DCIPS INTERIM
Issue 22

Empower Your Employees
The EYE of DCIPS

December EYE Newsletter 2010

Happy Holidays & Best Wishes for the New Year!

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From the Desk of Ms. Yolanda Watson, HQDA DCS, G-2 Director, Intelligence Personnel Management Office – *DCIPS - The Way Ahead Conference in Southbridge*

Season's Greetings and Happy Holidays:
I hope each of you is making plans to take some much deserved time off over the holidays and spend time with family. There is a lot to be thankful for this season, so enjoy your time.
I would like to take this opportunity to share some important information on DCIPS - *The Way Ahead* conference in Southbridge, MA this January. The Under Secretary of Defense for Intelligence (USD(I)), Human Capital Management Office (HCMO) has extended an invitation to Department of Defense (DoD) Intelligence Community (IC) personnel to attend a one-week conference from January 4th -7th and then repeated again January 10th -14th , 2011 at the DoD Executive Management Training Center in Southbridge, MA.
The Intelligence Personnel Management Office (IPMO) staff and I are participating in this conference along with: DCIPS change champions, strategists, trainers, Command HR and CHRA members, communication managers, and other's serving roles in the DCIPS Transition. As well, my team and I will facilitate an Army-specific Break Out session. We currently have 71 attendees representing G-2, ASA (M&RA), OGC, HQDA G-1, and Functional and HR staff within Commands.
The purpose of this event is to have an informative and productive conference with community collaboration and information exchange, as we move forward with the DCIPS Transition as a Defense Intelligence Enterprise and separately as an Army and Army Intelligence Community.
Some of the topics to be covered are:

- **DCIPS – Where We Are…Where We are Going** by Elizabeth Hoag, Deputy Director for Personnel, HCMO,
- **Evaluation Update - What We Heard…What We are Doing** by James Seacord, Deputy Director For Readiness, HCMO,
- **Staffing and Pay Setting** by Donna Green, Senior Strategist for Personnel Policy, HCMO and Gary Cunningham, Senior Compensation Strategist, HCMO.

There are also several conference Break Out sessions where many topics will be discussed, such as Training and Awards and Recognition. The Army Break Out session will include collaborative discussions, as well as shape "future perfect" as Army continues to formalize and finalize the strategy and timeline for Army DCIPS transition to the GS-like Structure.
I am excited about this collaboration opportunity to shape the transition and way forward of DCIPS.
Stay tuned for more information in the coming weeks!

Sincerely,
Yolanda Watson

Joint Duty Program and Performance-Based Bonus Program:

In consideration of employees transferring between DCIPS components and on Joint Duty Assignments please remember the following criteria:

In accordance with USD(I) Memorandum, "Defense Civilian Intelligence Personnel System (DCIPS) Performance Management Year-End Guidance for the 2009-2010 Performance Cycle," dated July 2,2010, employees who transferred from a DCIPS Component on or after July I, 20I0 will be considered in the pay pool/bonus pool of the gaining DCIPS Component using the closeout/early annual performance evaluation from the previous DCIPS Component.

Also in accordance with the memorandum cited above, employees who served, or are serving, on Joint Duty Assignments on or after July I, 20I0 will be considered for a PBB by the gaining DCIPS Component. DCIPS employees who are serving in a non-DCIPS organization will be considered for a Performance- Based Bonus (PBB) or other award under the rules in effect for that organization.

-> Joint Duty Program Participant Criteria:

- Applicant must be in a position at the Pay Band 3 Full Performance level or above, to include DISES/DISLs
- Assignment(s) must be at least 12 months long (179 days if in a combat zone)
- Applicants must have performance rating of ***Successful***, its equivalent, or above. To get joint duty credit the position must be at the GS-13 level (or equivalent) or above
- Applicants must fill the position for at least 12months:
  - 179 days or more in a designated combat zone will satisfy the 12 month minimum requirement for joint duty

A companion Joint Leadership Development Program is currently under development and will be a key part of the joint duty program. Additional information is available on the DNI joint duty website at: https://www.icjointduty.gov

What is the DCIPS Lifecycle?

