



DCIPS Sits Under the National Intelligence Civilian Compensation Program Umbrella

The National Intelligence Civilian Compensation Program (NICCP) is a transformational human capital initiative designed to ensure that the Intelligence Community (IC) can continue to recruit, reward, and retain the world's premier intelligence workforce. Under the IC directives that establish the NICCP, the pay of civilian employees will now be based on performance and labor market. The directives include safeguards to ensure that all performance and pay decisions are fair, transparent and merit-based. In this regard, the NICCP is based on a decade of experience in the National Geospatial Intelligence Agency, which has pioneered one of the most successful pay-for-performance systems in the Federal Government.

The NICCP represents a historic agreement between the Director of National Intelligence (DNI) and the heads of those cabinet departments and agencies that have the authority to set the pay of their IC employees. Presently, this includes the Departments of Defense and Homeland Security, the Central Intelligence Agency, parts of the Federal Bureau of Investigation, and the Office of the Director of National Intelligence. As such, DCIPS is the human resources management system for the DoD IC, which includes the Army Intelligence community.

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Policy & Funding		Implementation and Execution		
United States Intelligence Community  IC Pay Modernization Effort 		Organization	Who*	Program
	Defense Intelligence Components**	All IC Civilians		
	Central Intelligence Agency	All IC Employees		
	Department of Homeland Security	Intelligence Analysts		
	Federal Bureau of Investigation	Intelligence Analysts		
	Office of the Director of National Intelligence	All IC Employees		

* Applies to GS-15 employees and below; excludes senior executives and wage grade employees.
 ** Also including military intelligence program (MIP) funding

DCIPS Training Strategy

Preparing the workforce for conversion is essential and requires detailed planning. The Intelligence Personnel Management Office (IPMO) Transition Team has developed a three prong training strategy and is working the details of this strategy with Transition Managers to ensure each command receives the right type of training in the right amount of time. By the end of June 2009, 85% of the Army Intelligence community will be trained. The training strategy was developed to ensure people have as many opportunities as possible to receive training in preparation for conversion to DCIPS. Successful implementation rests on the completion of numerous implementation milestones with training being one of the most critical.

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DCIPS Training Strategy (Continued)

The table below describes the three prong training strategy:

Three Prong DCIPS Training Strategy	
Name of Prong	Description of Prong
Prong 1: BETA Group	Training for BETA participants at Fort Myer and Fort Belvoir through the end of March 2009.
Prong 2: Localized Training	<p>Training for the entire Army Intelligence community held at locations with dense geographical populations through mid June 2009.</p> <p>Training will be provided at the following locations:</p> <ul style="list-style-type: none"> • Fort Belvoir, VA • Fort Bragg, NC • Fort Campbell, KY • Fort Carson, CO • Fort Gordon, GA • Fort Sam Houston, TX • Key West, FL • Redstone Arsenal, AL • Wiesbaden, Germany • Seoul, Korea • Fort Huachuca, AZ • Fort Leavenworth, KS • Fort Lewis, WA • Fort McPherson, GA • Fort Meade, MD • Fort Monmouth, NJ • Fort Shafter, HI • Shape, Belgium BE • Camp Zama, Japan
Prong 3: CHRA Facilities	<p>Training for entire Army Intelligence community held at regional CHRA training sites including OCONUS through mid June 2009.</p> <p>** Specific locations are still being determined**</p>

We Want YOU!



To Attend DCIPS Training!

DCIPS Training Courses and Deadlines

The BETA and non-BETA participants have different deadlines for DCIPS training.

- **BETA** - Participants in the BETA group need to attend DCIPS training by the end of March 2009 since they convert to DCIPS performance management on 1 April 2009.
- **Non-BETA** - All other employees, managers and supervisors need to attend DCIPS training courses by the end of June 2009. This is an important deadline since the entire workforce will convert to DCIPS performance management and pay bands on 19 July 2009. In addition, the workforce will start developing performance objectives in June 2009 to prepare for conversion.

Please sign up for DCIPS Conversion Training as soon as possible so you will be better prepared for conversion in 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. The training courses will also help facilitate a seamless transition to DCIPS performance management and pay bands for the Army Intelligence community.

Training is currently being conducted at Fort Belvoir and Fort Myer. BETA participants will have priority for these courses. Refer to the Army DCIPS website for more information on training or contact your command's Transition Manager. The Fort Myer courses are full but the dates and times for the courses at Fort Belvoir are listed below.

Fort Belvoir CPAC Building 320		
Training Dates	Room Number	Time
17-19 March	Room 140	0800-1600 daily
24-26 March	Room 134	0800-1600 daily
31 March – 2 April	Room 134	0800-1600 daily
31 March – 2 April	Room 140	0800-1600 daily
7-9 April	Room 140	0800-1600 daily
14-16 April	Room 134	0800-1600 daily
5-7 May	Room 134	0800-1600 daily
12-14 May	Room 140	0800-1600 daily
19-21 May	Room 140	0800-1600 daily
19-21 May	Room 134	0800-1600 daily

TAPES Rating Closeout

The 2009 TAPES rating cycle ends 30 April 2009 for all Army Intelligence personnel who are not involved in the BETA. This means that:

- The TAPES annual rating of record will be completed and appropriate forms and supporting documentation will be sent to the CPAC NLT 7 May 2009
- Quality Step Increase (QSI) and Exemplary Performance Award (EPA) actions must be processed and effective (may take 6 weeks) before the DCIPS conversion date
- Organizations may recognize employees' contributions during the non-rated TAPES period by using incentive awards when appropriate
- During the non-rated period, Army Intelligence employees will still be held to standards of conduct under TAPES and Management and Employee Relations until the point of conversion regardless of whether they have closed out their performance reviews. Employees must be placed on interim TAPES performance objectives until DCIPS objectives are in place
- DCIPS Performance Plans must be completed in the PAA tool within the first 30 days of conversion.

