



# September 2011 EYE Newsletter

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## Introducing the New Army DCIPS Website



In an effort to address the Army DCIPS workforce feedback and better support employees, the Headquarters Department of the Army (HQDA), Office of the Deputy Chief of Staff (ODCS) G-2, Intelligence Personnel Management Office (IPMO) has spent the last several months on an initiative to update and reorganize the Army DCIPS website. The goal of this effort was to make the site more user-friendly and easier to navigate with more logical categories to find key information. Moving forward, the site will continue to be updated with information that is relevant and valuable to support your Army DCIPS career.

Please take a moment to familiarize yourself with the new site content and features (summarized in the table below), as the Army DCIPS website should be your primary source for DCIPS information. Currently, the site is available on NIPRnet (the web address is the same as the old site at: <http://www.dami.army.pentagon.mil/site/dcips/index.aspx>). In the coming months, the site will also be launched on the SIPR and JWICS networks.

Key Website Features	
<b>DCIPS Lifecycle</b>	As the Intelligence Community's personnel management system, DCIPS supports the Human Capital lifecycle by aligning individual work with mission and organization goals, distinguishing levels of performance and recognition and supporting career growth. Within the "DCIPS Lifecycle" tab, you will find the lifecycle's functional areas aligned to each Army DCIPS Human Capital policy. You can click on each functional area to access DCIPS policies and the information associated with those policies (i.e., guidance information, communications, training and templates or forms). This page on the website will continue to develop and evolve as DCIPS progresses.
<b>Note from G-2 Senior Leadership</b>	Periodically, a new Memorandum will be included here to provide Army DCIPS employees with the views and thoughts from Army HQ G-2 Leadership. Feel free to print and share with your colleagues.
<b>In the Spotlight</b>	The "In the Spotlight" section on the home page features key information that is relevant to current DCIPS events and will be updated on a regular basis.

As we continue to update the site and add new content, please share with us your feedback on how we can make improvements to better support your Army DCIPS career. You may find the e-mail to G-2 IPMO in the "Contact Us" link on the main page or contact your Transition Manager if you have specific questions about your DCIPS career. Please stay tuned to the latest and greatest DCIPS information on the site and happy surfing!





## Launch of Army DCIPS Program Evaluation



The Army G-2 recently completed its first Army DCIPS program evaluation. The purpose of the evaluation was to capture lessons learned during the implementation of DCIPS, as well as identify specific success factors and areas of improvement that can assist the IPMO in its overall monitoring of DCIPS. The U.S. Army Civilian Personnel Evaluation Agency assisted in the evaluation along with a contractor evaluation team. The team visited Ft. Belvoir, Ft. Huachuca, Ft. Shafter, Schofield Barracks and the Pentagon and met with a sample of Army and Army Intelligence employees to ensure a broad representation of viewpoints were included in the overall assessment.

Specifically, the sample design was based on multiple Army organizations located in one geographic duty location representing small, medium and large size DCIPS employee populations to allow for the possibility of variance based on size. A command with a small DCIPS employee population was defined as having less than 50 employees; a medium population had between 50 and 150 employees and a large population had more than 150 employees. Other factors considered in the design were the co-location of HR practitioners (i.e., CPAC staff) at an installation, inclusion of sites outside the National Capital Region as well as OCONUS population, significant intelligence organizations and personnel assigned to HQ and field units. The intent of the sample design was to ensure data validity and the ability to generalize findings across Army organizations.

The methodology used during the on-site visits included structured interviews and focus groups resulting in 44 separate meetings. Nearly 200 employees were reached from eight commands during the evaluation including military and civilian senior leaders, rating and reviewing officials and G-1 human resource practitioners. Responses were categorized into common themes and a frequency analysis was used to assess the results of interviews and focus groups. A final report with findings and recommendations will be provided to the ADCS, G-2 and Chief, IPMO at the end of September.

The IPMO would like to thank those employees that took the time to participate in the program evaluation interviews and focus groups. In particular, the IPMO appreciates the hard work of the Transition Managers from INSCOM, TRADOC and USARPAC that assisted the evaluation team in site visit logistics and inviting participants. Already, the IPMO has taken steps to address some of your suggestions and have created several guides that can help you during the closeout of the FY11 performance cycle and the beginning of FY12. Please visit the Army DCIPS website to view these performance management guides (i.e., the "Year-End Performance Evaluation Guide" and the "PAA Quick Guide for Employees") at: <http://www.dami.army.pentagon.mil/site/dcips/LC-ER%202011.aspx>.

