

March 2012 EYE Newsletter

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From the Desk of Ms. Yolanda Watson, Director, Intelligence Personnel Management Office (IPMO)



We are rapidly approaching the transition to DCIPS grades on 25 March 2012. As an Army DCIPS employee, it is important for you to understand how this transition will impact you as well as where to seek assistance if you have questions.

You should have already received your Employee Notification Letter with your grade, current base salary, and current adjusted salary. Post-transition, you may review your accurate step, salary, Notification of Personnel Action (SF-50), and last equivalent increase (LEI) information via MYBIZ **after** 11 April 2012. You will not lose pay upon transition—your pay may stay the same or increase to align to a step.

You will experience a few changes upon the transition to DCIPS grades—the most notable change is that you will be aligned to a grade and step. Please note, in addition to alignment to a DCIPS grade and step, your Army DCIPS position will continue to be aligned to the mission category, work category, work level, occupational series and title in accordance with the requirements of the final Army Policy Volume 2007 (AP-V 2007), Occupational Structure and the Transition Technical Guidance (found at:

http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/UPDATED_Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan_30Sep11_v2_02292012.pdf).

Most features of DCIPS will remain the same after transition, such as the DCIPS performance management system. Performance objectives will still be set to work levels, and you will continue to be rated against the same performance elements using the performance standards associated to your work level. If you will be changing work levels, please become familiar with the new performance objectives and performance element standards associated with your new work level.

If you are being realigned to a new work level upon transition, you will need to work with your manager/supervisor to complete a special DCIPS closeout performance evaluation immediately preceding the transition and then establish a new performance plan with your new performance objectives aligned to your new work level. If you are not being realigned to a new work level, you will be required to initiate a midpoint review and provide your Self Report of Accomplishments for your supervisor's assessment prior to transition. For more information on performance management tasks for transition and midpoint review, please refer to the "Upcoming Performance Management Tasks" article in this newsletter.

Additionally, after transition, you can file an alignment appeal following the procedures contained within the final AP-V 2007, Occupational Structure. Please refer to the article "Guidance on Filing an Alignment Appeal" in this newsletter for more information.

For more information on DCIPS policy, training, and transition guidance, please visit the Army DCIPS website (<http://www.dami.army.pentagon.mil/site/dcips/>). If you have any questions or concerns, I encourage you to contact your Command's DCIPS Transition Manager (TM). Thank you all for your continued support and commitment to Army DCIPS!

Updates to the Army DCIPS Website

Over the past few months, we worked on improving our Army DCIPS website to make it easier for users to navigate and to find DCIPS information. We are proud to announce that we have completed our redesign for our NIPR Army DCIPS website (<http://www.dami.army.pentagon.mil/site/dcips/index.aspx>).

The completed NIPR site now also includes a DCIPS archive section, a comprehensive index of EYE Newsletters, as well as an updated DCIPS Transition page which includes the final communications products for the TM toolkit.

In addition, we will continue to make any needed improvements to our NIPR website, so please provide us with your feedback by emailing us at DCIPS@mi.army.mil (subject line: Communications).

If you are a DISES or DISL, please visit the DISES/DISL page on the Army DCIPS website (<http://www.dami.army.pentagon.mil/site/dcips/DD.aspx>).

This page was recently updated to include:

- Guidance (for example: OGE Form 278 Quick Start Guide)
- Training (for example: Mandatory Training for DISES)
- SOPs, Templates and Forms (for example: Executive Development Plan Template)
- Communications (for example: SES FAQs)

Recap of the Annual DCIPS Southbridge Conference



The Defense Intelligence Workforce Management Conference, “Using Our Flexibilities to Advance the Mission,” hosted by the Undersecretary of Defense for Intelligence (USD(I)), Human Capital Management Office (HCMO), occurred on 13-17 February 2012 at the Department of Defense Executive Management Training Center in Southbridge, MA.

The purpose of this conference was to better understand the flexibilities of DCIPS and how to implement policies to support our Defense and National Intelligence mission. The conference also provided the opportunity for an informative 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.

