

Short on Time? Read this:

This is a special edition EYE Newsletter and contains important Year End Closeout information on the 2010 Performance Evaluation Period.

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Maintaining Rater Consistency

In an effort to continue to promote a performance culture and maintain consistency among Raters and Reviewers for DCIPS employees, please remember the following tips:

- Understand work levels and appropriate expectations at each level to write performance objectives and use the SMART (specific, measurable, achievable, relevant, and time-bound) format when creating objectives.
- Make sure employees are rated against the established performance standards and agreed upon performance objectives and not other employees.
- All participants should understand the Reviewer's role in the appraisal process and that the Reviewer ultimately owns the rating. If the rating is changed, the Reviewer needs to provide detailed feedback to the Rater.
- Inflating ratings within your organization will have a direct impact on the perception of fairness and allocation of payouts. Inflating ratings penalizes the truly high-performers, and can prevent them from receiving rewards that are commensurate with their accomplishments.
- Making meaningful distinctions among levels of performance is what results in meaningful distinctions in rewards.



Key 2010 Performance Management Milestone Dates

1 OCT 2010	NLT 15 OCT 2010	NLT 30 OCT 2010	NLT 30 OCT 2010	NLT 15 NOV 2010
<ul style="list-style-type: none"> • 2010 - 2011 Performance Management Cycle Begins 	<ul style="list-style-type: none"> • Employees Submit Self-Report of Accomplishments 	<ul style="list-style-type: none"> • Rating Official Completes the Performance Evaluation in the PAA Tool 	<ul style="list-style-type: none"> • 2010/2011 Performance Plan Created in PAA Tool • Individual Development Plan (IDP) is Set 	<ul style="list-style-type: none"> • Reviewing Officials Review Draft Performance Evaluations • PM PRA Review Performance Evaluations & Finalize Ratings

Note: Pursuant to Army Policy Volume 2011, Performance Management, Reviewing Officials must ensure that all performance evaluations are ready to allow Performance Management Performance Review Authority (PM PRA) to complete their review by 15 November 2010.

■ 2010 Performance Period Activities ■ 2011 Performance Period Activities



Completing Evaluations in the Performance Appraisal Application (PAA) Tool

It is important to remember as the 2010 performance management cycle comes to a close that employees should write to each Performance Objective (PO) and each Performance Element (PE) in order for Rating/Reviewing officials to provide an annual rating which takes into account the employees self-report of

accomplishments. Employees and supervisors should be completing their evaluation of “what” was accomplished and “how” it was accomplished. Employees should complete a self-report of accomplishments and supervisors will complete narratives and provide ratings for both POs and PEs. Each PO and PE on which an employee is being evaluated is rated from 1-5; 1 (Unacceptable), 2 (Minimally Successful), 3 (Successful), 4 (Excellent) and 5 (Outstanding). For FY2010, an employee’s overall performance rating combines the equally weighted averages of PO and PE

ratings to determine the final overall evaluation of record.

Employee Notice: Maintaining Security in the PAA tool

To avoid critical data spills, please make sure to **NOT** put classified information within PAA as this tool is not hosted on the JWICS network.

Rating/Reviewing Officials should use the PAA tool in which to acknowledge, rate, then send back to the employee within the tool. Reviewing Officials must ensure not to approve the performance evaluations in the PAA until after the PM PRA review has been completed.

Upcoming Performance Management Activities: Individual Development Plan (IDP)

An IDP is defined as a written document used to help employees plan and chart goals for career development that extends beyond their current needs and roles. An IDP is one of the components of the performance plan similar to the objectives/elements. In accordance with AP-V 2011 the IDP must be approved no later than 30 days after the commencement of the performance period (i.e., 30 OCT). Employees are to complete an IDP providing input to their developmental needs that will promote better performance in the workplace. The IDP is “owned” and driven by the employee.

An IDP:

- ✓ Provides an employee the opportunity to identify career objectives, knowledge, skills and abilities needed to be successful in his/her career
- ✓ Introduces short and long term goals, identify training and learning needs, improve job performance, increase knowledge, skills and abilities
- ✓ Serves as a formal documented record of agreed upon developmental activities and planned training

Some things to consider when completing an IDP is to carefully and clearly think about desired career goals, communicate goals with your supervisor then create a plan of action for achieving these objectives. An IDP is a valuable tool for confirming achievements and overall established career goals.

The IDP can be completed online in the Civilian Human Resources Training Application System (CHRTAS) <https://www.atrs.army.mil/channels/chrtas/student/logon.aspx?caller=1> Army Employees that do not have access to CHRTAS should contact their Commands DCIPS Transition Manager or servicing Civilian Personnel Advisory Center for offline IDP options.

Performance Evaluation closeout step-by-step process in PAA

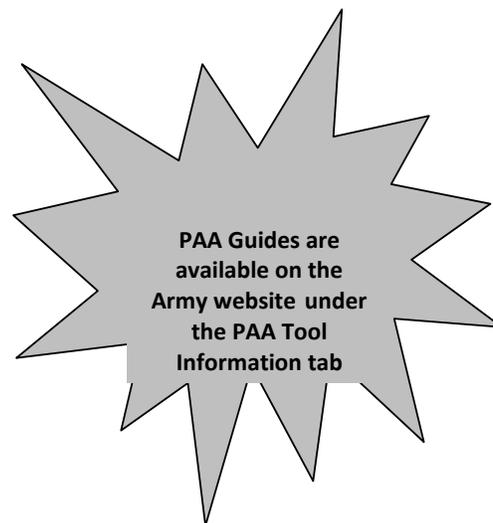
The Performance Appraisal Application (PAA) tool is the system of record to document the DCIPS Performance Management process. It is critical that the ratings of record are contained in the PAA to facilitate and support the Performance-Based Bonus Program and awarding and payment of bonuses.

