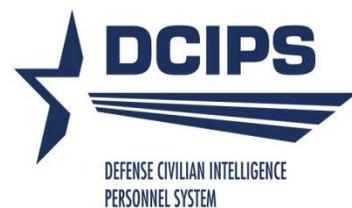




Army DCIPS

Year-End Steps-to-Success Checklist

Revised July 2012

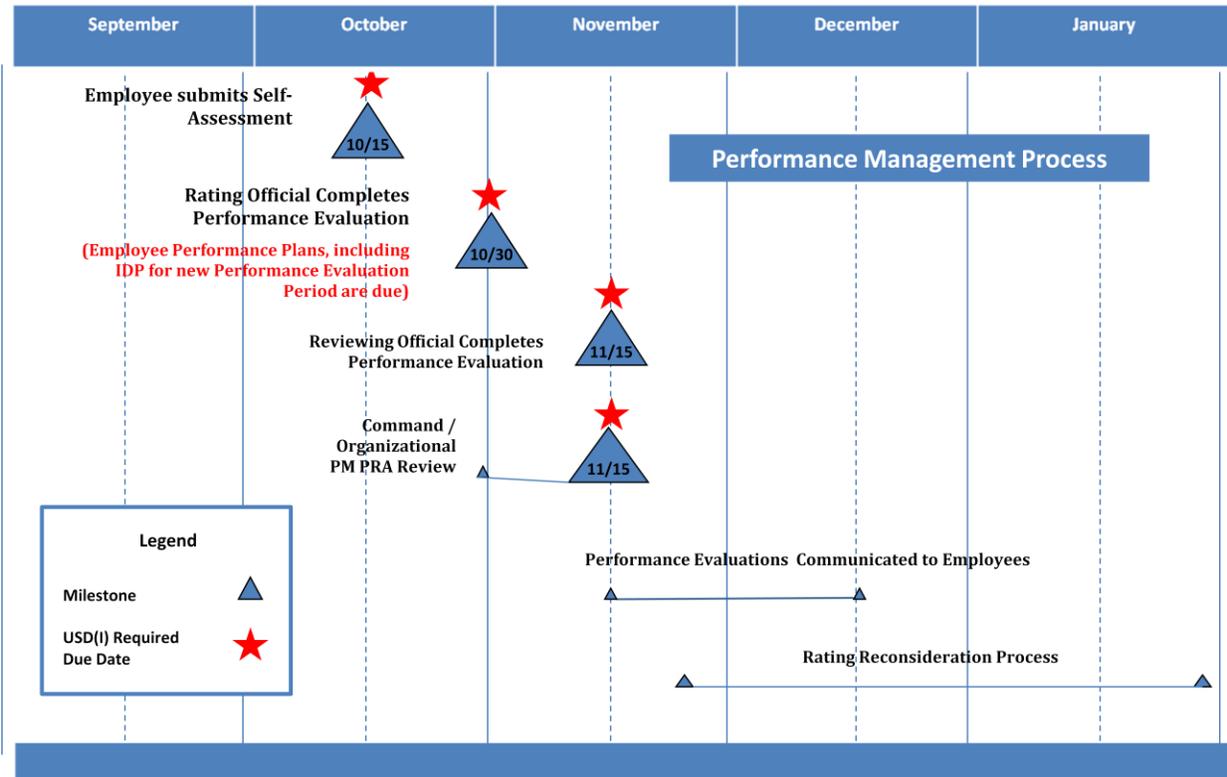




DCIPS Year-End Steps-to-Success Checklist

There are two distinctly separate processes to the year-end process – the Performance Management (PM) process and the Performance-Based Bonus (PBB) process.

Processes



Performance-Based Bonus calendar will be issued separately.



Phases

Each year-end process has five distinct phases: prepare, execute, review, verify and report.



The DCIPS Year-End Checklist is designed to assist you in tracking required actions during each of the different phases of the processes. Each phase is further broken down to three general categories: general, performance-management specific or performance-based bonus program specific actions. The checklists highlight each of these categories within each phase.

Refer to the *DCIPS Performance Management Handbook*, *DCIPS Managing Pay Pool IDs In DCPDS*, the *Year-End Performance Evaluation Guide*, the *Performance-Based Bonus Program Technical Guide* or pertinent policies for more detailed information (<http://www.dami.army.pentagon.mil/site/dcips/LC-ER.aspx>).

Guidance pertinent to various portions of this checklist will be issued as processes used during the year are refined and confirmed.



Actions for Phase 1: Prepare			
General Preparation			
	Action	Reference (if applicable)	Timing
<input type="checkbox"/>	Identify Data Administrators (Command, Sub Command, Organizational Levels)		July
<input type="checkbox"/>	Complete appointment letters and non-disclosure agreements for Data Administrators		July
<input type="checkbox"/>	Ensure Data Administrators have appropriate systems access		July
<input type="checkbox"/>	Ensure Data Administrators complete on-line or classroom training		July-August
<input type="checkbox"/>	Determine Bonus Group ID (Pay Pool ID) naming convention	DCIPS Managing Pay Pool IDs In DCPDS Guide	July
<input type="checkbox"/>	Create Bonus Group IDs (Pay Pool IDs)	DCIPS Managing Pay Pool IDs In DCPDS Guide	July
Performance Management Preparation			
	Action	Reference (if applicable)	Timing
<input type="checkbox"/>	Validate Rating Hierarchy in DCPDS and PAA Tool		July
<input type="checkbox"/>	Ensure properly executed delegation of Command PM Performance Review Authority (PRA) IAW revised AP-V 2011, dated July 2011, if responsibilities are to be performed by someone other than the Commander of the ACOM. DRU, ASCC, or the AASA.		July
<input type="checkbox"/>	Ensure Command PM PRA establish and appoint their respective PM PRA structure through appointment of Organizational PM PRA's, where appropriate		July



<input type="checkbox"/>	Create/update Command/Organizational Level Performance Management (PM) Supplemental Guidance and/or PM Business Rules	DoDI 1400.25, Volume 2011 and DCIPS AP-V-2011	July
<input type="checkbox"/>	Verify that all employees have MyBiz access		September
<input type="checkbox"/>	Verify that all rating and reviewing officials have MyWorkplace accounts and can view all of their employees		September
<input type="checkbox"/>	Ensure trusted agent and guest rater accounts are established as required		September
<input type="checkbox"/>	Ensure employees have approved performance plans		No later than 30 June
<input type="checkbox"/>	Ensure any adjustments to objectives have been made, approved by the Reviewing Official and communicated to employee		No later than 30 June
<input type="checkbox"/>	Create Performance Management Structure (i.e. PM PRA) and notify employees as early as is practicable, but no later than 90 days before the end of the rating cycle		No later than 30 June
Performance-based Bonus Program Preparation			
	Action	Reference (if applicable)	Timing
<input type="checkbox"/>	Create Bonus Group Structure Identify Bonus Group Manager(s) and/or Bonus Board Members and alternates		July
<input type="checkbox"/>	Assign Bonus Group IDs (Pay Pool IDs) to employees	Managing Pay Pool IDs Guide	July
<input type="checkbox"/>	Communicate Bonus Group Information to Employees		September