Mr. Tim Clayton, USD(I) HCMO Director, kicked off the conference by welcoming participants and outlining the importance of achieving OUSD(I)'s priorities for DCIPS which include strategic workforce planning, professional development, and the continued evolution of DCIPS policies.

A total of 45 Army attendees participated in this conference, including the Intelligence Personnel Management Office (IPMO), Transition Managers (TMs), Command Human Resources and Civilian Human Resources Agency members, as well as others serving functional roles in the DCIPS transition. The IPMO also hosted separate Army-specific breakout sessions which included a demonstration of the DCIPS website as well a discussion on the upcoming transition to DCIPS grades and the position alignment process.

Some of the topics that were covered during the main conference plenary sessions included:

- **“Strategic Workforce Planning”** (presented by Mr. Ty Johnson, Senior Strategist for Workforce Planning, HCMO) which discussed the enterprise’s approach to strategic workforce planning and legislative reporting. Strategic workforce planning is a key initiative as the Defense Intelligence Community (IC) works to determine what competencies will be required to build a mission-focused workforce and the amount of personnel needed to support the IC’s missions (i.e., recruiting, retention, development, succession, realignment).
- **“Joint Duty”** (presented by Ms. Marilyn Hudson, Senior Strategist for Professional Development, HCMO) which included an overview of the Intelligence Community Joint Duty (JD) program, an update on the policy revisions, and the educational requirements for certification. Ms. Hudson discussed the value of the JD program and stated that the program is a tool to develop leaders and help them better understand and operate within the intelligence

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enterprise. The JD program also provides individuals with a better understanding of critical mission areas and objectives to break down barriers to collaboration. To learn more about the Army's JD program, please visit the Army DCIPS website at: <http://www.dami.army.pentagon.mil/site/dcips/LC-Sus%202010.aspx>.

- “2011 Enterprise Performance Data” (presented by Mr. James Seacord, Deputy Director for Readiness, HCMO) which provided the results of the performance appraisal, bonus and performance pay-out processes.

Army Career Tracker Update

The Army Career Tracker (ACT) has arrived! ACT is a leadership development tool that integrates training and education into one personalized, easy-to-use website. Users can search multiple education and training resources, monitor their career development and receive personalized advice from their leadership. ACT provides users with the ability to help:

- **SEARCH:** multiple resources in one easy-to-use portal
- **SEE:** accomplishments, career development opportunities, and multiple training and education resources in one location
- **UNDERSTAND:** career maps, recommendations, and upcoming development deadlines and options;
- **ACT:** registering for classes, creating professional and personal goals, and receiving personalized advice from leaders and mentors

The timeframes for spiraling into the ACT vary by Career Program (CP). All aspects of ACT are "not" available to employees whose Career Management Field or CP has not deployed. Are you wondering when your CP will be launched? Take a look at the "estimated release schedule" on the right to see when you will have full access to log in and begin taking advantage of ACT's capabilities.

Spiral 1 31 August 2011		
▪ CP 18 ▪ CP 22	▪ CP 27 ▪ CP 31	▪ CP 32 ▪ CP 34
Spiral 2 18 February 2012		
▪ CP 10 ▪ CP 11	▪ CP 12 ▪ CP 13	▪ CP 17 ▪ CP 24
Spiral 3 April 2012		
▪ CP 14 ▪ CP 16	▪ CP 20 ▪ CP 33	▪ CP 26 ▪ CP 28
Spiral 4 June/July 2012		
▪ CP 15 ▪ CP 35	▪ CP 36 ▪ CP 50	▪ CP 53 ▪ CP 56
Spiral 5 September 2012		
▪ CP 19 ▪ CP 29 ▪ CP 51	▪ CP 55 ▪ CP 60	▪ CP 61 ▪ CP 64

If your CP has already spiraled into the ACT, use your Common Access Card (CAC) Login to check out the ACT (<https://actnow.army.mil>). If your CP has not yet spiraled, please visit the ACT information site (<https://www.us.army.mil/suite/page/601000>) to access video demonstrations, training documentation, and other useful files designed to provide you a preview of ACT functionalities. There are also several useful ACT documents posted to the Army DCIPS website, such as the Frequently Asked Questions (FAQs) for ACT (<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/ACT-FAQs.docx>) and the ACT Quick Start Guide ([http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/Civilian_Quick_Start\[1\].pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/Civilian_Quick_Start[1].pdf)).