## Overview of FY10 Performance Management and Bonus Statistics

The Army G-2 Leadership released the results of the "Army DCIPS 2010 Performance Management and Bonus Process Review" in July (located on the Army DCIPS website at: <http://www.dami.army.pentagon.mil/site/dcips/docs/SpotLight/Army%20DCIPS%20FY10%20PM%20and%20Bonus%20Results%20for%20Workforce1.ppt>).

This review provided a detailed analysis of the Army DCIPS aggregate ratings and bonus information depicted by each organization that reported. It also provided a snapshot of Army DCIPS ratings in relation to other internal Army DCIPS organizations as well as aggregate data across the Intelligence Community.

### *Overall Summary – FY10 Performance Cycle*

Overall Workforce Considered	5393
Number of Bonus Pools	140
Average Overall Rating	3.78
Average Bonus Budget Percentage	1.77%
Average Bonus Amount	\$2,813
Number of QSIs	258
Percent of Workforce Receiving a Bonus	47%

## Army DCIPS Policy Status

Army DCIPS Policy Status Chart				
Policy Volume	Current Army DCIPS Policy Status	Date the Commands can expect to see AP-V for Formal Coordination	Expected date comments are due from Army Commands for Formal Coordination	Date Final Army Policy Completed & Published
		<i>(Estimated Suspense Date)</i>	<i>(Estimated Suspense Date)</i>	<i>(Estimated Completion Date)</i>
2011 - Performance Management	July 2011			July 2011
2001 - DCIPS Introduction	17 July 2009; Ready for Final Coord.	9 February 2011	3 March 2011	January 2012
2004 - AIF	Ready for Final Coord.	24 February 2011	18 March 2011	January 2012
2015 - Special Categories	Ready for Final Coord.	25 February 2011	25 March 2011	January 2012
2014 - Employee Grievance Procedures	Formal Coord. Complete	12 May 11	10 June 11	January 2012
2006 - Compensation Administration	17 July 2009; Formal Coord. Complete	25 July 2011	24 August 2011	January 2012
2007 - Occupational Structure	17 July 2009; Formal Coord. Complete	10 June 2011	30 June 2011	January 2012
2013 - Program Evaluation	Formal Coord. Complete	1 July 2011	1 August 2011	January 2012
2005 - Employment and Placement	17 July 2009; Formal Coord. Complete	14 July 2011	11 August 2011	January 2012
2009 - Disciplinary and Adverse Actions	17 July 2009; Formal Coord. Complete	27 May 11	30 Jun 11	January 2012
2012 - Performance-Based Compensation	13 August 2010; Update in development	September 2011	October 2011	March 2012
2010 - Professional Development	Formal Coord. Complete	13 July 2011	12 August 2011	March 2012
2008- Awards and Recognition	17 July 2009; Prep for Formal Coord.	September 2011	October 2011	March 2012

Key	
<b>Bold</b>	Completed Date
<i>Italicized</i>	Anticipated Date

## Hiring Flexibilities Under DCIPS- “Direct to Public” and “On-the-Spot” Hiring Authorities



Army DCIPS recruitment and placement is intended to provide maximum flexibility within statutory and regulatory guidelines to recruit high-quality, diverse candidates from both internal (Federal) and external (non-Federal) sources. In issuing internal DCIPS guidance, Army Commands, Army Service Component Commands, Direct Reporting Units, Administrative Assistant to the Secretary of the Army and Joint Commands with DCIPS positions allow for varying areas of consideration depending on the nature and level of the positions to be filled. Recruitment and placement procedures may include any combination of internal and external recruitment sources, allowing concurrent consideration of all sources identified.

DCIPS, as an Excepted Service System under Title 10 authorities, provides the authority to hire from any source, to include “Direct to Public” and “On-the-Spot” hiring authorities. “Direct to Public” is the authority to directly consider applications from the public versus obtaining applications from the Office of Personnel Management (OPM). We are not bound by using the public examining process overseen by OPM (also known as delegated examining (DE), a process by which applicants are given a numeric score and referred in score order, rule of three applies, compensable vets “float” to the top of the list of candidates, etc.). This means that we may post a job announcement, consider candidates from all sources under the same recruitment process and do not have to use DE for external applicants.

Another hiring flexibility under DCIPS is the direct “On-the-Spot” hiring authority. “On-the-Spot” hiring authority can be used in DCIPS when recruitment history has shown the following: qualified candidates are scarce, there are very unique skills required, it is known that the positions will be hard to fill, for college recruitment efforts, for emergency hires, and for other similar situations.