The Army G-2, Intelligence Personnel Management Office (IPMO) develops policy and programs for the Human Capital lifecycle or the DCIPS enterprise personnel system in support of the Army. This includes the following six components-

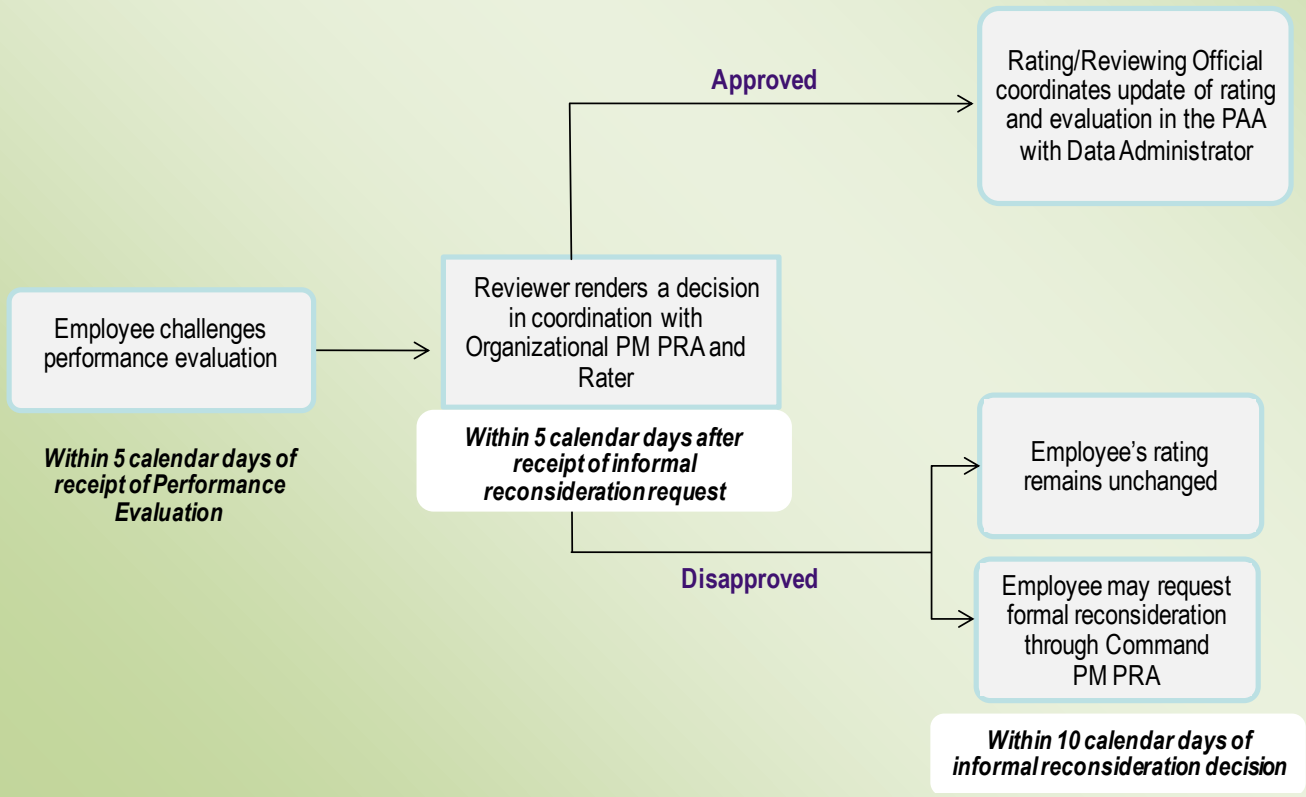
1. **Structure**: includes Position Management, Position Alignment and Classification
2. **Acquisition**: includes Recruitment and Placement i.e., recruitment into DCIPS and placement within DCIPS.
3. **Professional Development**: includes Training and Career Management; i.e., Career Program 35.
4. **Program Evaluation**: includes assessing DCIPS program efficiency.
5. **Sustainment**: includes Compensation; Retention Tools; Performance Management, Employee Grievance and Adverse Actions
6. **Separation**: includes Adjustment in Force.

DCIPS Performance Evaluation Administrative Reconsideration Process:

The Administrative Reconsideration process is the exclusive process by which DCIPS employees may challenge their Evaluation of Record. The Administrative Reconsideration process may not be used to challenge a midpoint review, an interim assignment report of performance, any bonus determination, or individual ratings for objectives or elements, or narrative assessments (unless required to support the Evaluation of Record).