To report any problems with ACT, please contact the ACT Service Desk (act.servicedesk@us.army.mil or 800-981-3234) or the ACT Team (act.now@us.army.mil). For more information about this article, please contact Ms. Sharon Fowler (703-695-3661) or Mr. Mark Johnson (703-695-3689).

Army DCIPS Employee Training Updates

The Office of the Undersecretary of Defense (OUSD(I)) is expected to complete the development and launch of all of its DCIPS curriculum by April 2012. We have posted links to these courses under the training section of the respective DCIPS lifecycle functional area on our Army DCIPS website (<http://www.dami.army.pentagon.mil/site/dcips/lifecycle.aspx>).

These courses are also available on the OUSD(I)'s DCIPS public webpage (<http://dcips.dtic.mil/training.html>). Please refer to the table below for information and direct links to the new training courses.

Note: The old curriculum courses will be removed as the new curriculum is brought online. We will announce additional training as it is posted—please continue to stay tuned for training updates on our Army DCIPS website as well as in upcoming issues of the EYE Newsletter!

Course Information	Audience	Delivery Method	Hours	Available?
DCIPS 101 (Update)- <i>A two hour web-based course that highlights the key elements of DCIPS for employees, managers and supervisors. This course is a prerequisite to classroom training.</i>	All employees	Web-based Training (WBT) http://dcips.dtic.mil/swat2/courses/DCIPS/DCIPS_101/distribution/index.html?emailAddr=mailto:dcips.web.team@osd.mil	2	March 2012
Performance Appraisal Application (PAA) Guide- <i>A guide to completing actions in the PAA Tool</i>	All employees	Guide	N/A	March 2012
SMART Performance Objectives Workshop- <i>A step-by-step explanation of how to write SMART objectives and understand performance elements</i>	All employees	Instructor-led training (ILT)	2	March 2012
A Guide to Writing SMART Performance Objectives and a Self-Report of Accomplishments	All employees	Guide	N/A	March 2012
iSuccess: Writing SMART Performance Objectives & a Self-Report of Accomplishments (Update)	All employees	WBT http://dcips.dtic.mil/iSuccess/	1	March 2012
Achieving Consistency in Performance Evaluations and Ratings (Update)- <i>A facilitated workshop for rating and reviewing officials to reinforce the concepts and practices of consistently evaluating and rating performance</i>	Raters, Reviewers, Performance Management Performance Review Authority	Guide	2	March 2012
HR Elements for DCIPS Practitioners- <i>Provides the detailed guidance that HR Practitioners need to operate under DCIPS policies</i>	DCIPS HR Practitioners	ILT	24	March 2012

Guidance on Filing an Alignment Appeal

Post-transition, you may file an alignment appeal in accordance with the procedures set forth in AP-V 2007, Occupational Structure.

Army DCIPS employees may appeal the pay plan, title, occupational series, work level and/or grade of their officially assigned position after transition without fear of reprisal or future prejudice. There are two methods by which an employee may file an alignment appeal—an informal alignment complaint or a formal appeal. An employee may file a formal appeal at any time; but should first consider the informal complaint process.

Additionally, employees may also designate a representative, in writing, to assist in preparing and presenting an informal alignment complaint or formal alignment appeal. Management

Army DCIPS employees may not file an informal alignment complaint or initiate appeal procedures on the following:

- a) *Inclusion in or exclusion from DCIPS.*
- b) *Accuracy of job descriptions.*
- c) *Content of DCIPS alignment or OPM classification standards and guides or wage schedules and rates.*
- d) *Proposed changes to occupational structure.*
- e) *Alignment of a position based on comparison with other positions rather than with published standards or guides.*
- f) *Alignment of a position which has already been the subject of an appeal, unless there has been a change in the governing alignment standard, the major duties, or KSAs required by the position.*

will determine the acceptability of the representative proposed by the employee in accordance with the guidance established in AP-V 2007.

