



## 19 July 2009: Army Intelligence Community Converts to DCIPS

On 19 July, the Army Intelligence community converts to the performance management and pay banding components of DCIPS. All civilian employees are placed into one of five pay bands based on occupational series, grade, step, and supervisory status of their permanent position of record. As of that day, you are no longer under the General Government (GG) system. The conversion also has no impact on your current pay; it stays the same. In fact, if you are eligible for a one-time, prorated within-grade-increase (WGI) buy-in, your salary may increase.

If you haven't done so, please visit the Army DCIPS website and check out the USD(I) Conversion Calculator. Input your current job series, grade, step, and supervisory status into the calculator and you will obtain your expected DCIPS pay band and the estimate of your new base salary at the time of conversion.

On 20 July, the IPMO Transition Team will send out a Welcome to DCIPS toolkit to include the following documents:

- A welcome letter from Ms. Yolanda Watson, Chief of the Intelligence Personnel Management Office (IPMO);
- A DCIPS Roadmap that highlights what to expect over the next several months post-conversion;
- A DCIPS Conversion Checklist that highlights those activities that employees need to accomplish after conversion.
- An Employee Self-Report of Accomplishments Overview that provides information on the employee self-report of accomplishments and the importance of tracking your accomplishments throughout the performance cycle.

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### DCIPS Milestones

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| <b>19 July</b>   | <b>Convert to DCIPS</b><br><br><b>Begin developing performance objectives</b> |
| <b>18 August</b> | <b>Performance objectives must be approved</b>                                |



## DCIPS Interim Policy Chapters Published

The following interim policy chapters are posted to the Army DCIPS website: Introduction, Performance Management, Occupational Structure, Employee Relations, Employment and Placement, Compensation, and Awards. The Policy Working Group is currently preparing a draft version of the Performance-Based Compensation chapter to distribute to the Transition Managers for its first formal comments.

## DCIPS Performance Elements

The IPMO Transition Team has provided the Army Intelligence community with multiple documents to help you write your performance objectives. Hopefully, at this point, you feel ready to start writing the performance objectives. So now we want to remind you of the importance of the performance elements. Performance elements are attributes and behaviors significant to the accomplishment of your performance objectives; in other words, they explain how the performance objectives should be accomplished. Performance elements reinforce the notion that accomplishing performance objectives at any cost is not enough. Meeting performance objectives must be within the framework of acceptable and desired work traits, such as good communication and collaboration. Therefore, performance elements help to create a high-performing culture and workforce. It is also important to remember that at the end of the performance cycle, employees will need to address their accomplishments related to their performance objectives and performance elements.

There are six performance elements across all employee levels; four of which are the same for employees and managers/supervisors. These elements are consistent across the Intelligence Community for non-supervisory employees and supervisory employees. During the planning phase, employees should consider these performance elements in developing their performance objectives and Individual Development Plans (IDPs). The description of the performance elements are listed in the tables below.

Performance Element	For all Employees
Accountability for Results	Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.
Communication	Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.

Performance Element	For all Employees
Critical Thinking	Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate and use multiple sources of information to inform decisions and outcomes. In addition, IC supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view.
Engagement and Collaboration	Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of co-workers, peers, customers, stakeholders, and teams within an organization and/or across the Defense Intelligence Components and the IC. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge.

Performance Element	Non-Supervisory Employees	Supervisory Employees
Personal Leadership and Integrity OR Leadership and Integrity	Defense Intelligence employees are expected to demonstrate personal initiative and innovation, as well as integrity, honesty, openness, and respect for diversity in their dealings with coworkers, peers, customers, stakeholders, teams and collaborative networks across the IC. Defense Intelligence employees also are expected to demonstrate core organizational, DoD and IC values, including selfless service, a commitment to excellence, and the courage and conviction to express their professional views.	Defense Intelligence supervisors are expected to achieve organizational goals and objectives through effective leadership, creating a shared vision and mission, and mobilizing employees in support of their objectives. Leaders are also expected to demonstrate core organizational and IC values, including selfless service, a commitment to excellence, and the courage and conviction to express their professional views. In addition, they must establish and promote equal opportunity and collaboration and reward and recognize individual and team accomplishments.
Technical Expertise OR Managerial Proficiency	Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and/or technical competency necessary to achieve results.	This performance element measures an employee's technical proficiency as it relates to his or her mission area and to his or her role as supervisor or manager. Leaders and managers are expected to leverage their skills in planning for, acquiring, organizing, integrating, developing, and prioritizing human, financial, material, information, and other resources to accomplish objectives. Managers are expected to focus on the development and productivity of their subordinates by setting clear expectations and objectives, providing ongoing coaching and feedback, evaluating contributions, and linking performance ratings and rewards to accomplishments.