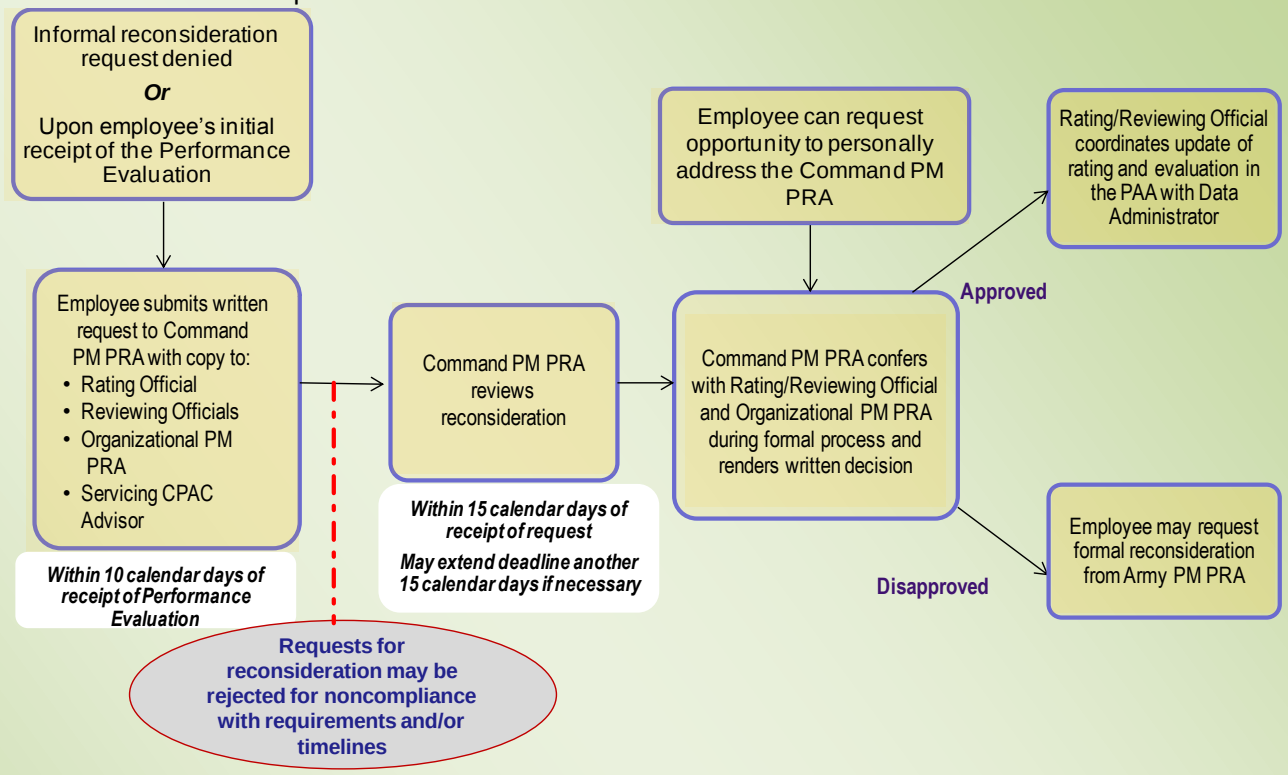
There are two separate processes for an Administrative Reconsideration – the Informal and Formal processes. The Informal Administrative Reconsideration is optional. Within the Formal Administrative Reconsideration there are two steps that may be pursued, in the following order: Step 1 - through the Command PM PRA and Step 2 - through the Army PM PRA. All timelines are in calendar days and must be enforced accordingly with organizations establishing a tracking mechanism to ensure compliance with set procedures and timelines.

Informal Reconsideration Process Overview:

