

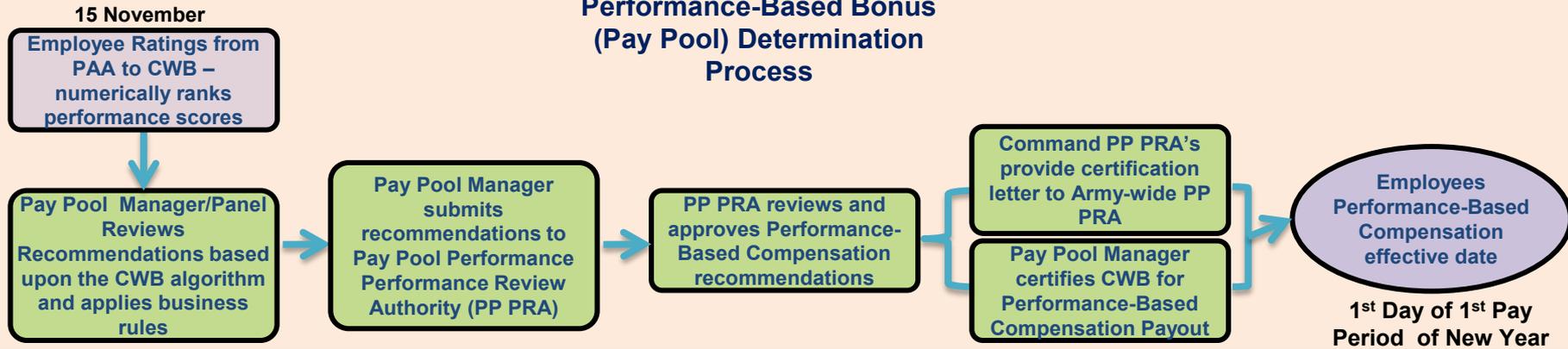
# Army DCIPS Performance-Based Compensation Program at a Glance

WHAT IS IT? An rewards program administered annually via a pay pool process linking employee performance rewards in the form of a of a base-pay increase monetary award\* with the rewards going to those amongst the top performance scores\*\*.

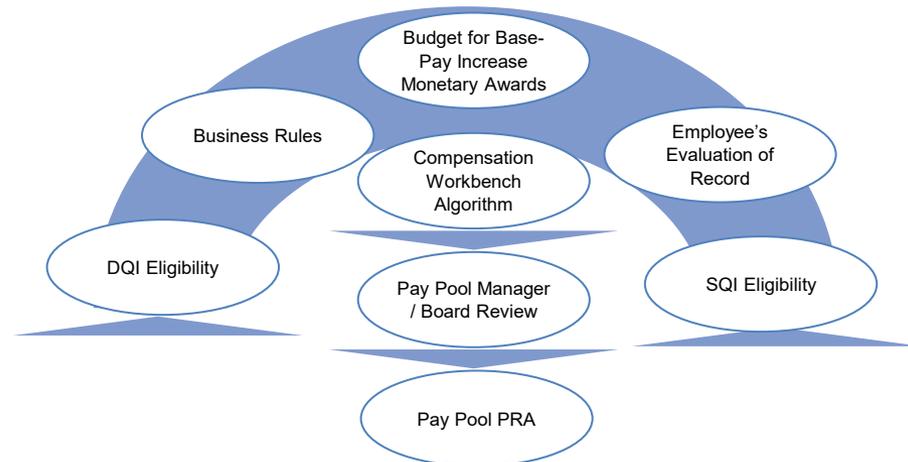
## Army DCIPS Annual Preparation for the Pay Pool Process



## Performance-Based Bonus (Pay Pool) Determination Process



## Inputs to Determining Performance-Based Compensation



### Notes

- ✓ \* Performance-Based Compensation can be either a DCIPS Quality Increase (DQI) or a Sustained Quality Increase (SQI). See definitions and eligibility on page 2.
- ✓ \*\*These increases shall only be awarded to employees who are top performers by being in a percentage of top scores within their pay pool as displayed in order by the compensation workbench (CWB) algorithm, which shall not exceed 10 percent.

# Army DCIPS Performance-Based Compensation Program

## Key Terminology and Definitions

- **Pay Pool Panel** - A group of managers or Senior Intelligence Officers who typically share chain-of-command responsibility for employees assigned to a pay pool. They are responsible for conducting the annual performance-based compensation decision-making process under the leadership of a Pay Pool Manager.
- **Pay Pool Group** - A logical aggregation of employees within Army for the purpose of making annual performance-based compensation decisions. The organizing construct for a Pay Pool Group may include consideration of Division, Directorate, organization or region of assignment, occupation, or other organizing criterion involving a common mission focus.
- **Pay Pool Manager** - An individual typically in an employee's chain-of-command, responsible for conducting the annual performance-based compensation decision-making process.
- **CWB** - Compensation Workbench (CWB) is a tool used by DCIPS organizations to facilitate the performance-based compensation process. It is a spreadsheet that contains all the functionality needed to conduct an effective performance-based compensation program.
- **Command Pay Pool Performance Review Authority (PP PRA)** - The Command Pay Pool Performance Review Authority (PP PRA) provides oversight of the pay pool processes and approves all performance-based compensation decisions. Commanders may further delegate the authority to approve pay pools in accordance with Army DCIPS Policy Volume 2012.
- **DQI** - DCIPS Quality Increase (DQI) is considered a performance-based award and provides a salary increase equal to the value of one GG step increase within the employee's DCIPS Work Level. DQIs may be awarded to employees who are top performer by being in a percentage of top scores within their Pay Pool Group, which shall not exceed 10 percent (Commanders of the ACOMs, DRUs, ASCCs, and AASA shall establish a percentage between 1-10%)
- **DCIPS SQI** – DCIPS SQI provides the highest base-pay increase monetary award available to Army DCIPS employees. The DCIPS SQI is a sustained performance award reserved to recognize truly exemplary sustained performance. The award consists of a base-pay increase monetary award in the form of an increase in an employee's pay of two steps at their current grade. Commands may use the DCIPS SQI to reward employees who were deemed initially eligible for consideration for a base-pay increase monetary award for 3 consecutive years, the current and two preceding performance evaluation cycles. Refer to Army DCIPS Annual Pay Pool and Awards Guidance for eligibility criteria when determining sustained performance for current and 2 previous years.

## Opportunities to Reward Employees



**Performance-Based Compensation:** May only be a DQI/SQI based on an employee's performance. May be awarded only through the Pay Pool process. No other rating based awards authorized under DCIPS. [Rating Based]

**Special Act or Service Awards:** Meritorious accomplishments achieved outside of normal job responsibilities up to \$10,000. Awarded timely throughout the year shortly after the act is performed. [Non-Rating Based]

**On-the-Spot:** Achievements made outside of normal responsibilities up to \$500. Awarded timely throughout the year shortly after the act is performed. [Non-Rating Based]

**Honorary Awards:** Recognition of achievement usually accompanied by a medal, certificate, plaque, or other item that can be worn or displayed. [Non-Rating Based]

**Time Off Award (TOA):** Up to 40 hours granted to an employee single contribution with a maximum of 80 hours for the leave year awarded. A TOA may be used alone or in combination with monetary or honorary awards.. [Non-Rating Based]