

MARCH 2011 EYE Newsletter

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Did you *Know*?

- St. Patrick's Day was originally a religious holiday to honor St. Patrick, who introduced Christianity to Ireland in the fifth century. St. Patrick's Day has evolved into a celebration for all things Irish.
- The world's first St. Patrick's Day parade occurred on March 17, 1762, in New York City and featured Irish soldiers serving in the English military. This parade became an annual event, with President Truman attending in 1948. Congress proclaimed March as Irish-American Heritage Month in 1995, and the President issued a proclamation commemorating the occasion each year.
- There are 36.9 million U.S. residents who claimed Irish ancestry in 2009 according to the US Census. This number was more than eight times the population of Ireland itself (4.5 million). Irish was the nation's second most frequently reported ancestry, trailing only to German.
- The shamrock signified the First Division of the Second Corps of the Army of the Potomac in the American Civil War, which contained the Irish Brigade. It was red as were all of the division insignia of that corps and can still be seen on the regimental coat of arms of "The Fighting Sixty-Ninth."
- According to the Guinness Book of World Records, the highest number of leaves found on a clover is 14.
- Legend says that each leaf of the clover means something: the first is for hope, the second for faith, the third for love and the fourth for luck.



Hope You Enjoyed Your St. Patrick's Day!

WELCOME to the Army Defense Civilian Intelligence Personnel System (DCIPS) EYE



Newsletter. The EYE is your key source in finding the most up-to-date and valuable information for Army Human Capital and DCIPS topics. The editors of the DCIPS EYE Newsletter continually strive to provide information to Army DCIPS employees, managers, and supervisors that is informative, relevant and interesting to read. Therefore, we encourage you to share your opinions, ideas, and suggestions on how to improve the

EYE. Please forward comments to the DCIPS Mailbox; DCIPS@mi.army.mil. Also, if you have general DCIPS questions for the Intelligence Personnel Management Office (IPMO), please use the same e-mail address above to forward your questions. All correspondences should have the name and contact information of the originator in the event there is a need to reach the author for additional information. We are looking forward to an exciting 2011 as we shape DCIPS and the way ahead.

Sincerely,
Army G-2 IPMO



Continuation of DCIPS Interim Guidance:

As previously reported to Congressional committees in August 2010, the Secretary of Defense will NOT proceed with plans to link Defense Intelligence employee's base pay increases to performance. On 31 December 2010, restrictions on pay setting authorities imposed by the National Defense Authorization Act (NDAA) FY2010 expired. There are no plans for new restrictions to be imposed, and this will not have any immediate effect on the DCIPS workforce.

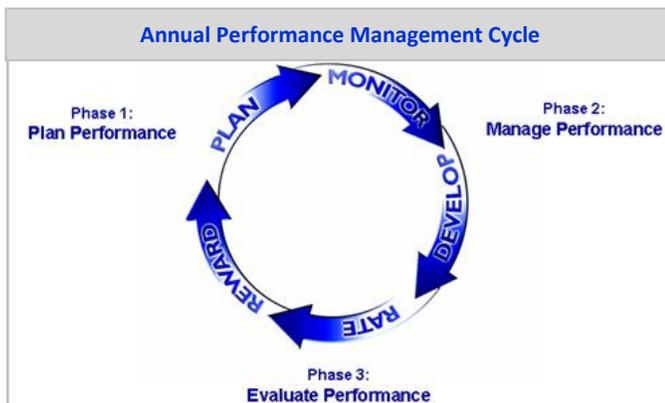
As cited in the 22 December 2010 USD(I) memo titled, *Continuation of DCIPS Interim Guidance*, DCIPS INTERIM policies developed to implement the NDAA FY2010 requirements will remain in effect until replaced by final revised DCIPS Policies. Updates will continue to be posted within the newsletter as the development of the future DCIPS framework and policies progress.

Rules created for the DCIPS INTERIM period will remain in effect until components transition to a graded structure. Please visit the following USD(I) link here for more information: <http://dcips.dtic.mil/documents/Fact%20Sheet%20-%20DCIPS%20and%20the%20NDAA%20for%20Fiscal%20Year%202010%20Overview%2015%20Jan%2010.pdf>

Midpoint Performance Review Process-

It is that time of year within the Performance Management annual cycle where the Midpoint process occurs. A **Midpoint Performance Review**, according to Army Policy Volume 2011, is a mandatory review of employee performance conducted by their Rating and Reviewing Official approximately midway through the performance evaluation period. This is the time for DCIPS employees and Managers/Supervisors/Rating Officials to come together to evaluate current employee progress, provide feedback, and make possible adjustments if necessary. Employees should also complete a Self Report of Accomplishments called a Self Assessment located within the **Performance Appraisal Application (PAA) Tool** during the Midpoint of the performance evaluation period. Midpoint Performance Reviews for FY 11 should generally occur between **1 March and 30 April 2011**.

Within the Manage Performance Phase (Phase 2) of the Performance Management Cycle (PM Cycle) monitoring and development activities occur between Army DCIPS employees and Rating and Reviewing Officials. During this phase, employees should engage in one or more performance discussions with their rating official. In general, it is a good idea for employees to keep a record of their accomplishments made throughout the performance management cycle for use when preparing Midpoint and year-end assessment forms.



At the midpoint of the performance period, the following actions take place:

- ✓ Employees verify their accomplishments against each Performance Objective and Performance Element to date and assess their performance on the Self Assessment form within the PAA Tool.
- ✓ Rating Officials provide their assessment of employee performance for each Performance Objective and Performance Element within the same form in the relevant area in the PAA.
- ✓ Rating Officials specifically address areas where the employee needs improvement and documents areas for development.