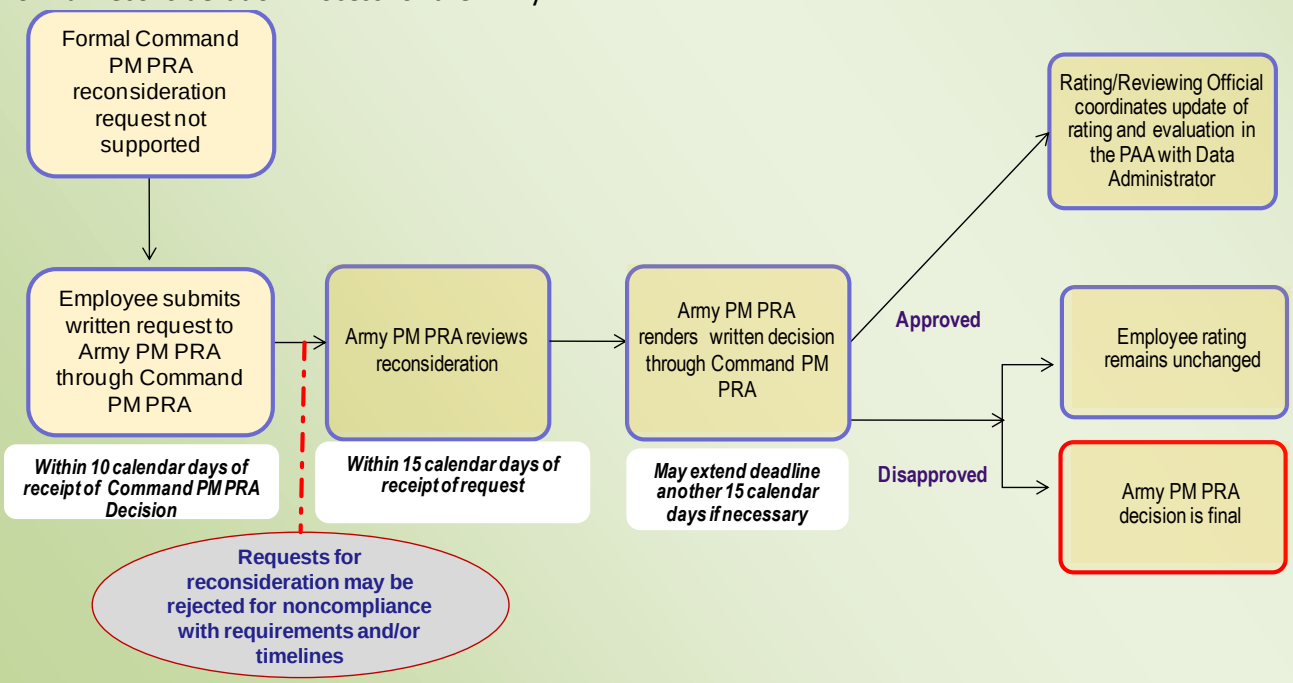


PM Administration Reconsideration Process (continued):

Formal Reconsideration process for the Command PM PRA-



Formal Reconsideration Process for the Army PM PRA –



For detailed guidance regarding the ARMY DCIPS Reconsideration process please refer to the Army DCIPS website at: **http://www.dami.army.pentagon.mil/site/dcips/SeniorLdr.aspx**

Federal Employee Pay Freeze for 2011-2012 & TLMS update:

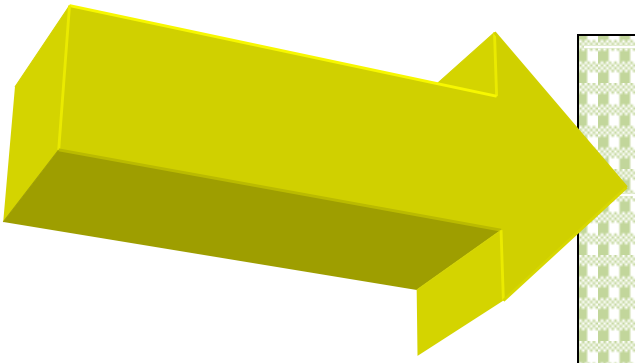
As many of you are aware, President Obama announced plans for a two-year federal pay freeze covering January 2011 through December 2012. We anticipate Congressional support on this issue over the next few days. OUSD(I) has reviewed the draft legislation and will continue to monitor the status.

Based upon the draft versions of the bill in the Senate and House, the pay freeze affects only "statutory" pay increases and Executive performance-based pay; including:

- ✓ Annual General Pay Increase (GPI) / DCIPS "Floor"
- ✓ Local Market Supplements/Targeted Local Market Supplements (TLMS)
- ✓ Special Salary Rates (Field Adjustments at NSA)
- ✓ Executive Schedule
- ✓ Performance-based increases for Senior Executives and Senior Level employees (DISES and DISLs)
- ✓ TLMS would also be frozen if special salary rates are frozen

Types of pay that are unaffected based on the draft legislation include; Bonuses and other awards including Quality Step Increases (QSIs), Within-Grade Increases / Periodic Increases, and Performance-based salary increases for National Geospatial Intelligence Agency (NGA). However, the Senate version caps bonus expenditures at FY2010 levels.