All employees will be notified of their transitioned grade and step in early March. Employees must file an appeal within 15 calendar days of the transition date to preserve entitlement to retroactive benefits.

Informal Complaint Process

- An employee may request an informal review at any time to his or her immediate supervisor. The requested review is limited to the employee's officially assigned position.
- The informal review can be oral or written; however, issues concerning retroactive pay will not be based on oral complaints.
- The supervisor will discuss the matter with the employee and explain the evaluation of the position. The supervisor may request assistance from the servicing Civilian Personnel Advisory Center (CPAC) advisor.
- The supervisor must resolve the informal complaint process **within 15 calendar days**.
- As a result of the supervisor's decision:
 - If the employee is satisfied, no further action need be taken, and the supervisor will document the decision.
 - If a change in pay plan, title, occupational series, work level and/or grade is necessary, the supervisor will notify the employee of the change, in writing and the change will be effective **within 4 pay periods** from the date of the decision.
 - If the employee is not satisfied, he/she may file a formal appeal **within 15 calendar days** of the decision on the informal review.

Formal Appeal Process

- Army DCIPS managers and supervisors, in conjunction with the servicing CPAC advisor, will provide employees with all required documentation for the formal appeal process, information on formal appeal procedures and explain position management and alignment decisions.
- The employee's appeal must be submitted, in writing, to the servicing CPAC advisor. The CPAC advisor will ensure two copies of the completed case file are forwarded to the appropriate Commanders for decision.
- Commanders have initial decision authority for alignment appeals, except for appeals relating to positions at the command headquarters, in which case the HQDA ADCS, G-2 is the first and final appellate authority for such positions. The HQDA ADCS, G-2 is the first and final appellate authority for alignment appeals filed regarding a DCIPS standardized job description. Commanders will ensure that decisions are coordinated with both the employee's Career Program Manager or Activity Career Program Manager and the Command Civilian Human Resources Director.
- Appeal decisions will normally be made **within 30 calendar days of receipt**. If a decision cannot be made within that period, the employee will be notified in writing of the expected date of decision and the reasons for that delay. If the appeal is later forwarded to the HQDA ADCS, G-2 for decision, **an additional 30 calendar days** begins upon receipt at that office. Similarly, the HQDA ADCS, G-2 will inform the employee when a decision is delayed and of the reasons for the delay.
- If a decision is made within the specified timeframe, the Commander will notify the employee of the decision in writing. The notice will contain an analysis of the major duties, responsibilities, and qualification requirements of the position as they relate to the applicable alignment criteria. The notice will also advise that in order to continue the appeal, the employee or his/her representative must submit a reconsideration request in writing.
- If a reconsideration request is submitted, this request must be received by the ACOMs, ASCCs, DRUs (to include the U.S. Military Academy) and the Principal Officials of the HQDA, their staffs and other elements, FOAs, SSAs and those DRUs headed by other than a Commander which rendered the initial decision **within 15 calendar days of the date of the original decision memorandum**. The reconsideration request must contain specific reasons why the employee disagrees with the original decision. Upon receipt of a reconsideration request, the Commander will forward two copies of the request, case file, and decision memorandum to the HQDA ODCS, G-2 IPMO.
- Copies of all formal appeal decisions will be sent to the HQDA ODCS, G-2 IPMO.

Upcoming Performance Management (PM) Tasks

In our January 2012 EYE Newsletter, we included two articles ("Transition Performance Management Tasks" and "DCIPS

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PM Midpoint Review Process”) that discussed the PM tasks that needed to be completed around the March timeframe. A brief summary of these tasks are included below for your reference. For more detailed information, please refer to the Transition Technical Guidance (found at: http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/UPDATED_Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan_30Sep11_v2_02292012.pdf) or the original articles that were published in the January 2012 EYE Newsletter (http://www.dami.army.pentagon.mil/site/dcips/docs/Newsletters/EYE%20of%20DCIPS%20January%202012_FINAL.pdf).

