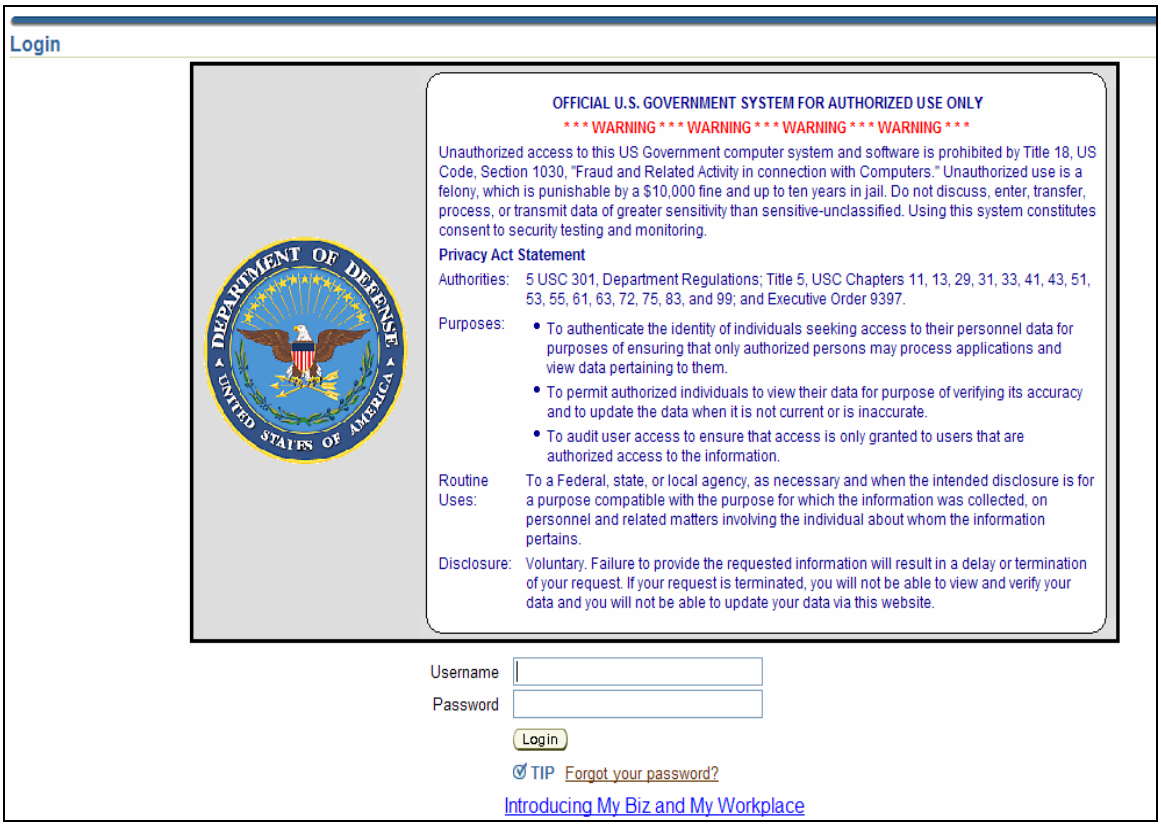
Choose a Database using the drop-down list.

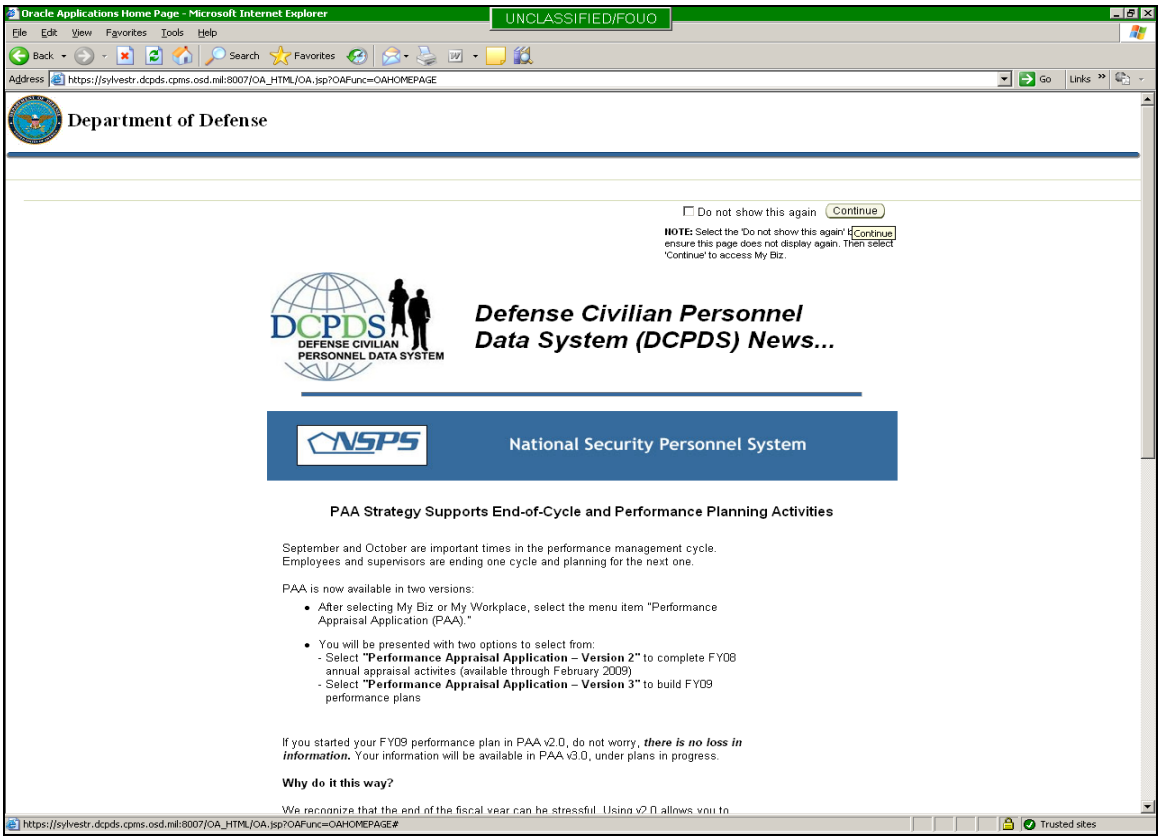
Select **Link** to access the HR/My Biz/My Workplace application automatically.

If your username is not found on a database, an error message displays. Select Back to re-enter your information.

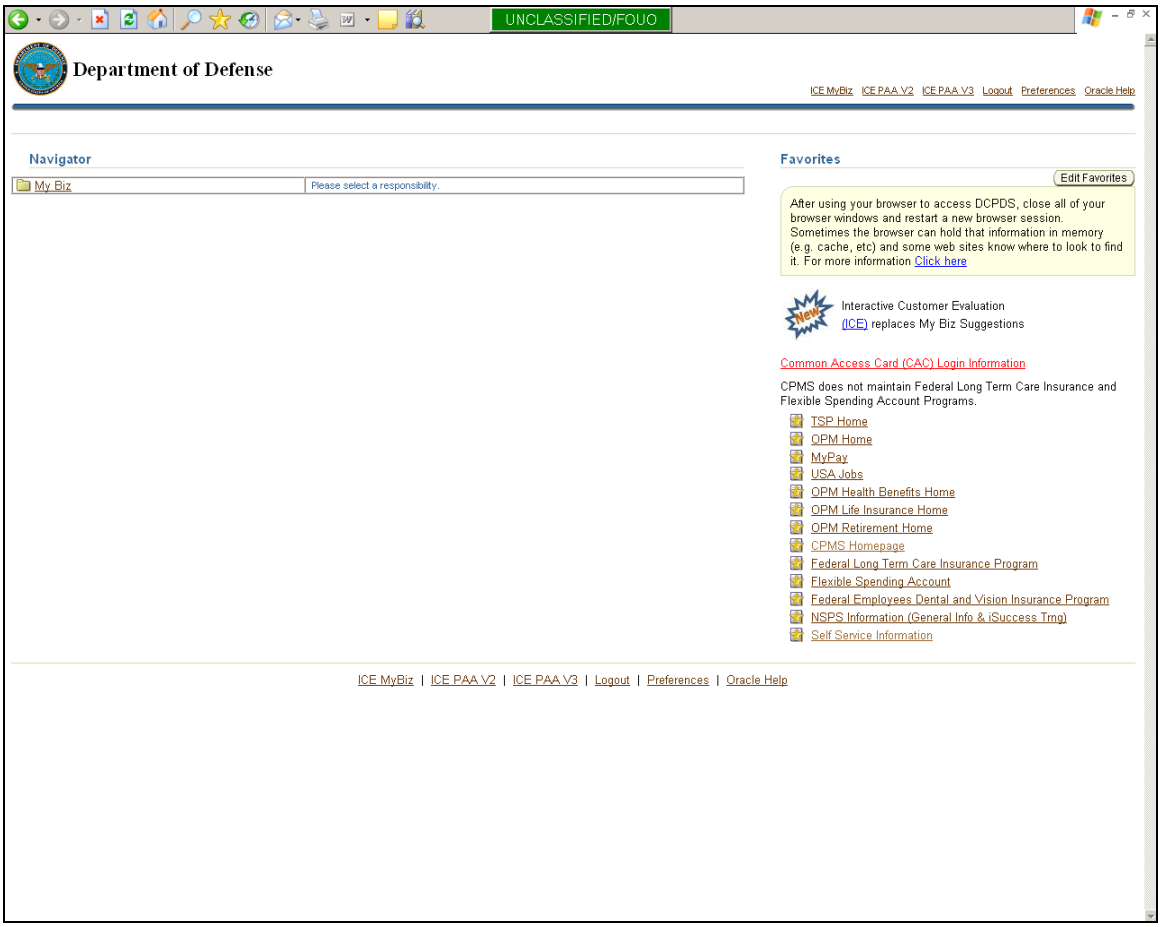
How Do I Log On To My Biz As An Employee?