Effective with the first pay period of Calendar Year 2011, USD(I) issued a memo last month stating the Department will begin to phase-out the TLMS pay currently paid to Defense Intelligence employees who are assigned to non-foreign OCONUS areas. The decision is being driven by alignment to the Non-Foreign Area Retirement Equity Assurance Act (NAREAA) of 2009 and is intended to establish pay equity between Defense Intelligence and other Department civilian employees assigned to non-foreign OCONUS area. For full details regarding this as well as updates on the Federal Pay freeze as it relates to Army DCIPS employees, please visit the DCIPS website: **http://www.dami.army.pentagon.mil/site/dcips/index.aspx**



Key DCIPS Activities:

(From December 2010 – January 2011)

- **Performance Evaluations for FY10 are being communicated to Employees**
- **PBB Awards for FY10 are being communicated to Employees**
- **DCIPS Performance Evaluation Administrative Reconsideration's in progress (generally completed by the end of January for FY10)**

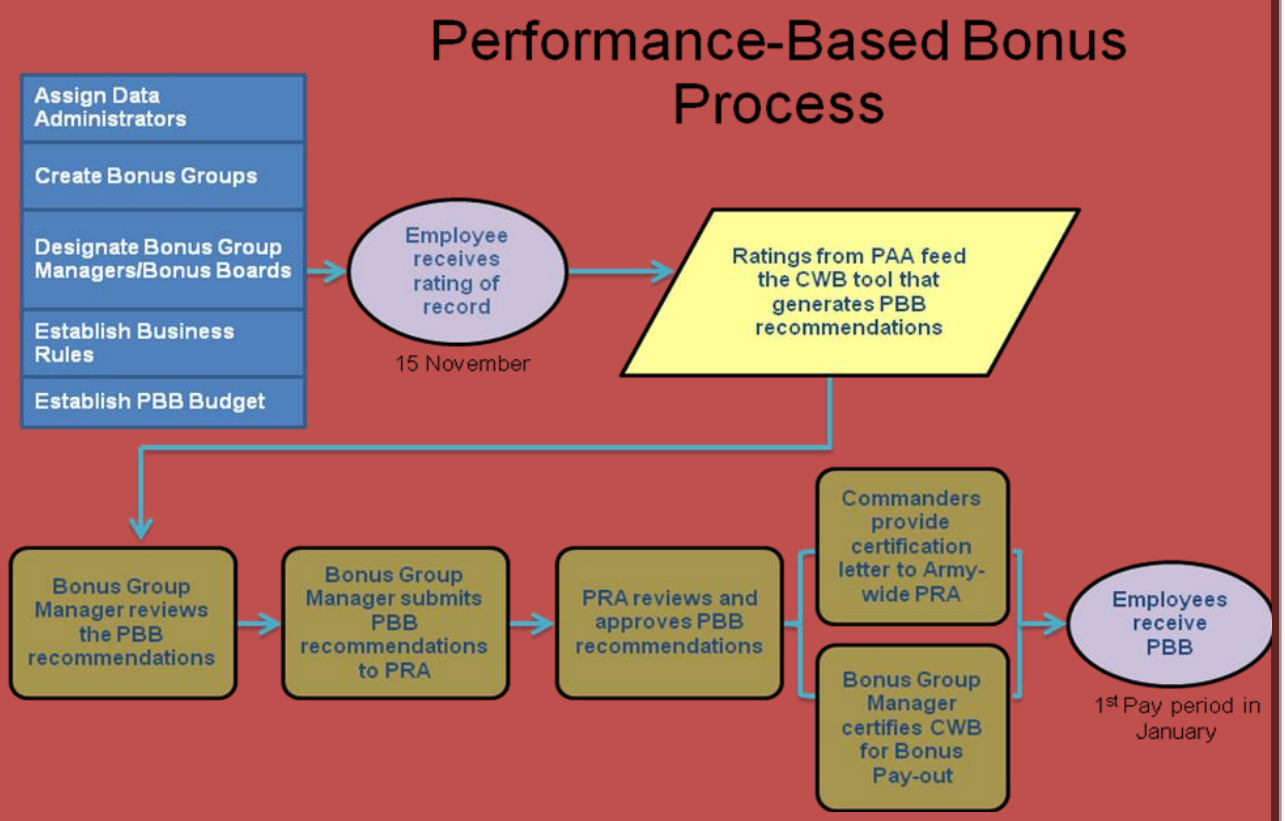
Performance-Based Bonus Program Current Activities – *Communicating Results*

The PBB Program is an interim annual performance-based rewards program linking employee performance to individual accomplishments—with the greatest rewards going to those who make the greatest contributions. Performance ratings directly affect an employee's eligibility to receive a PBB and are used to determine and distribute PBBs. Under DCIPS, an employee's performance rating (numerical value between 1 and 5) determines eligibility for a PBB.
Ratings are based on 1.) The impact to the Agency mission 2.)The individual accomplishments via performance objectives, and 3.) How well employees execute their objectives as measured by performance elements.