If you will be aligned to a new work level at transition, you are responsible for completing the following special one-time PM activities:	If you will NOT be aligned to a new work level, you will be responsible for completing the normal Midpoint Review procedures in accordance with AP-V 2011, Performance Management:
<p>1. Complete a special DCIPS closeout performance evaluation to document your accomplishments at your work level prior to transition no later than 24 March 2012.</p> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • Completes his/her written self-assessment in the Performance Appraisal Application (PAA) Tool and transfers to the rating official. • Completes the rating official assessment and assign ratings. Recommended performance evaluation is transferred to the reviewing official for review and approval. • Reviews and approves all closeout performance and closeout early annual evaluations. If the reviewing official disagrees with the rating or written assessment it will be returned to the rating official for change with a justification. • Conducts a statistical review of all closeout performance and closeout early annual evaluations prior to approval by the reviewing official to ensure consistency across rating officials and reviewing officials. 	<p>1. Complete the Midpoint Review per the standard Midpoint Review procedures in Army Policy Volume 2011, DCIPS Performance Management (http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V%202011.pdf).</p> <p>Due to the transition, however, all mandatory midpoint conversations must be completed and documented within the PAA Tool no later than 24 March 2012 to ensure that the PAA Tool reflects employee accomplishments (to-date) prior to the transition to DCIPS grades.</p>
<p>2. Next, supervisors will work with their employees to establish new performance objectives that are aligned to their employees' new work levels. Performance plans must be documented in the PAA Tool, approved by the reviewing official, and communicated to employees. The new performance plan must be established no earlier than 11 April 2012 and no later than 24 April 2012.</p>	

FY11 Performance Management and Bonus Statistics



The Office of the Undersecretary of Defense for Intelligence (OUSD(I)) recently released its first level of analysis for the 2011 performance management process. Some of the identified trends for 2011 were a shift in ratings from “Successful” to “Excellent” across all organizations and work levels and a decrease in the average bonus level.

Please visit the Army DCIPS website to view the OUSD(I)’s results at: <http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS%202011%20Enterprise%20Performance%20Data%20Feb%202012.pdf>.

In addition, the IPMO will deliver the results of the Army DCIPS 2011 Performance Management and Bonus Process Review in early April- please stay tuned for more information in the next EYE Newsletter.

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DCIPS Frequently Asked Questions....where to go?

When questions come up regarding DCIPS and/or the DCIPS information listed on this site, there are several options available to employees to get their questions answered:



- 1.) **Review the Army DCIPS website.** The DCIPS website is your primary source for all up-to-date Army DCIPS employee information. Information found on the DCIPS site include Army policy guidance, the latest EYE Newsletters, DCIPS job aids, links to other Intelligence Community resources and USD(I) decisions, and much more. Frequently asked DCIPS questions such as “Where do I find information on the DCIPS year-end closeout process?” or “What is the policy for hiring veterans?” can be found at: <http://www.dami.army.pentagon.mil/site/dcips/faq.aspx>.
- 2.) **Contact your supervisor.** We encourage you to reach out to your supervisor if you need answers to your DCIPS questions.
- 3.) **Contact your servicing CPAC HR specialist.** Please email or call your servicing CPAC HR specialist for answers to your specific DCIPS inquiries.
- 4.) **Contact your Command Transition Manager (TM).** Please e-mail or call the appropriate TM so that he or she can help provide you with support on your specific questions.
- 5.) **E-mail the Army G-2 Intelligence Personnel Management Office (IPMO).** If you haven’t obtained an answer to your question through any of the above methods, use the “Contact Us” link on the DCIPS Home Page to forward a question to the Army G-2/IPMO (DCIPS@mi.army.mil).

Do you have a DCIPS question that you would like answered by us? We will feature answers to your questions in our EYE Newsletter. Please submit your questions or suggestions for future EYE article topics to: dcips@mi.army.mil (subject line: **DCIPS Communications**).
We look forward to hearing from you!

DCIPS Resources and Key Links

General:

- **USD(I) Defense Civilian Intelligence 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/index_1.html
- **How Do I...A Guide to Completing Key Actions in DCIPS Performance Appraisal Application (PAA)**
<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/How%20Do%20I%20Guide%20Fall%202011.pdf>

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

NIPRnet: <http://www.dami.army.pentagon.mil/site/dcips/>