In order to access My Biz or My Workplace, you must be common access card (CAC)-enabled. To access My Biz, navigate to the link provided by your Human Resources Office (HRO) office. The following login screen will display. Enter your username and password. Your servicing HRO will provide the default user name and password.

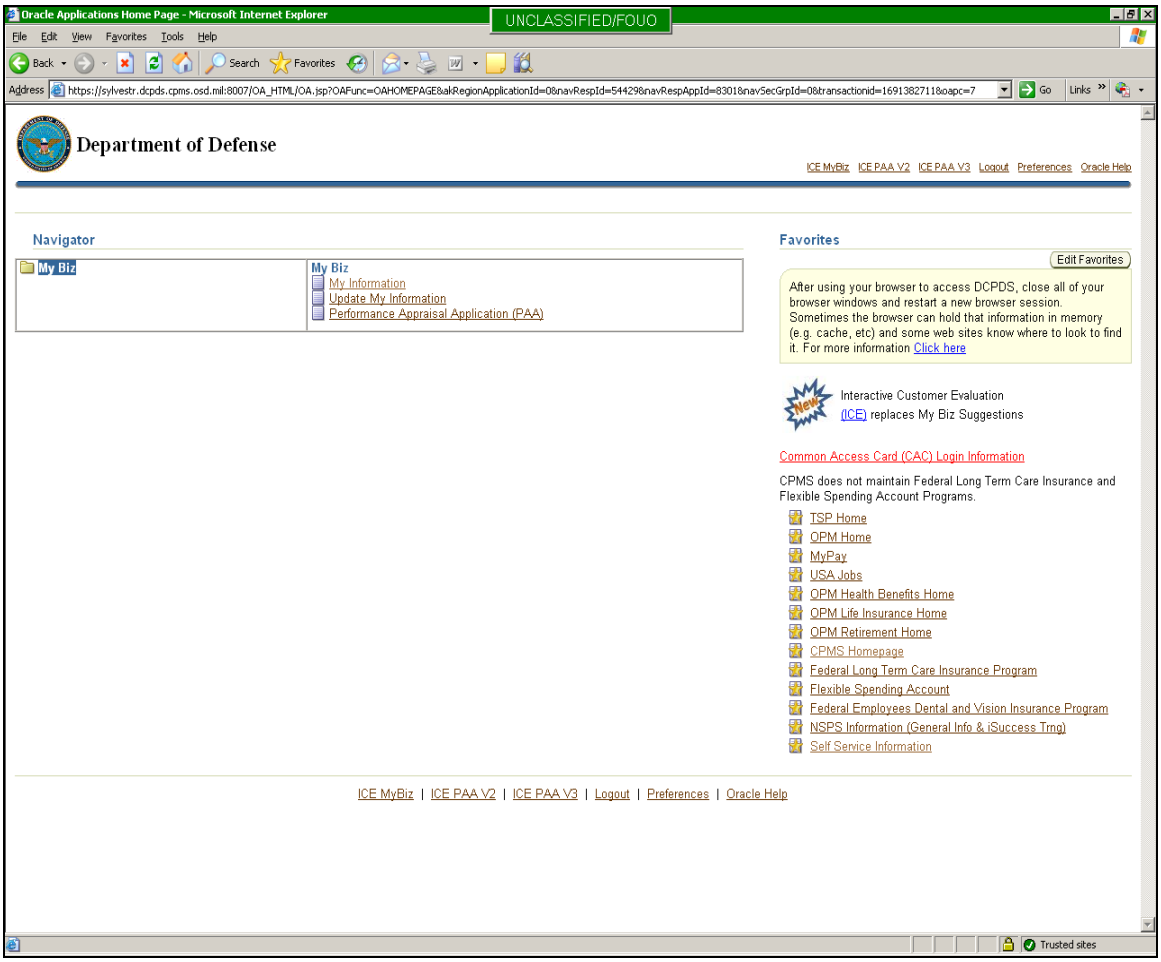




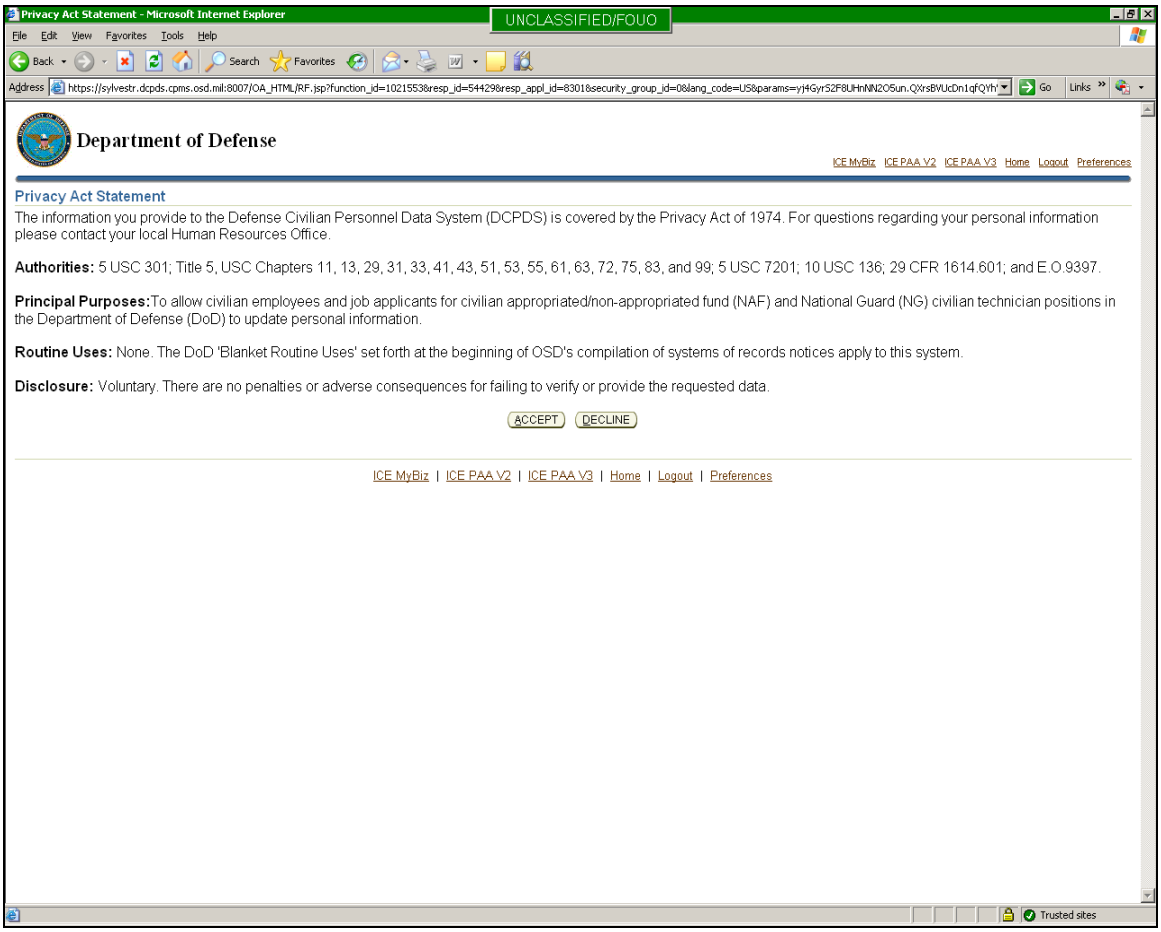
After successfully entering the username and password, the DCPDS News screen will display. At the top and bottom right you have the option to select “Do not show this again” if you do not desire to view this screen the next time you log on to the system. Select “Continue.”