## What is the Individual Development Plan?

Employees are required to complete performance objectives and an Individual Development Plan (IDP) during the planning phase of the DCIPS performance management cycle. The IDP can help employees plan and chart aspirations for career development that extend beyond their current needs and roles. The IDP is a tool to aid an employee and his/her supervisor in creating a check and balance system, improving morale, increasing job and organizational performance and over a period of time, build a successful career.

The IDP is designed to do the following:

- Identify short and long-term goals, address strengths and weaknesses and plan more effectively for accomplishing career goals
- Identify training and learning needs
- Improve job performance and enhance career opportunities
- Serve as an official record of any agreed upon developmental activities and other plans
- Coordinate and document planned training, education and other related developmental experiences and assist in budgeting and scheduling resources.

Stay tuned for more information on how to complete the Army IDP and the timeline for completion.

## DCIPS Training Schedule

Please sign up for DCIPS Conversion Training as soon as possible to prepare for conversion on 19 July 2009. It is critical that all employees, managers, and supervisors attend DCIPS training courses. The courses are designed to provide participants with the knowledge, skills and behaviors necessary to fully implement DCIPS and facilitate a seamless transition to performance management and pay bands for the Army Intelligence community. The course is offered at the locations listed below through mid August 2009. In some locations there will be multiple sessions running on the same dates. **Employees are required to attend training that is closest to their local duty station.**

For information on the dates and times of the courses and to enroll in training, please go to the CHRTAS webpage: <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>

Training Locations	
<p style="text-align: center;"><b><u>CONUS</u></b></p> <ul style="list-style-type: none"> <li>• Aberdeen Proving Ground, MD</li> <li>• Detroit, MI</li> <li>• Fort Belvoir, VA</li> <li>• Fort Bliss, TX</li> <li>• Fort Drum, NY</li> <li>• Fort Gordon, GA</li> <li>• Fort Hood, TX</li> <li>• Fort Huachuca, AZ</li> <li>• Fort Irwin, CA</li> <li>• Fort Leavenworth, KS</li> <li>• Fort Leonard Wood, MO</li> <li>• Fort Monroe</li> <li>• Fort McPherson, GA</li> <li>• Fort Meade, MD</li> <li>• Fort Monmouth, NJ</li> <li>• Fort Richardson, Alaska</li> <li>• Fort Sam Houston, TX</li> </ul>	<p style="text-align: center;"><b><u>CONUS</u></b> <i>(continued)</i></p> <ul style="list-style-type: none"> <li>• NGIC, Charlottesville, VA</li> <li>• Picatinny Arsenal, NJ</li> <li>• Redstone Arsenal, AL</li> <li>• Rock Island, IL</li> <li>• Schofield Bks, HI</li> <li>• SOUTHCOM, Miami</li> </ul> <p style="text-align: center;"><b><u>OCONUS</u></b></p> <ul style="list-style-type: none"> <li>• Shape Belgium, BE</li> <li>• Wiesbaden, Germany</li> <li>• Darmstadt, Germany</li> <li>• Heidelberg, Germany</li> <li>• Stuttgart, Germany</li> <li>• Vicenza, Italy</li> <li>• Camp Zama, Japan</li> </ul>

## Launch of new Army DCIPS Website

In a recent communications survey, Transition Managers expressed a desire for website enhancement. Based on that feedback and in preparation for the conversion to DCIPS, the IPMO Transition Team has embarked on a radical redesign of the Army DCIPS website. A two phased approach is being utilized. Phase One will involve the redesign and reorganization of content while Phase Two will focus on increased functionality. Over the past several weeks, members of the IPMO Transition Team have been working with Army Information Management to lay out a new website design based on user feedback. The new Army DCIPS website features expanded training and policy pages, indexing of content to provide quicker access, and updated and reorganized content. The target completion date for Phase One is 15 July, while Phase Two is targeted for the middle of August. Be on the lookout for communications announcing the launch of the new website.

**WELCOME**

Thank you for taking the time to visit our website. I am excited about the Defense Civilian Intelligence Personnel System (DCIPS) and the positive changes it will bring to the Army Intelligence functional and human resources communities. I appreciate the entire community standing ready to partner with the Army G-2 Transition Team.

The DCIPS Transition Managers serve as the gateway between leadership and the employees within their organizations so they will be the primary source for information. In addition, the Army G-2 Transition Team will keep the workforce informed through town halls and other communication mediums. Our success depends on you and I appreciate you helping us continue to be an Army Strong.

Respectfully,  
 Mr. James T. Faust  
 Assistant Deputy Chief of Staff, G-2

**What's New**  
[DCIPS Town Hall Brief](#)  
 [06/11/2009]

**Project Plans**  
[Intro to Army DCIPS Implementation Strategy](#)  
 [04/22/2009]  
[Army Intel DCIPS Implementation Strategy](#)  
 [04/06/2009]  
[Army DCIPS Implementation Project Plan](#)  
 [04/2009]