During this phase of the PBB Program cycle, FY10 award decisions for DCIPS employees who meet or exceed successful ratings of at least 2.6 should be completed by 17 December with Commander certification to the Army G2. Rating officials are responsible for communicating approved PBB decisions to their employees and are welcome to use the Employee Feedback Form generated with the use of the Compensation Work Bench. Performance Based Bonuses are to be effective the 1st pay period in January 2011.

Supervisors: if possible, please make sure to hold your PBB discussion with your employee's in-person and use the CWB Paysheet in which to guide your award discussion.

The following graph depicts an overview of the PBB Program process. For more information on this and other PBB guidance, please visit the DCIPS website here:
http://www.dami.army.pentagon.mil/site/dcips/index.aspx



Career Program 35 Intelligence and Security Training Topics:

Security Training- Security Professional Education Development (SPēD) Program

In an effort to *"Develop the workforce; Attract, develop, and retain a diverse, results-focused and high performing workforce capable of providing the technical expertise and exceptional leadership needed to address our nation's security challenges," (*National Intelligence Strategy Objective 6) the Department of Defense (DoD) Instruction 3305.13, *DoD Security Training* was issued on December 17, 2007. This training establishes policy, standards and procedures and assigns responsibilities for the conduct of DoD security education, training and professional development. It establishes the DoD Security Training Council (DSTC) as an advisory body on DoD security training that reports to the Defense Intelligence Training and Education Board.

Army is actively participating in this important program. We are represented at the senior level on the DSTC by the G-2 Senior Security Advisor. This instruction establishes and designates the Security Professional Education Development (SPēD) Program as the DoD-level security training program.

To date, Army Subject Matter Expert representatives have collaborated to identify the core knowledge, skills, and abilities associated with the major competencies required by today's DoD security workforce. These skills and competencies have been collated and analyzed to define the training needs for security specialists as well as generalists within the DoD. The Army Civilian Training, Education, and Development System (ACTEDS) plan for Career Program 35 (CP35) will be updated to reflect competencies that are aligned with this certification program. For more information in this program, please visit:
http://www.dami.army.pentagon.mil/site/seta/SPeD.aspx

Academic Degree Training Package (ADT) Overview

How to Apply for ADT: Army Civilian Training and Education System (ACTEDS) Career Program-35 (CP35) funds will not pay for college courses leading to a degree, unless you are on an approved Academic Degree Training Program. ADT approval is not automatic, but is a competitive process. Careerist may apply competitively for the use of CP-35 ACTEDS funds to fund an ADT using the following checklist:
http://cpol.army.mil/library/train/catalog/pkt_adt.html and, in following the guidelines located in Chapter 4 of the ACTEDS Catalog: **http://cpol.army.mil/library/train/catalog/toc.html.**

Please ensure employee requests meet the criteria and is assembled according to the checklist. The checklist serves as a guide for completing and assembling the nomination package.

Starting in December 2010, CP-35 will conduct ADT boards twice a year for ADT submissions. The remaining suspense date for nominations for the FY 11-12 academic year for ADT packets is May 30, 2011. NOTE: *Packets must be submitted to the CP-35 Functional Chief Representative point of contact by the suspense date to ensure timely submission of ADT packets. Applications submitted in May should not request a school start date prior to October 2011. This will allow time for the staffing of the ADT packet.