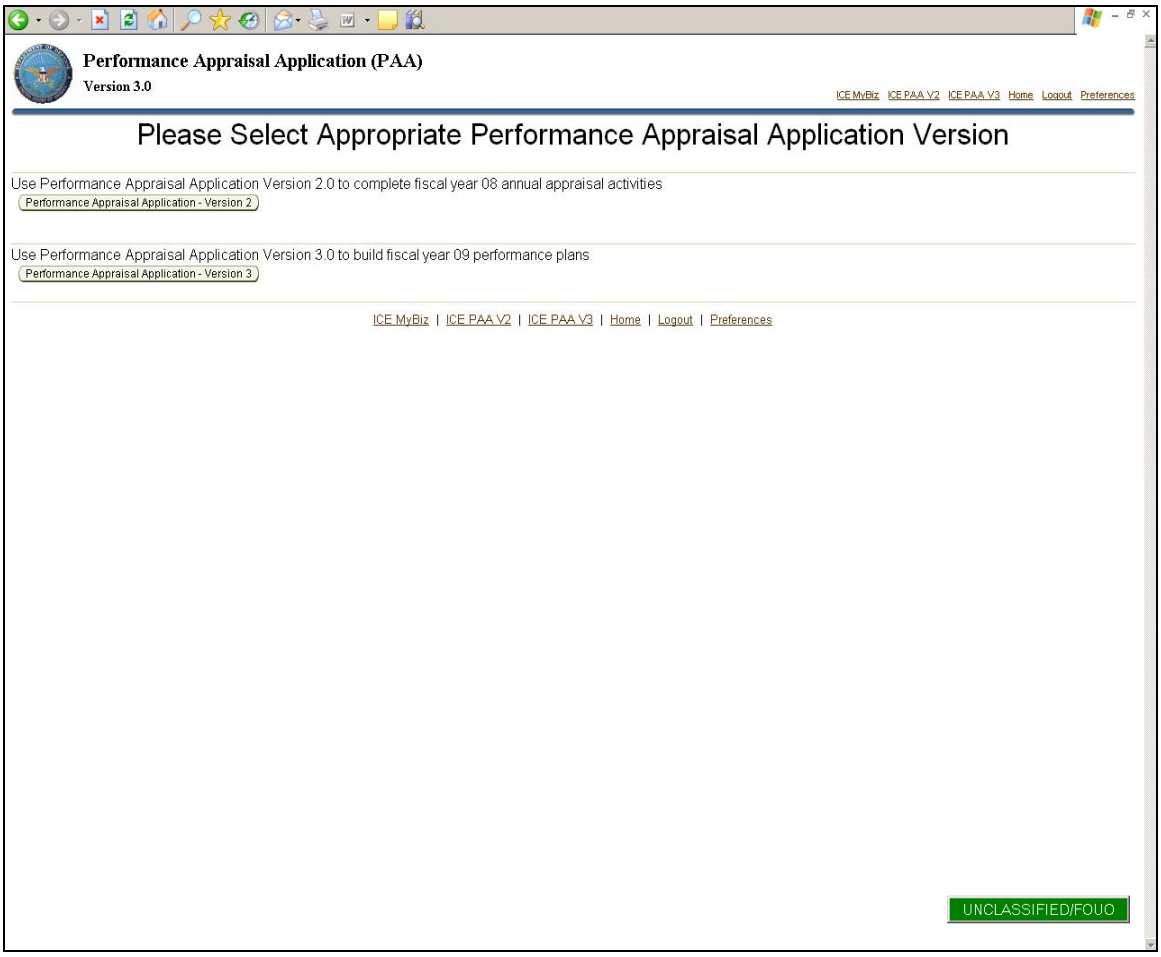
Select the My Biz option in the left column.



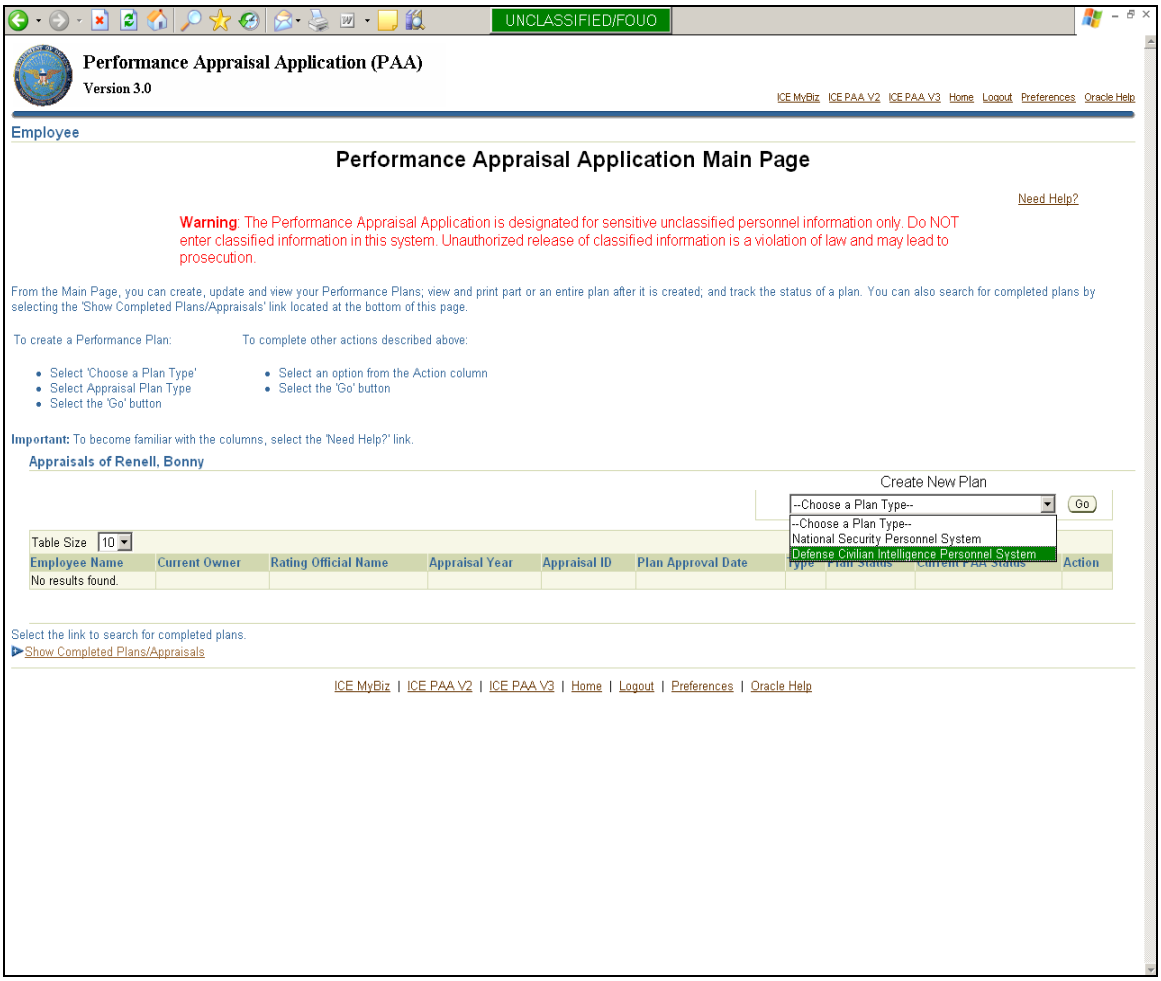
The Web page displays with three columns. The left column displays all of the user's responsibilities. The column in the middle displays the available functions. From the middle column, select the "Performance Appraisal Application (PAA)" option.



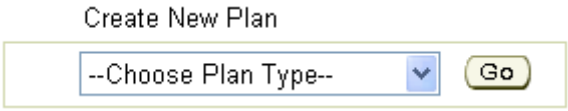
The Web page will display the Privacy Act Statement. At the end of the Privacy Act Statement are two options (accept or decline). If you choose to decline the Privacy Act Statement, you will not be allowed to continue. If you choose to accept the Privacy Act Statement, you will be directed to the Performance Appraisal Application Web page.