The Army Defense Civilian Intelligence Personnel System (DCIPS), a Title 10 Excepted Service Civilian Personnel System, is a mission-focused performance system that supports the complete human capital lifecycle for Army civilian positions, employees and organizations engaged in or in support of an intelligence or intelligence-related mission. For more information, please visit <http://www.dami.army.pentagon.mil/site/dcips/index.aspx> or contact the Army G-2 Intelligence Personnel Management Office (IPMO) at [DCIPS@mi.army.mil](mailto:DCIPS@mi.army.mil). The EYE Newsletter is a publication of the IPMO. Please send all comments to [DCIPS@mi.army.mil](mailto:DCIPS@mi.army.mil).

“On-the-Spot” hiring provides us with the ability to directly appoint an individual without having to go through the normal recruitment process and when it’s known that using these processes will most likely not result in qualified candidates. Selecting Commanders should always work with their supporting Civilian Personnel Advisory Center (CPAC) in advance to obtain agreement on the proper use of this authority. Please note that if on-the-spot hiring is used, Veteran’s preference would not apply as there is only one candidate involved. However, if other candidates are readily available, opening the position to competition may avoid a claim of disparate treatment.

## Veterans’ Preference in External Recruitment

There is a new process in place for requesting the passover of a disabled veteran (with a service-connected disability of 30% or more) for consideration of a position.

Under the new process, the Selecting Official completes a passover request form (available at: <http://www.dami.army.pentagon.mil/site/dcips/LC-Aqu.aspx>), ensuring he or she includes a detailed justification of the non-selection and forwards the completed form to his/her servicing Civilian Personnel Advisory Center (CPAC). The servicing CPAC will review the justification form and forward the request form to the Headquarters Department of the Army (HQDA), Office of the Deputy Chief of Staff (ODCS) G-2. HQDA, G-2 will review the justification request form for concurrence and if approved, will forward it to the Under Secretary of Defense for Intelligence – Human Capital Management Office (USD(I)/HCMO) mailbox ([Preference.Eligible.Passovers@osd.mil](mailto:Preference.Eligible.Passovers@osd.mil)) for final approval.

Summary	
<b>What’s Changed?</b>	New procedures for the passover of a Veteran with a compensable service-connected disability of 30 percent or more have been established. Under this new process, CPACs will now email requests to HQDA, ODCS G-2, IPMO ( <a href="mailto:DCIPS@mi.army.mil">DCIPS@mi.army.mil</a> ).
<b>What’s the Same:</b>	<b>Veterans’ preference in external recruitment only applies to candidates new to Federal Service.</b> The DoD Components with DCIPS positions will identify external candidates entitled to veterans’ preference as identified in section 2108 of Title 5, United States Code (U.S.C.). When filling positions with external applicants, preference-eligible veterans will be granted preference in selection over non-preference-eligible candidates with substantially equal qualifications. <b>Veterans’ preference does not apply to candidates with prior service in DCIPS or elsewhere in the Federal government.</b>

When the approved or disapproved request form is received from USD(I)/HCMO, HQDA, DCS G-2 will forward the request justification form to the servicing CPAC. If the requested 30% passover is approved, the reason(s) for non-selection must be provided by the servicing CPAC to all 30% Veteran preference candidate(s) that reached the final hiring stage. The servicing CPAC is required to retain the document as part of the selection record. The servicing CPAC must also receive concurrence from HQDA, DCS G-2 and approval from USD(I)/HCMO for the 30% passover prior to making a job offer.

For more information, please refer to the HQDA, DCS G-2 memorandum (subject: “External Recruitment DCIPS Interim Policy Change – Veterans Preference 30% Passover,” dated 27 June 2011) on the Army DCIPS website (<http://www.dami.army.pentagon.mil/site/dcips/LC-Aqu.aspx>). This policy update will be included in upcoming revisions of Department of Defense Instruction 1400.25, Volume 2005, “DCIPS Employment and Placement” and Army Policy Volume 2005, “Army DCIPS Employment and Placement.”