ELIGIBILITY: Employees with less than 3 years of Federal Government Civilian service are not eligible to apply for ADT. Nominees must be serving in or registered in a career program with career status appointments; Schedule A - excepted appointments without

Who	Task	Activity	Approximate Time Frame
Applicant	Completes Application packet with all supporting forms, listing Supervisor as POC	Forwards packet to Supervisor	Upon acceptance but NLT 140 days prior to start of class
Supervisor	Supervisor reviews, concurs, completes Utilization Plan, signs Application Form	Forwards packet to ACPM. If no ACPM, Supervisor forwards to MCPM	
Activity Career Program Manager (ACPM)	Reviews packet, signs Application Form, and other applicable CP Forms	Forwards to MCPM	NLT 120 days prior to start of class
MACOM Career Program Manager (MCPM)	Reviews packet, signs Application Form and other applicable CP Forms	Forwards to FCR	NLT 90 days prior to start of class
Functional Chief Representative (FCR)	Reviews, Endorses via competitive process and approves use of CP funds, and other applicable CP Forms	Forwards to G-37/TRV (Civilian Training and Leader Development Division)	NLT 75 days prior to start of class
G-37/TRV	Reviews for completeness, develops internal tracking for accountability, certifies funds available	Forwards to Assistant Secretary, Manpower and Reserve Affairs (ASA(M&RA))	NLT 60 days prior to start of class
ASA (M&RA)	Reviews, approves, forwards to G-37/TRV for processing and management	G-37/TRV notifies FCR. FCR notifies MCPM, ACPM, and Applicant. FCR POC enters Applicant in RASS, notifies Applicant. Applicant initiates SF 182 in	SF 182 must be certified by G-37/TRV Budget preferably 30 days PRIOR to start of training

time limitation; or accepted appointments in the DCIPS. In addition, nominees must have a minimum of three years service in any one or a combination of such appointments.

Additionally, it is highly recommend that you explore the use of agency funding while awaiting the ADT process to complete. Packets recommended for approval will continue through the process. Applicants will be notified of the final disposition of their request. See the "At-a-Glance" Chart to the left in which to outline the Staffing Process.

If you have additional questions, please feel free to contact the Functional Chief Representative (FCR) point of contact (Ms. Sharon Fowler) at 703-695-3661; (DSN 225-3661). Or visit the DCIPS website.

DCIPS Calendar of Events

Please remember to periodically check the *Calendar of Events* found on the Army DCIPS website. There you can find all Army Special Events including Town Halls, key PM dates, training, brown bag meetings, Teleconferences as well as holiday schedules. Please be sure to check out this link to find the most up-to-date DCIPS information!

http://www.dami.army.pentagon.mil/site/dcips/Calendar/DcipsCalendar.aspx

Expiration of the DCIPS Personnel Interchange Agreement Update:

The flexibilities offered under the DoD/ Office for Personnel Management (OPM) DCIPS Personnel Interchange Agreement (IA) expired on 30 September 2010. Upon the completion of the OPM and the Department's comprehensive review, the DoD decision is not to pursue an extension. The DoD CARE office has confirmed that Army, Navy, AF and DSS DCIPS employees that participate in the DoD Priority Placement Program are still eligible to register, and if the DCIPS employee has previous Title 5, personal competitive status they are eligible to register for Title 5, Competitive Service positions.

The following bullets outline the impacts to DCIPS Components;

- Components may continue to appoint candidates from any source, to include competitive service, using DCIPS title 10 appointing authority per DCIPS Volume 2005
- DCIPS employees may compete for competitive service positions advertised "all sources"
- DCIPS employees with personal competitive status may compete for competitive service positions restricted to "status candidates" for which they are otherwise eligible
- Unless their component is excluded from participation, DCIPS employees may, when appropriate situations warrant, register for excepted service positions in the PPP
- DCIPS employees with personal competitive status may also register for competitive service positions in the PPP at levels (or grades) no higher than those for which they are eligible for reinstatement in the competitive service

For DCIPS Fact Sheets regarding the IA and Excepted Service, please visit the DCIPS website : **http://dcips.dtic.mil**

DCIPS Helpful Hints and Resources

Performance Management Resources & Guides:

- **Supplementary Online Training for Supervisors - Writing Performance Objectives** (http://odni.touch-point.net/)
- **DCIPS Performance Appraisal Application (PAA) Quick Guide for Employees** (http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/PAA%20Quick%20Guide%20for%20Employees.pdf)
- **DCIPS Performance Appraisal Application (PAA) Quick Guide for Rating Officials** (http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/PAA%20Quick%20Guide%20for%20Rating%20Officials.pdf)

Remember to visit the **Army DCIPS** website on a regular basis. We will post all updates pertaining to the DCIPS Interim period as soon as they become available.

NIPRnet: http://www.dami.army.pentagon.mil/site/dcips/
SIPRnet: http://www.dami.army.smil.mil/site/dcips
JWICS: http://www.dami.ic.gov/site/dcips