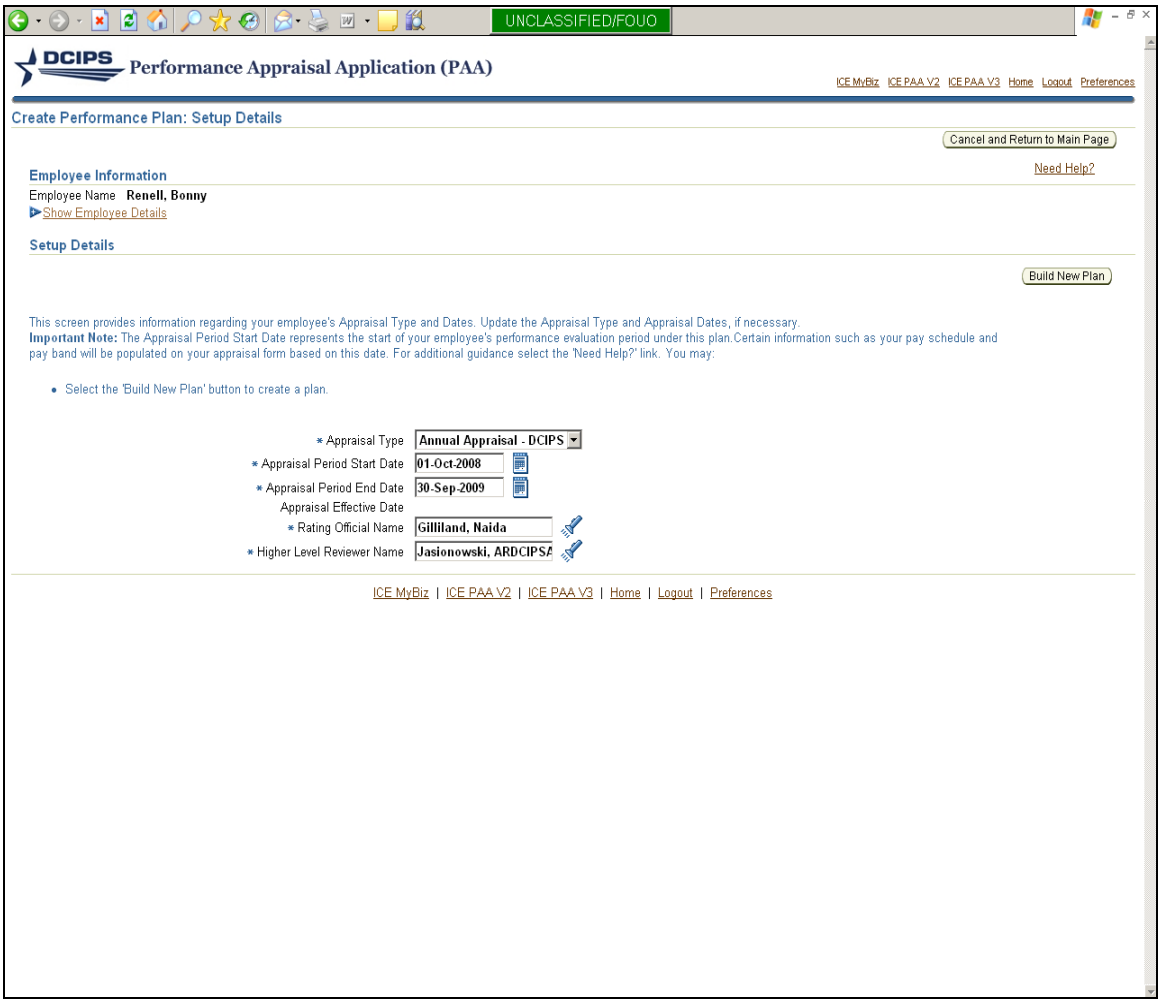


Select the “Performance Appraisal Application - Version 3” option. The employee “Performance Appraisal Application Main Page” will display.



Select Defense Civilian Intelligence Personnel System in the drop-down menu located on the middle right side of the screen.



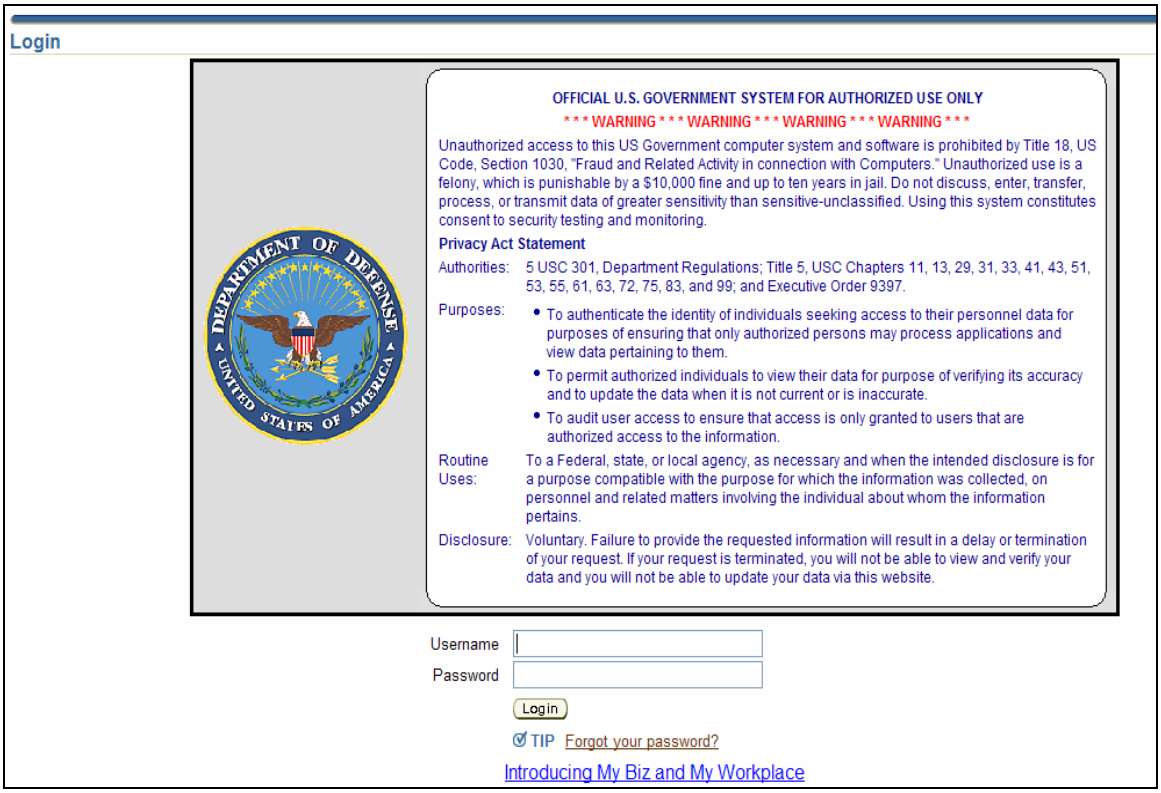


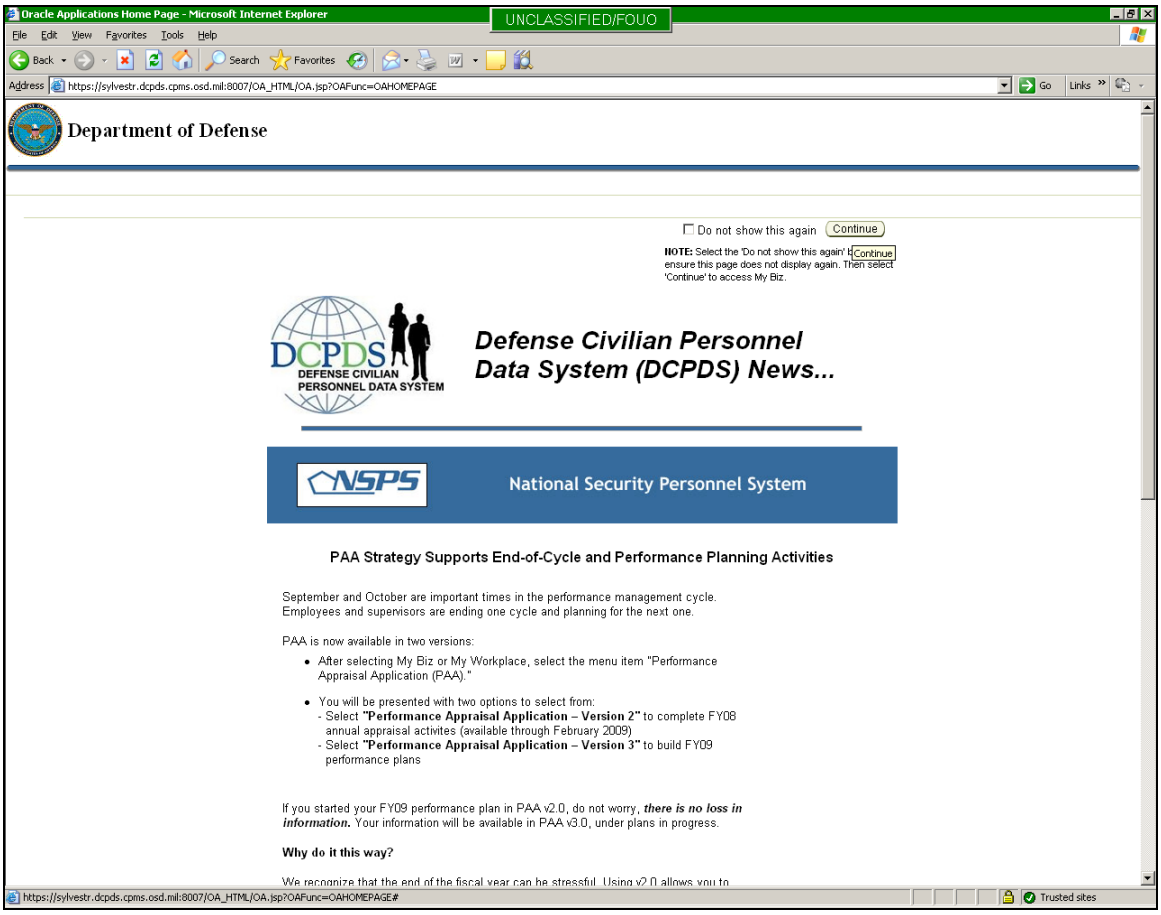
Select the “Go” link. The DCIPS PAA “Create a Performance Plan” Web page will display.

