**Required Actions for Ratings Approved Prior to PM PRA Certification**

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| Reference | DoD Instruction 1400.25-V2011, 14 Aug 2009, (incorporating change 1, 15 January 2010) <http://www.dami.army.pentagon.mil/site/dcips/documents/Policy/USD/1400.25-V2011.pdf>AP-V 2011 DCIPS Performance Management<http://www.dami.army.pentagon.mil/site/dcips/policy.aspx> |

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| Premature Rating Approvals Without PM PRA Certification  | The following guidance is provided in regards to handling premature rating approvals before final Evaluations of Record ratings have been certified by the Performance Management Performance Review Authority (PM PRA):A number of DCIPS performance evaluations closed-out during the performance evaluation period ending 30 Sep 10 were prematurely approved by Reviewing Officials without obtaining the mandatory PM PRA review. Reviewing Officials **MUST NOT** approve employee ratings until after they have been approved by the PM PRA. Concurrent with the Reviewing Official's actions, all Evaluations of Record ratings are required to be analyzed by the PM PRA to ensure consistency of ratings and compliance with USD(I) and Army instructions, policies and guidance, even in cases where the Rating Official or employee has been reassigned or separated and a Closeout-Early Annual Evaluation is prepared. If left unaddressed, these evaluations could call into question the integrity of the DCIPS performance evaluation process since these evaluations of record were not subject to the same degree of review as all other DCIPS Evaluations of Record. |

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| **Remedial Action** | To ensure fairness, consistency and adherence to USD(I) and Army policy, any DCIPS Evaluations of Record that were approved without the mandated PM PRA review **will not** be considered as a "final Evaluation of Record" until such time as the PM PRA certifies the review process has been completed. Once PM PRA review and concurrence has been obtained on the subject Evaluations of Record, the evaluations can then be approved by the Reviewing Official.**Reviewing Official**: Reviewing Officials who have approved Evaluations of Record of Army DCIPS employees without PM PRA review and certification will be required to perform the following: 1. Notify their PM PRA and Data Administrator with the names and current performance objectives/elements ratings of affected employees. The attached spreadsheet may be used for such notification (attachment 1).  2. Notify affected employees of the premature rating that occurred and inform them that the PM PRA review may affect the results in their ratings and overall Evaluation of Record. \* 3. Notify affected employees that once the Evaluations of Record are approved by the PM PRA, communication will be provided in accordance with the required timeframes set by Army for all DCIPS employees and that the beginning period for DCIPS administrative reconsideration as a result of the new Evaluation of Record will begin after the Rating Official re-communicates the Evaluation of Record to the affected employee. \*\* A summary of communication between the affected employees and the Reviewing Official concerning the premature ratings should be documented in the form of a memorandum for record and retained by the Reviewing Official. **PM PRA**: The PM PRA when reviewing evaluations that have been prematurely approved will perform the following: 1. If the PM PRA determines that there are inconsistencies, the PM PRA shall seek to resolve the apparent discrepancies with the Reviewing Official.  2. Where appropriate, the PM PRA may suggest corrective action to ensure the integrity of the performance evaluation process. 3. After the PM PRA review process is complete, the Evaluation of Record may be considered as final. |

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| **When Changes to Ratings are Required** | Upon completion of the PM PRA process, if the reviewing official determines that ratings require correction, the affected employee’s ratings will be changed in the Performance Appraisal Application (PAA) using the procedures outlined in the DCIPS Reconsideration and Clerical Corrections User Guide which may be found at [http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/DCIPS%20Reconsideration%20and%20Clerical%20Corrections%20User%20Guide%20[March%202010].pdf](http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/DCIPS%20Reconsideration%20and%20Clerical%20Corrections%20User%20Guide%20%5BMarch%202010%5D.pdf). In addition, the employee's Rater must communicate and provide the new Evaluation of Record to the employee in accordance with the required timeframes set by USD(I). The corrected rating must also be provided to the employee’s servicing CPAC.  |

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| **Effective Date of Evaluation of Record** | For an employee whose evaluation has been prematurely approved, the effective date of the new Evaluation of Record begins after the PM PRA review is complete, and when the employee's Rater re-communicates the Evaluation of Record to the employee. This date also marks the beginning of when the employee may challenge the final Evaluation of Record through the DCIPS administrative reconsideration process.  |

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| **Impact on Performance-Based Bonus Program** | Before the updated ratings are reflected in the PAA the Data Administrator will have the capability to make modifications to ratings in the Compensation Workbench (CWB). This will ensure that the Performance-Based Bonus process can continue on schedule and that the correct ratings are being utilized. The ratings in the CWB will differ with those in the Defense Civilian Personnel Data System (DCPDS), but the system will not reject the employee's information nor will it update/modify the data in DCPDS. Following this process will ensure that the payout will process correctly and any data in DCPDS needing modification can be done after the Bonus Groups have convened.  |

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| **Reporting Requirements** | Beginning in October 2010, command DCIPS Transition Managers will provide the HQDA, G-2, Intelligence Personnel Management Office (IPMO), a monthly report, NLT the 15th of each month (for the remainder of the calendar year). Reports submitted shall contain –  1. The total number of DCIPS evaluations that were prematurely approved by Reviewing Officials without the mandated PM PRA review,  2. The total number of affected DCIPS evaluations that did not require corrections to ratings after PM PRA review was completed, and  3. The total number of affected DCIPS evaluations that resulted in corrections after the PM PRA review was completed. The attached spreadsheet may be used report requested data (attachment 2). Reports shall be e-mailed to IPMO at DCIPS@mi.army.mil, with command name and “Ratings Approved Prior to PM PRA Certification” in the subject line.  |

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|  ~~~~~~~~~~~~Current Ratings ~~~~~~~~~~~ ~~~~~~~~~~~ \* Corrected Ratings ~~~~~~~~~~ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Performance Objectives Performance Elements Performance Objectives Performance Elements  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Employee Name (Last, First, MI) | Identifier | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
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\* Based upon PM PRA recommendation and Reviewing Official’s action.

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Reviewing Official/Signature Date

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Printed Name of Reviewing Official Attachment 1

Ratings Approved Prior to PM PRA Certification

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| Subsets of Number of Ratings Prematurely Approved |
| ACOM, DRU, ASCC, or AASA Command Name | Number of Ratings Prematurely ApprovedShould equal total of next two columns under “Subsets of Number of Ratings Prematurely Approved” | Number of Ratings Not Requiring CorrectionAffected evaluations not requiring correction after PM PRA review and certification | Number of Ratings Requiring CorrectionAffected evaluations requiring correction after PM PRA review and certification |
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Command POC/Telephone #:

 Attachment 2