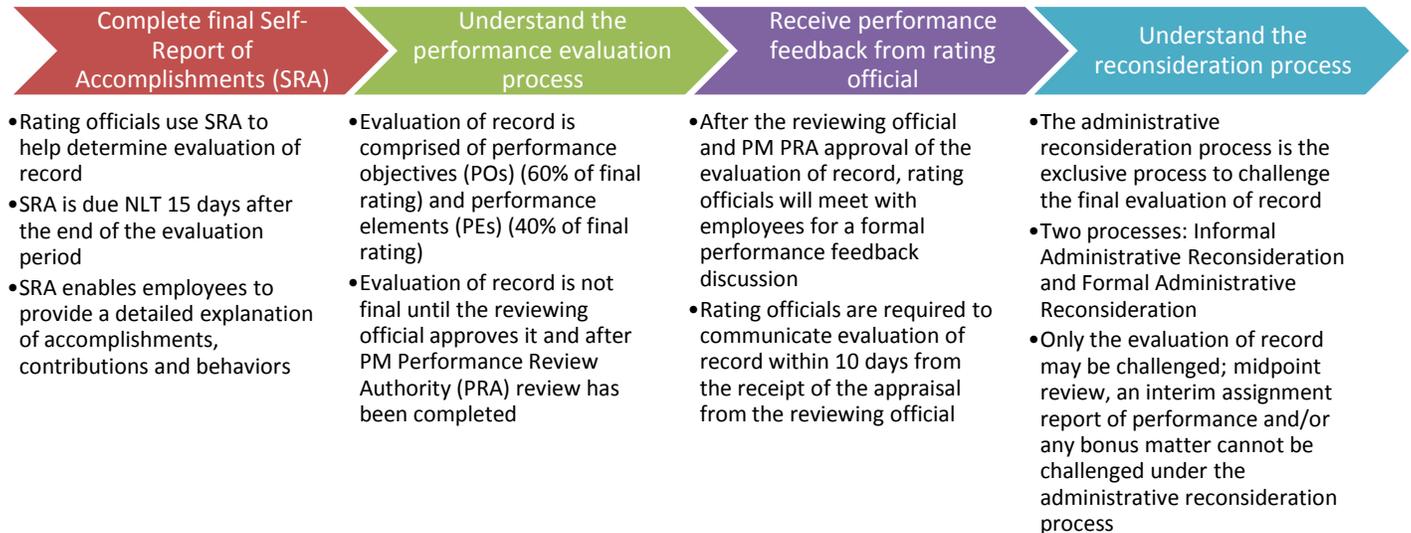
## Preparation for Year-End

As the annual performance management (PM) cycle is coming to a close, Army DCIPS employees should begin their preparations for the PM year-end process. The year-end process consists of the employees completing their Self-Report of Accomplishments (SRA) and undergoing the performance evaluation process to receive their evaluations of record.

Employees should understand how to complete the following responsibilities during year-end:

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Please note that the minimum period of performance in a DCIPS position and under a DCIPS-approved performance plan is 90 days. Employees appointed or assigned to a DCIPS position and performing under an approved DCIPS performance plan for less than 90 days during the current performance evaluation period will not be rated for that period. Therefore, these employees are not eligible for a performance-based bonus.

If an employee enters the organization within 90 days of the end of the evaluation period, the remaining days in that current period are added to the new or upcoming performance evaluation period. A closeout performance evaluation is issued to eligible employees who have served or are expected to serve at least 90 days under DCIPS, but who move from one position to another or from one Rating Official to another during the evaluation period.

For more information on year-end activities, please refer to the “Employee Job Aid: Phase III - Evaluate Performance” at: [http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/PM%20Onboarding%20Guide\\_Employees\\_Evaluate%20Performance%20Phase.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/PM%20Onboarding%20Guide_Employees_Evaluate%20Performance%20Phase.pdf).

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

The DCIPS website is your primary source for all up-to-date Army DCIPS employee information and where you can find many frequently asked questions (FAQs). Information found on the DCIPS site includes Army policy guidance, the latest EYE Newsletter, DCIPS Job Aids, links to other IC key resources and USD(I) decisions, to name a few.



Understandably, questions come up regarding DCIPS and/or the DCIPS information listed on this site.

There are several options available to employees to get questions answered:

- 1.) **Review the Army DCIPS website FAQs listed on the home page.** Common DCIPS questions such as “Where do I find information on the DCIPS year-end close out process?” or “What is the policy for hiring veterans?” can be found at: <http://www.dami.army.pentagon.mil/site/dcips/faq.aspx>.
- 2.) **E-mail or call your Command TMs.** Specific DCIPS questions related to individual situations such as “How is my Bonus Group (Pay Pool) assignment determined?” or “Who is my Rating Official?” should be directed to your TM. Please e-mail or call the appropriate TM so that he or she can help provide you with support on your specific questions.
- 3.) **E-mail the Army G-2 Intelligence Personnel Management Office (IPMO).**

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If you haven't obtained an answer to your question on the website or from your TM, use the "Contact Us" link on the DCIPS Home Page to forward a question to the Army G-2/IPMO.

## 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/index\\_1.html](http://odni.touch-point.net/index_1.html)
- **DCIPS Performance Appraisal Application (PAA) Quick Guide for Employees**  
<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/PAA%20Quick%20Guide%20for%20Employees.pdf>
- **DCIPS Performance Appraisal Application (PAA) Quick Guide for Rating Officials**  
<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/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/>