Army DCIPS Roles and Responsibilities are expected during the Phase 2 (Managing Performance) of the PM Cycle:

ROLE	ACTIVITY
Employee	<ul style="list-style-type: none"> • Maintain personal records of achievement • Complete Midpoint self-report of accomplishments • Engage rating official in ongoing performance feedback discussion(s) • Update PAA Tool to address each objective and provide examples for each element
Rating Official - Manager/Supervisor	<ul style="list-style-type: none"> • Document achievements • Engage employee in ongoing performance feedback discussions • Provide employee with a Midpoint review
Reviewing Official - Manager/Supervisor	<ul style="list-style-type: none"> • Ensure Rating Officials provide employees feedback and have completed a Midpoint review
PM PRA (Performance Management Performance Review Authority)	<ul style="list-style-type: none"> • Does not apply at this time since only narrative feedback is provided during Midpoint and no ratings are given

Rating and Reviewing Officials are encouraged to use the employee's Midpoint self assessment during the Midpoint; especially where the employee's input differs from the Rating Officials. Rating and Reviewing Officials should apply the following guidelines during the Midpoint Review:

SUPERVISOR GUIDELINES: Midpoint Review	
	✓
Last year's reviews – If previous comments or disciplinary acts are still applicable, they should be identified and discussed.	
Ongoing feedback – Revisit the feedback given and determine if the employee has acted on it.	
Honest assessment – The only way an employee knows they are doing a good job is if they receive honest assessment and encouragement.	
Performance focus – Supervisors must rate employee based on observed facts, not abstract conclusions or assumptions based on personality. Supervisors should discuss with the employee the progress that the employee has made toward achieving their objectives.	
Review Current Performance – Be sure to examine current performance plans of your Army DCIPS employees and make any needed revisions based upon changes in the mission since by beginning of the performance evaluation period.	

The Midpoint review is a good time for employees (and their supervisors) to review performance objectives set at the beginning of the cycle to ensure that they are still applicable and does not require adjustments, as well as goals set in the Individual Development Plan (IDP). Therefore, Army DCIPS employees are encouraged to contribute to the Midpoint review by providing a self-report of accomplishments within the PAA Tool. In addition, employees should also consider how they are performing by reviewing performance elements and competencies for their work category and work level.

Also, please remember the weighting of objectives vs. elements has changed in the FY11 Performance Cycle. Army DCIPS employees Performance Objectives now account for 60% of their final evaluation of record and Performance Elements account for 40% of their final evaluation of record.

Army DCIPS employees should consider the following points and be sure to discuss them at the Midpoint Performance Review with their supervisor:





- ✓ *Accomplishments and how they correlate to goals in an employee's performance plan*
- ✓ *Barriers/obstacles that are job-related and prevent an employee from reaching their full potential*
- ✓ *Additional responsibilities an employee can take on to help the organization succeed*
- ✓ *Training opportunities that are of interest for an employee*



Army DCIPS Employees: Upon request from your Rating and/or Reviewing Official please update your Performance Objectives as necessary. Otherwise, Army DCIPS employees must complete their Self Assessment within the PAA Tool during Midpoint by following the information provided in this Quick Guide.

<http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/PAA%20Quick%20Guide%20for%20Employees.pdf>

Managers/Supervisors/Rating Officials: Please review your Army DCIPS employee's Performance Objectives to ensure they are still accurately aligned to their position description and reference the following Quick Guide on how to complete a Midpoint review within the PAA Tool.

<http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/PAA%20Quick%20Guide%20for%20Rating%20Officials.pdf>

Reviewing Officials: Please reference the following Quick Guide on how to complete a Midpoint review within the PAA Tool.

http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/PAA%20Quick%20Guide%20for%20Reviewing%20Officials_Higher%20Level%20Reviewers.pdf

Note: If at anytime during the performance evaluation period an employee is rated as "Needs Improvement" the Rating Official should consult with the employee's servicing Civilian Personnel Advisory Center for assistance on how best to deal with the employee's performance.

Please check the following Intelligence Community Performance Standards link to ensure your Objectives are aligned during Midpoint. http://dcips.dtic.mil/documents/IC_Performance_Standards_23Apr09_Final.pdf

How does my performance impact the mission?

DCIPS is a DoD Enterprise Intelligence Community (IC) Human Capital system. At the core, DCIPS is a universal Performance Management (PM) system that aligns employee objectives with Mission goals. In addition, DCIPS promotes a Performance Culture and establishes an occupational structure that supports movement across the enterprise IC. DCIPS also standardizes bonus processes tied to performance based on the annual DCIPS performance cycle including bonuses and Quality Step Increases (QSIs).

Army DCIPS employees must see themselves and their performance as enabling Mission accomplishments. Therefore





employee performance impacts awards, recognition and retention as well as assignments and promotion decisions. Instituting a Performance Culture will help to attract, retain and reward the workforce who is supporting the Mission and embraces the Human Capital lifecycle.

Performance has 4 key elements that align to the Mission:

1. Goals cascade from Army to individual level
2. Relationships are clear and transparent
3. Responsibility is understood and accepted
4. Results are demonstrated and measurable

DCIPS Resources Key Links

General:

- **USD(I) Defense Civilian Personnel System (DCIPS)**
<http://dcips.dtic.mil/index.html>
- **United States Army Civilian Human Resources Agency (CHRA)**
<http://www.chra.army.mil/>

Performance Management Resources & Guides:

- **Supplementary Online Training for Supervisors - Writing Performance Objectives**
<http://odni.touch-point.net/>
- **DCIPS Performance Management Handbook**
<http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/DCIPS-Performance-Man-Handbook.doc>
- **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>