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





6. Select the **Approvals and Acknowledgments tab**.
7. In "Step 1: Rating Official - Request/Document Higher Level Review," select the "Approve" link.
8. Rating Official selects **Option A** in the PAA to transfer the appraisal to the Reviewing Official/Higher Level Reviewer for review and approval
9. Option B should only be used by Rating Official after PM PRA has completed the statistical review and has written authorization to approve evaluations on behalf of the Reviewing Official



Last year, a group of about 120 employees, supervisors, and leaders of Army HQDA, G-2 participated in a test DCIPS performance management cycle to help identify and apply key lessons learned that could be shared across the Army DCIPS community. The test or beta cycle included all phases of the DCIPS performance management cycle, with the exception of the midyear review. This included setting performance objectives and completing an abbreviated performance evaluation cycle to include employee self-report of accomplishments (SRA), Rating and Reviewing Officials' evaluations of employee performance, and a simulated Performance Management Performance Review Authority (PM PRA) official review session. In addition, a pay pool process was completed and those lessons learned will be shared in the EYE at a later date.

DCIPS BETA Group Update:

BETA Key Lessons Learned

Keep in mind the following lesson's learned information as you closeout the performance evaluation period and begin setting new performance objectives for the next fiscal year.

EMPLOYEES

- Prepare well-written SRAs with performance examples to demonstrate accomplishments more effectively and assist rating officials in accurately evaluating performance
- Covert employees must use the 2906-D Forms document of the PAA Tool if unable to access systems electronically; other employees may choose to use offline version as back-up measure

RATING OFFICIALS

- Engage with employees to write SMART performance objectives that link to organizational goals
- Prepare well-supported employee ratings with accurately written appraisals to provide the reviewing officials with clear, transparent information for ratings review

REVIEWING OFFICIALS

- Ensure rating consistency across your rating officials and require written justification for ratings to assist PM PRA members with appraisal review, if necessary

LEADERS

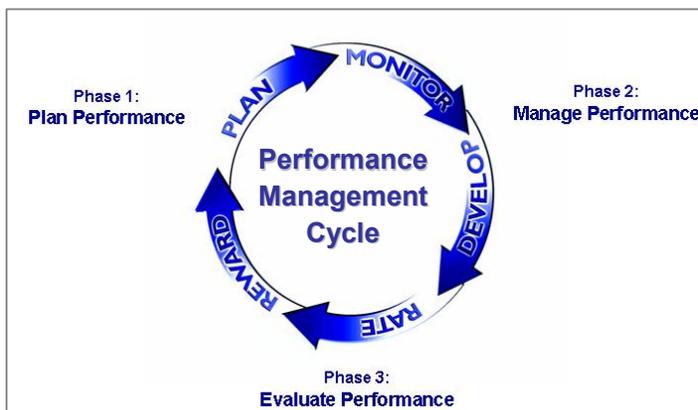
- Ensure employees, rating, and reviewing officials complete requirements on time to meet DCIPS policy requirements in accordance with command guidance
- Set the tone that reviewing and rating officials must apply DCIPS performance standards and rate consistently across organization
- Designate dedicated and trained data administrators, with super-user access to the PAA Tool, to support the needs of the PM PRA and bonus group processes



2011 Performance Management Cycle

performance management cycle for Fiscal Year 2011: (1) **Plan**, (2) **Monitor**, (3) **Develop**, (4) **Rate**, and (5) **Reward**. Currently, Army is in the Plan phase of the Performance management cycle. Army DCIPS employees must complete specific activities in the Plan phase NLT 30 October 2010.

In the Plan phase, employees collaborate with their supervisors to develop three to six performance objectives and an IDP that outlines their developmental goals for the performance evaluation period. Employees and their supervisors also discuss performance elements and how they relate to their performance objectives.



Phase 1: Plan Roles & Responsibilities		
Employee	Rating Official	Reviewing Official
<ul style="list-style-type: none"> Collaborate with the rating official (usually their supervisor) to develop 3 – 6 relevant performance objectives and IDP Provide perspective and input on assignments Be fully committed to accomplishing their performance objectives 	<ul style="list-style-type: none"> Define employee roles and responsibilities Collaborate with the employee to develop 3 – 6 relevant performance objectives and IDP Communicate organizational mission 	<ul style="list-style-type: none"> Approve employee performance objectives and IDP

DCIPS Performance Objectives Repository

ODNI has created the Exemplar Objective Repository, a Performance Objective database that provides samples of well-written performance objectives from various positions throughout the IC. This database provides users with strong examples to assist in developing objectives for employees. This is a “live” database in which exemplar objectives will be continuously added. Army DCIPS employees can use this repository to assist in writing of performance objectives this month.

https://www.intelink.gov/inteldocs/action.php?kt_path_info=ktcore.actions.document.view&fDocumentId=237727

DCIPS Helpful Hints and Resources

Performance Management Resources & Guides:

- **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>)
- **Employee Self-Report of Accomplishments Overview**
http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/Employee%20Self-Report%20of%20Accomplishments%20Overview_Sep10.doc
- **Supplementary Online Training for Supervisors - Writing Performance Objectives** (<http://odni.touch-point.net/>)

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>