Note: The header at the top left side of the page indicates successful access to the DCIPS Performance Appraisal Application.

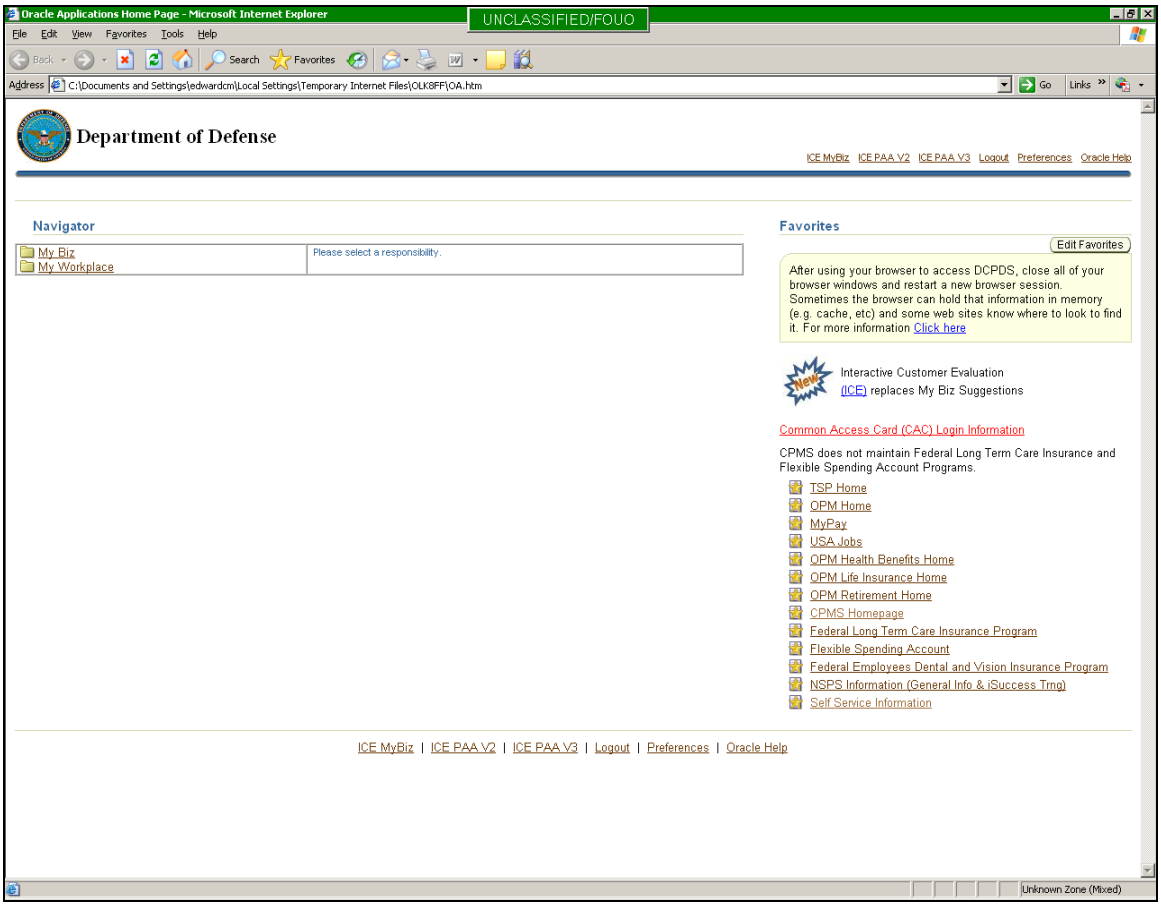
How Do I Log On To My Workplace As A Rating Official Or Higher Level Reviewer?

To access My Workplace navigate to the link provided by your Human Resources Office (HRO). The following login screen will display. Enter your username and password. The servicing HRO will provide the default username and password.