The non-BETA group TAPES closeout date was adjusted to 30 April to:

- Allow all Army Intelligence's employees to receive one performance rating of record for 2009
- Support the Army TAPES regulation allowing 45 days from the rating closeout date to ensure adequate processing time of all annual appraisals and related actions by the CPACs
- Promote equity across the BETA and non-BETA groups by ensuring both groups have adequate time for processing all personnel actions related to the two TAPES closeout periods. Based on the previous timeline with the 31 May 2009 TAPES closeout date, those in the Non-BETA group would be disadvantaged not having ample time to finalize annual appraisals and send to the CPACs for processing
- Ensures both the BETA and non-BETA groups will experience approximately the same length of non-rated time.

The timeline for the non-BETA group is shown below.

Conversion to DCIPS New Performance Management	2009 TAPES Rating Cycle End Date	Interim TAPES Period (non-rated period)	Conversion to DCIPS Pay Bands	New Rating Cycle
Non-BETA Group 19 July 2009	30 April 2009	1 May 2009 - 18 July 2009 (approx 2.5 months non-rated period)	19 July 2009	19 July 2009 - 30 September 2010 (approx 14 months)

Updates to the DCIPS Performance Appraisal Application Tool

Throughout the upcoming months, the IPMO Transition Team will inform you of updates made to the Performance Appraisal Application (PAA) Tool. The first update is coming on 29 March 2009. A My Journal tab will be added that allows employees (regardless of who has ownership of their plan/appraisal) to keep track of their accomplishments throughout the year. Employees can use this information to develop their Self Report of Accomplishments at the end of the appraisal cycle. The My Journal tab is located in the upper right corner of the My Biz Performance Appraisal Application Main Page. For more information on the PAA Tool, please refer to the PAA Handbook on the Army DCIPS website.

Spotlight on Commands

The IPMO Transition Team expresses sincere gratitude to the entire Army Intelligence community for their efforts in the DCIPS implementation process. Everyone is working hard to make the transition to DCIPS as smooth as possible.

In addition, there are some specific commands and/or individuals that the IPMO Transition Team would like to recognize for their actions listed below.

- Transition Managers took the time to participate in the Transition Manager Summit held in early February and they continue to take the lead within their organizations to ensure a successful implementation. The IPMO Transition Team appreciates the Transition Managers' attention to detail and hard work which has helped the Army Intelligence community move the DCIPS implementation effort in the right direction.
- Ft. Huachuca CPAC led the way in coordinating and securing a location for the T3 training in June 2008 that IPMO facilitated for the CPAC DCIPS Team and others who were unable to attend the USD(I) led training on Performance Management and Smart Objectives.
- TRADOC took the lead on making all the arrangements (i.e., classroom, equipment) for the T3 led training held at Ft. Monroe in August 2008. IPMO facilitated the training for Transition Managers and their team members who were unable to attend the USD(I) led training in Southbridge, MA on HR Elements for HR Practitioners and CORE Elements.

Upcoming Events

The IPMO Transition Team has identified the following dates in March, April and May for the special communication events listed below. The IPMO Transition Team is still in the process of scheduling additional town halls and executive road shows. These dates are subject to change.

Town Hall	Executive Road Show	Location	Date
✓		Fort Monroe	24 March
	✓	US Army Corps of Engineers (USACE)	26 March
✓		USACE	3 April
✓	✓	Korea, Japan, and Hawaii	Week of 20 April
✓	✓	Fort Sam Houston	4 May

DCIPS Puzzle

Here is a matching puzzle for you to try to solve. The idea for this puzzle came from the MEDCOM Security and Intelligence Office who have created several fun puzzles for their own monthly DCIPS newsletter. Thank you for sharing your puzzle with the IPMO Transition Team!

In the left column, there are 10 DCIPS performance management terms and their definitions are in the right column. Write the letter of the correct definition next to each term in the left column. Good luck!

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| 1. _____ Performance elements | a. Responsible for ensuring accuracy of performance management within the subordinate organizations and units for which they are responsible. |
| 2. _____ Performance objectives | b. The summary performance rating |
| 3. _____ Performance standards | c. Combination of your performance based salary increase and your performance based bonus increase |
| 4. _____ Rating of record | d. Describes the complexity and scope of work for supervisor/manager, professional and administrative/technician: Entry/Developmental, Full Performance, Senior and Expert. |
| 5. _____ Rating official | e. Descriptors, by performance element, of “successful” performance thresholds, requirements, or expectations for each pay band. |
| 6. _____ Reviewing official | f. A set of standards or behaviors for all DCIPS positions |
| 7. _____ Work level | g. Allows employees to write clear, concise, measurable performance objectives that describe the specifics of what the employee plans to accomplish. The acronym stands for Specific, Measurable, Achievable, Relevant and Time-bound. |
| 8. _____ Performance payout | h. A set of 3 to 6 SMART performance goals that establish a link between an employee’s work and the Intelligence Community, Army Intelligence functional community and command’s mission and goals |
| 9. _____ SMART Framework | i. Performs statistical review and approve final evaluations of record for consistency and fairness. |
| 10. _____ Performance Management
Performance Review Authority (PRA) | j. Responsible for effectively managing the performance of assigned employees and rating the employees’ performance. |

The answer to the DCIPS Matching Puzzle can be found on the Army DCIPS website:

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>