

## Performance Management Job Aid for DCIPS Midpoint Reviews:

A Midpoint Review is a mandatory review of your job performance conducted by your Rating Official (i.e. Manager/Supervisor) approximately midway through the performance evaluation period of the Defense Civilian Intelligence Personnel System (DCIPS) Performance Management (PM) annual cycle, according to Army Policy Volume 2011. This is the time to come together with your Rating Official to discuss your midpoint accomplishments and how they correlate to your goals in your Performance Objectives (PO) and Performance Elements (PE), achievement towards your Individual Development Plan (IDP), and how your goals link to the mission. You should also discuss any job-related barriers/obstacles that prevent you from meeting your objectives, possible add-on responsibilities you can take on to help your career development, upcoming training opportunities that interest you and align to your IDP goals.

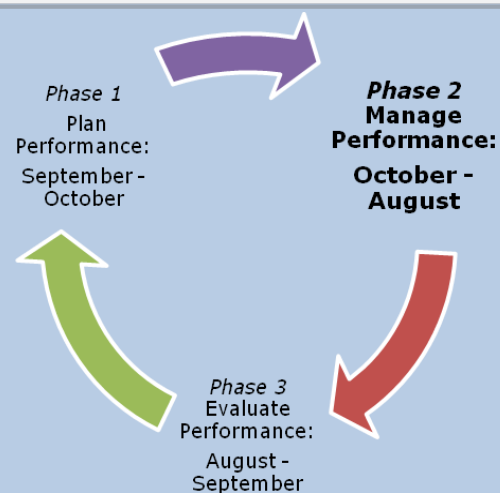
### Midpoint Review Responsibilities

1. Complete a Self-Report of Accomplishments for Midpoint using the Self Assessment template within the Employee Self Assessment sections of the Performance Appraisal Application (PAA) Tool to support your accomplishments against each PO and PE to date. Be sure to provide specific examples of your accomplishments. Use the performance objective standard and Intelligence Community (IC) performance elements standard as a guide.
2. Participate in a Midpoint Review meeting with your Rating Official to check your progress, receive feedback, and review your Performance Plan (i.e., PO and PE, and IDP).
3. Create an e-mail message to your Rating Official, using the e-mail option and "Transfer" link in the PAA Tool to forward your Midpoint Review.
4. Receive Midpoint narrative feedback from the Rating Official and acknowledge receipt within the PAA Tool.

**NOTE:** For complete information on how to perform key actions in the PAA Tool for the DCIPS Performance Management cycle, please visit the following website:

[http://dcips.dtic.mil/documents/How\\_Do\\_I\\_%20Edition\\_Jul2012\\_31Jul2012%20Final.pdf](http://dcips.dtic.mil/documents/How_Do_I_%20Edition_Jul2012_31Jul2012%20Final.pdf)

### Manage Performance (Phase 2) Midpoint Activities



#### Midpoint Activities during Phase 2 of the PM Annual cycle:

- Participate in ongoing discussions with your Rating Official
- Track and document successes
- Revise POs if needed
- Write Self-Report of Accomplishments for Midpoint Review
- Receive feedback from your Rating Official on your performance progress to-date

### Midpoint Self-Assessment Process

At the Midpoint of the performance evaluation period, you should prepare a Self-Assessment found in the PAA Tool to document your accomplishments. The Self-Report of Accomplishments provides the Rating Official with a written statement, in your own words, of your accomplishments related to your established POs and PEs. When writing these, it is helpful to consider the following questions:

- ✓ What were my major accomplishments during this performance evaluation period? (You may wish to systematically track your accomplishments throughout the performance evaluation period in a spreadsheet, table, journal or a list).
- ✓ How did my accomplishments support my organization's mission?
- ✓ What was the impact of my accomplishments on the Army Intelligence Community?

### Midpoint Review Feedback

You will be receiving narrative feedback from your Rating Official during the Midpoint Review about your progress towards your POs and PEs and such feedback can be stressful. Remember, feedback sessions are an opportunity for you to exchange information with your Rating Official –both positive and developmental. Therefore consider preparing the following information to discuss with your Rating Official during the Midpoint Review:

- Key strengths, achievements and developmental areas
- Strategies for improving in developmental areas
- Any issues or concerns with job/work in general
- Job/career options to pursue given your skills, interests and career goals
- How your supervisor can help with your performance and career progress

For more information on Army DCIPS please visit the following website at: <http://www.dami.army.pentagon.mil/site/dcips/index.aspx>