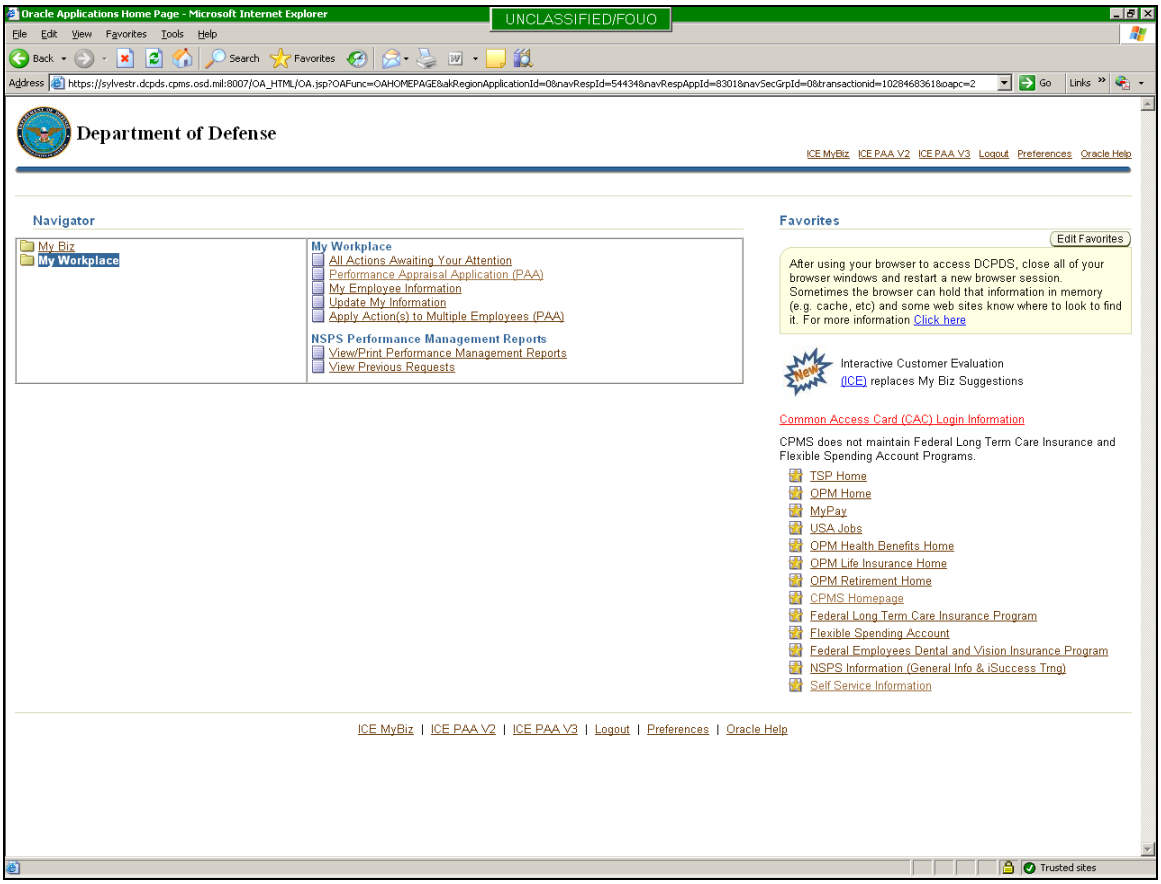




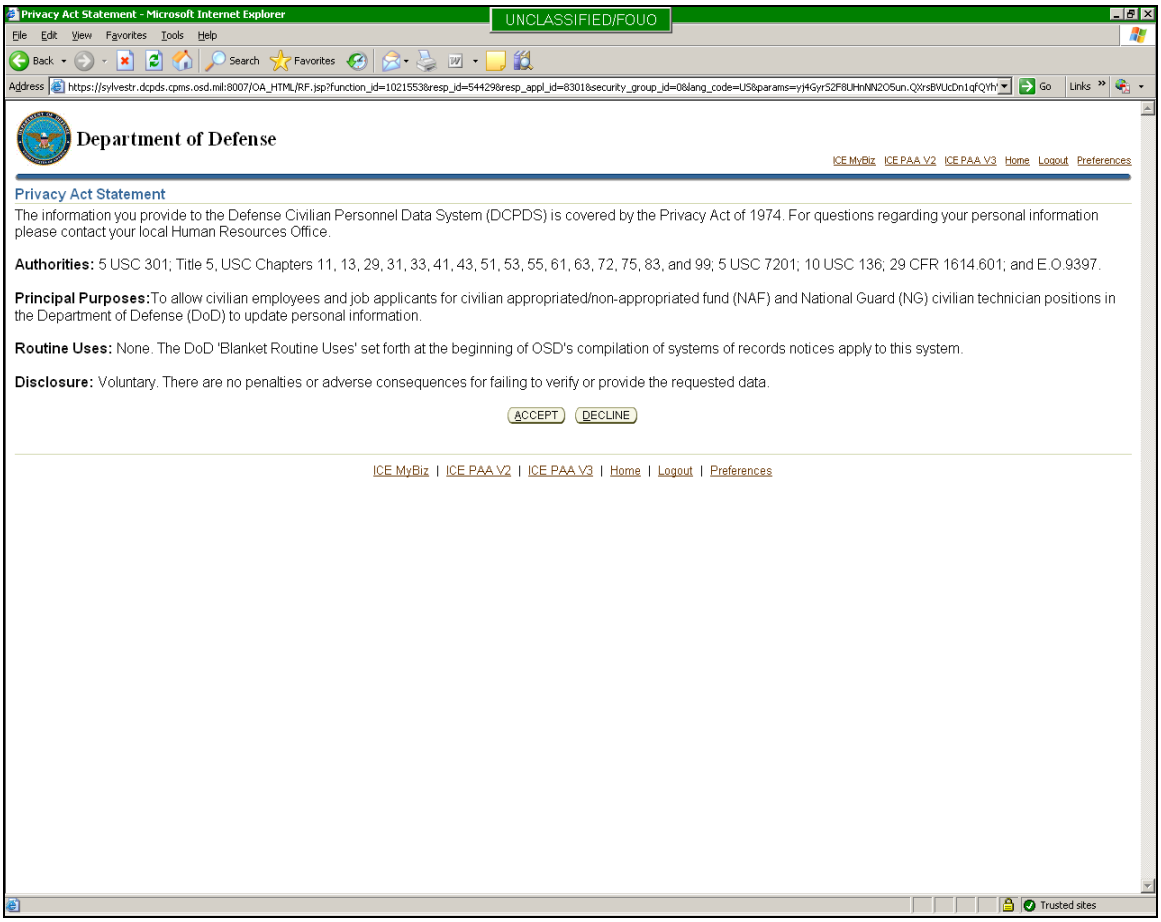
After successfully entering the username and password, the DCPDS News screen displays. At the top and bottom right the user has the option to select “Do not show this again” if he or she does not desire to view this screen each time log-on is attempted. Select “Continue.”



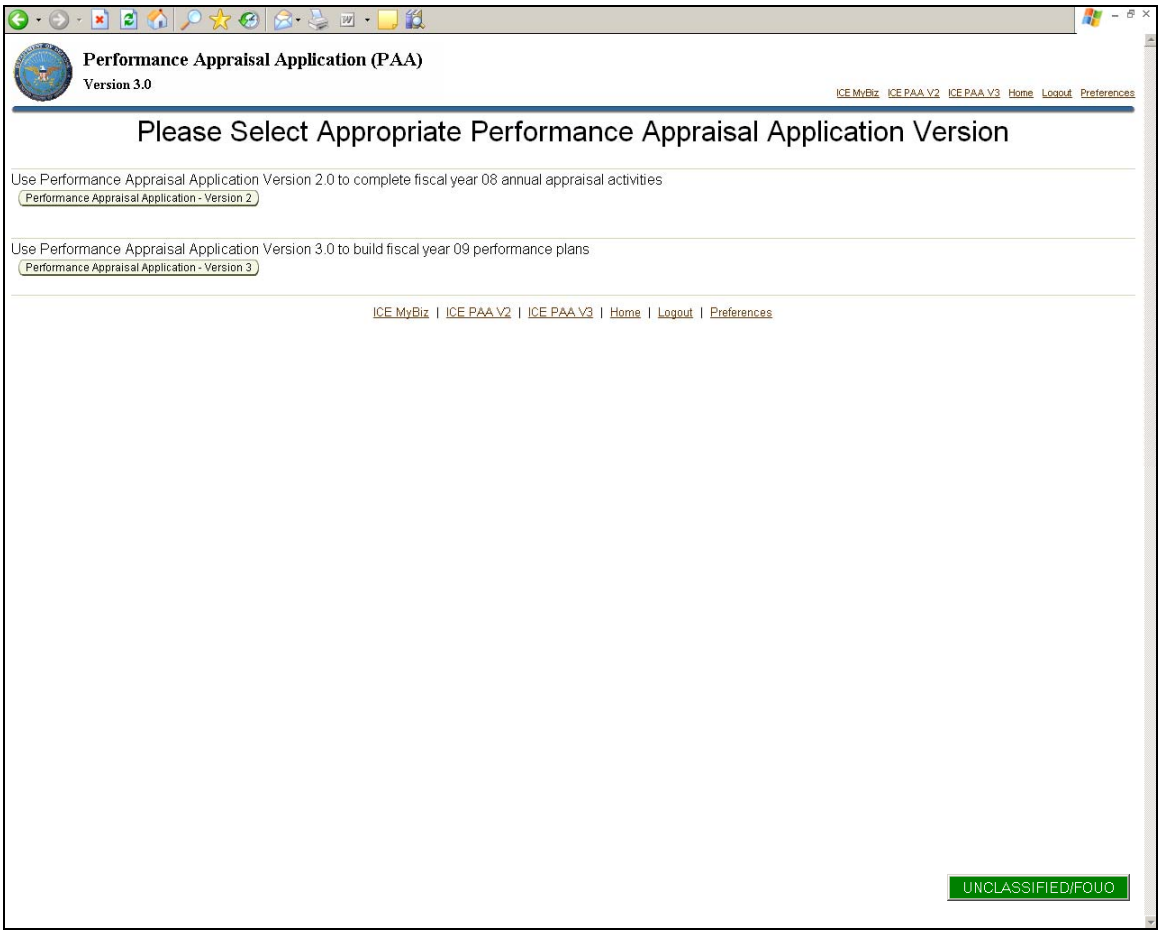
Select My Workplace in the left column.



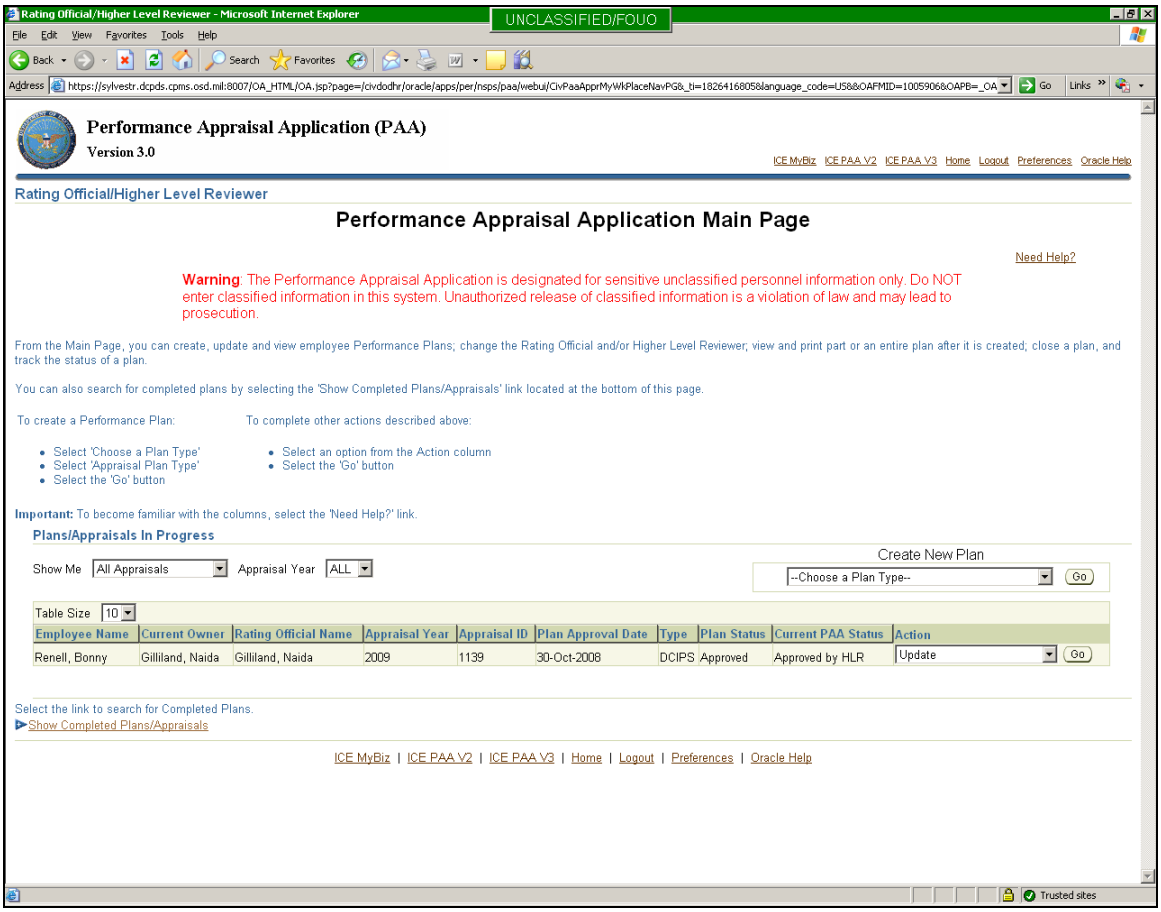
In the middle column, select the “Performance Appraisal Application (PAA)” option. The Web page will display the Privacy Act Statement.



At the end of the Privacy Act Statement are two options (accept or decline). If the user chooses to decline the Privacy Act Statement, log-on terminates. If the user chooses to accept the Privacy Act Statement, log-on continues, and he or she is directed to the Performance Appraisal Application Web page.

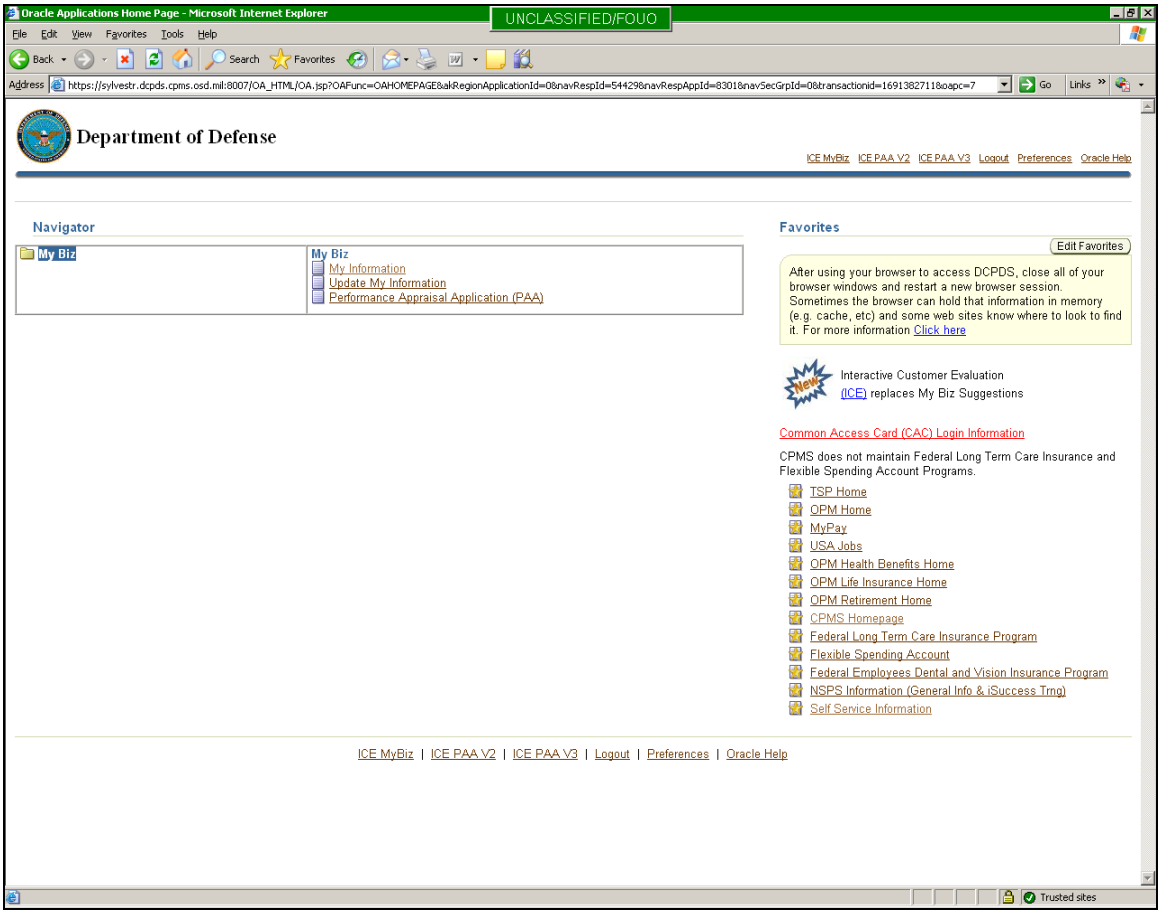


From this screen, DCIPS users must select Version 3. Once the version button is selected, the user is directed to the PAA Main Page.

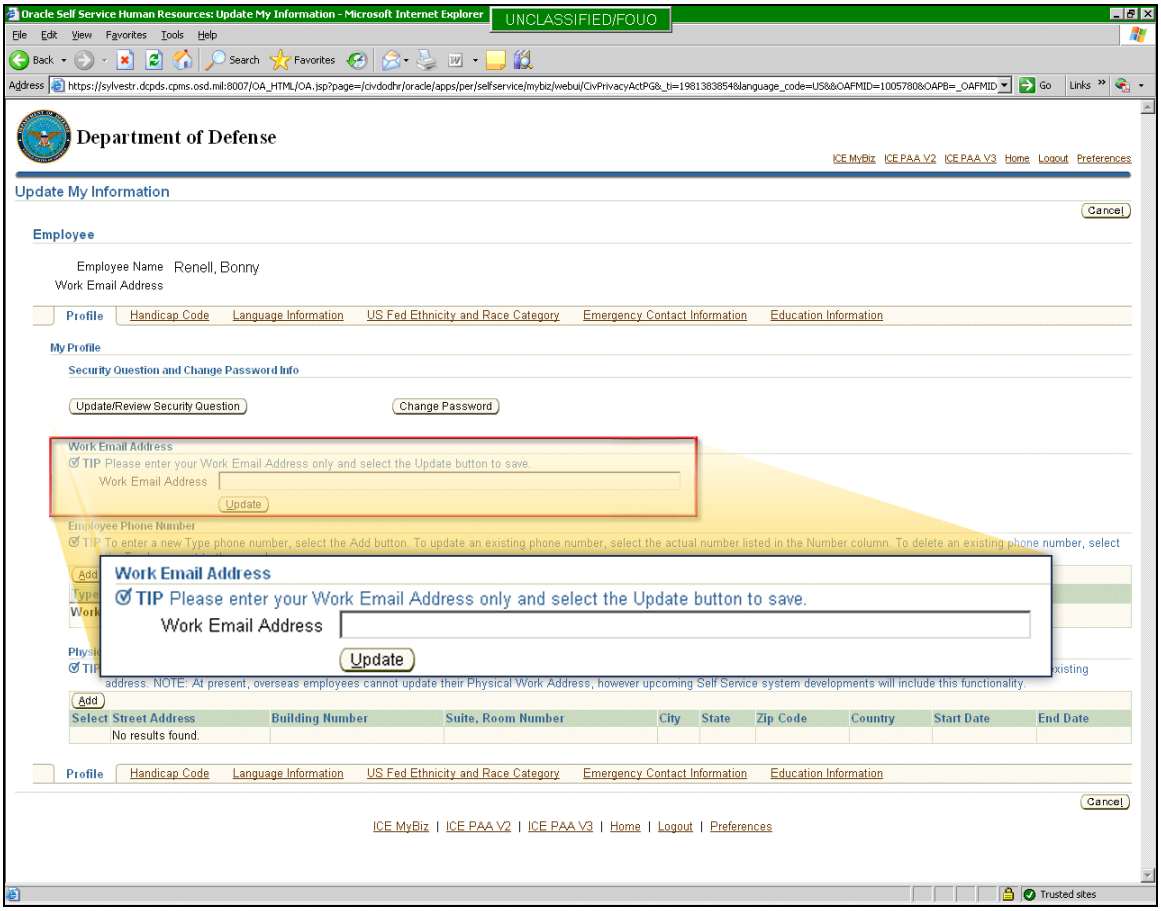


From this point forward, users should consult the Guide for instructions and screen illustrations for information on carrying out specific actions within the DCIPS PAA tool.

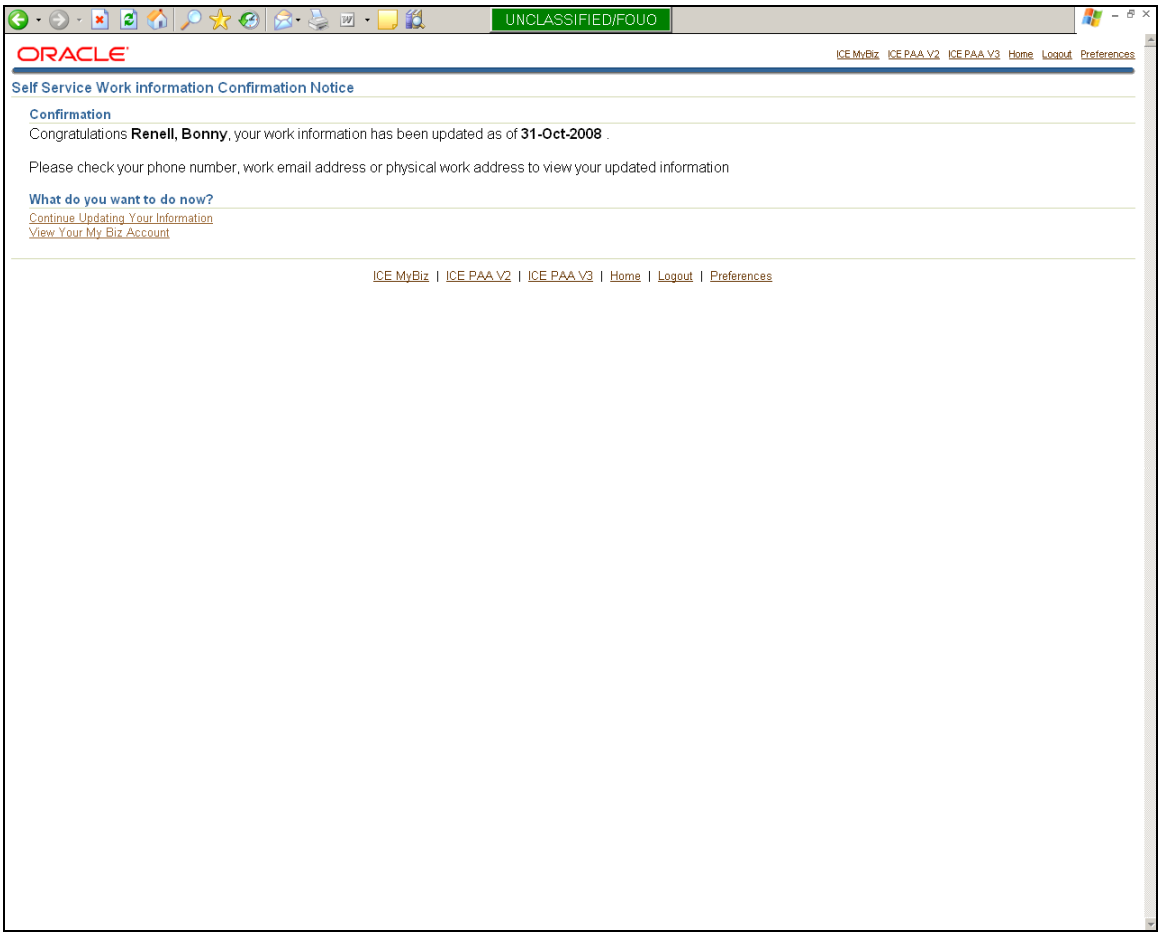
How Do I Insert Or Update My E-mail Information?



After successful login to DCPDS, select “Update My Information” from the middle column of the My Biz/My Workplace Web page.



Scroll down to the "Work E-mail Address" section, enter a work e-mail address, and select Update to save the information.



The user is directed to a work information confirmation page and has the option to “Continue Updating Your Information” or “View Your My Biz Account.”

Registering an e-mail address ensures the proper transfer of material among employees, rating officials, and higher level reviewers.

What Are Mission Goals And Why Are They Important?

Under DCIPS, individual performance is aligned with an organization's mission, goals, and priorities. Within the DCIPS PAA, there is a tab that allows the inclusion of this information. Mission goals may be copied and pasted from other documents or typed directly into the text box provided. If DCIPS PAA users are unfamiliar with their organization's mission, goals, and priorities, they should speak to their rating official.

What Are Performance Elements And Why Am I Rated On Them?

Performance elements focus on the behaviors that employees need to demonstrate. Under DCIPS, six (6) behaviorally based performance elements exist. For supervisors and managers, the focus of each performance element shifts toward behaviors required to lead the work of the organization. These six (6) performance elements derive from the philosophy that "performance expectations, even if not stated in a specific performance objective, include certain behavioral expectations that are related to an employee's conduct in the workplace and his or her approach to accomplishing specific performance objectives." Rating officials must rate their employee on each of the performance elements. The elements are:

1. Accountability for Results. Defense Intelligence employees are expected to take responsibility for their work, setting and meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results consistent with their organization's goals and objectives. In addition, Intelligence Community (IC) supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.
2. Communication. Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, Intelligence Community supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.
3. Critical Thinking. Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate, and use multiple sources of information to inform decisions and outcomes. In addition, Intelligence Community supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view.
4. Engagement and Collaboration. Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of coworkers, peers, customers, stakeholders, and teams within an organization and across the Defense Intelligence Components and the Intelligence Community. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge.
5. Leadership and Integrity. Defense Intelligence employees are expected to demonstrate personal initiative and innovation as well as integrity, honesty, openness, and respect for diversity in their dealings with coworkers, peers, customers, stakeholders, teams, and collaborative networks across

the Intelligence Community. Defense Intelligence employees also are expected to demonstrate core organizational, DoD, and Intelligence Community values including selfless service, a commitment to excellence, and the courage and conviction to express their professional views.

6. Technical Expertise. Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and technical competency necessary to achieve results.

Furthermore, there are two additional Performance Elements for Supervisors and Managers. They replace Elements 5 and 6 above.

1. Leadership. Defense Intelligence supervisors and managers are expected to exhibit the same individual personal leadership behaviors as all Defense Intelligence employees. In their supervisory or managerial role, they also are expected to achieve organizational goals and objectives by creating shared vision and mission within their organizations; establishing a work environment that promotes diversity (of both persons and points of view), critical thinking, collaboration, and information sharing; mobilizing employees, stakeholders, and networks in support of their objectives; and recognizing and rewarding individual excellence, enterprise focus, innovation, and collaboration.

2. Managerial Proficiency. Defense Intelligence supervisors and managers are expected to possess the technical proficiency in their mission area appropriate to their role as supervisor or manager. They also are expected to leverage that proficiency to plan for, acquire, organize, integrate, develop, and prioritize the human, financial, material, information, and other resources to accomplish their organization's missions and objectives. In so doing, all supervisors and managers also are expected to focus on the development and productivity of their subordinates by setting clear performance expectations, providing ongoing coaching and feedback, evaluating the contributions of individual employees to organizational results, and linking performance ratings and rewards to the accomplishment of those results.

Employees are rated against these performance elements as part of the performance management process.

Why And When Would a Rating Official Or Higher Level Reviewer (HLR) Need To Be Changed?

Sometimes it may be necessary to change the rating official and or the HLR assigned to an employee within the DCIPS PAA. Roles are designated based on a complex hierarchy and need to be coordinated and maintained. Rating official and HLR changes only apply to the DCIPS PAA. If specific changes are required to the hierarchy outside of the DCIPS PAA, they must be coordinated with the user's human resources servicing organization.

The following are circumstances that may require a change in rating official or HLR:

1. The employee is reassigned, promoted, or otherwise moves to a new position within DCIPS.
2. The designated rating official or HLR is reassigned, promoted, or otherwise moves to a new job or leaves the organization.
3. Approving action is required to meet a deadline and the currently assigned rating official or HLR is unavailable to act – this is a temporary situation.

Why Would Performance Objectives Need To Be Changed And What Is The Window For Changing Them?

Throughout the performance cycle, employees and rating officials are encouraged to discuss and review the performance plan. One required conversation is the midpoint review. During this discussion, employees and rating officials review the plan and determine if the performance objectives need to be updated. Other circumstances that may require edits or changes include:

- A change in organizational mission, goals, and priorities.
- A change in the focus of the employee's work.
- The employee is given a new assignment that substantially alters how his or her time is spent.
- There is a need to refine the performance objective resulting from a growing knowledge of how to write objectives in general.

What Is The Difference Between A Closeout Performance Evaluation And A Closeout Early Annual Evaluation?

Closeout assessments are required when the employee/supervisor relationship changes permanently before the end of the official rating cycle and after at least 90 days have been served under an approved performance plan. Rating officials rate closeout assessments just like they do the annual performance evaluation.

There are two types of closeout assessment:

- Closeout Performance Evaluation
- Closeout Early Annual Evaluation

In cases where there are less than 90 days remaining in the annual performance cycle (between the beginning of July and the end of September), the rating option of "Closeout Early Annual Evaluation" is selected.

For a standard performance cycle, a Closeout Performance Evaluation may happen between 01 January and 01 July of a calendar year, and a "Closeout Early Annual Evaluation" takes place between 01 July and 30 September of a calendar year.

Another significant difference between these types of closeouts is that the Closeout – Early Annual Evaluation rating stands by itself and is considered the final rating of record. Whereas the Closeout Evaluation rating figures into the employee's final rating but does not stand by itself as the final rating of record.

General guidance is as follows:

Permanent Relationship Change Between Employee and Rating Official Occurs:	**Closeout Performance Evaluation**	**Closeout Early Annual Evaluation**
Within 90 days of the start of the Evaluation Period	NA	NA
Between the 91st day into the Evaluation Period up to the 90th day before the end of the Evaluation Period	Yes	NA
Within 90 days prior to the end of the Evaluation Period	NA	Yes