

## **Defense Civilian Intelligence Personnel System (DCIPS) Calculating the Performance Evaluation of Record Rating**

This fact sheet provides information on the current rules for calculating the Performance Evaluation of Record Rating which applies the performance objectives weighted at 60 percent with the performance elements weighted at 40 percent. These calculations were applied to the Performance Evaluation of Records with an Evaluation Period Start Date greater than 2 July 2010 for all components. For specific guidance relating to performance management, please refer to the DCIPS web site at <http://dcips.dtic.mil>.

### **Background**

Rating computations are based on performance elements and performance objectives, which may be weighted according to policy in effect for the corresponding evaluation period. Effective October 1, 2010, to align with IC policy, all DCIPS components must apply the performance objectives weighted at 60 percent with the performance elements weighted at 40 percent.

The Overall Performance Element Rating, Overall Performance Objective Rating, and Overall Rating are rounded to one decimal point. The Performance Evaluation of Record is the whole number evaluation of record and descriptor (e.g. "3 - Successful") converted from the Overall Rating as follows: 4.6-5.0 = "5 - Outstanding"; 3.6-4.5 = "4 - Excellent"; 2.6-3.5 = "3 - Successful"; 2.0-2.5 = "2 - Minimally Successful"; < 2 on any objective = "1 - Unacceptable".

### **Calculation Details**

**Overall Performance Objective Rating:** Calculated by computing the arithmetic average of the individual ratings for all assigned performance objective ratings and then round to one decimal point using standard rounding rules (.e.g. less than 5, round down; 5 or greater, round up). Exception: A rating of "1 - Unacceptable," on any performance objective shall result in a summary objective rating of "Unacceptable" and an overall summary rating of "Unacceptable."

**Overall Performance Element Rating:** Calculated by computing the arithmetic average of the individual ratings for all assigned performance element ratings and then round to one decimal point using the standard rounding rules.

**Overall Rating:** Calculated by multiplying the Overall Performance Objective Rating times .60 and the Overall Performance Element Rating times .40; add the two weighted scores together, and then round to one decimal point using the standard rounding rules.

**Performance Evaluation of Record Rating:** Converted from the Overall Rating as follows:

Overall Rating Range	Performance Evaluation of Record Descriptor/Rating
4.6-5.0	Outstanding (5)
3.6-4.5	Excellent (4)
2.6-3.5	Successful (3)
2.0-2.5	Minimally Successful (2)
<2 on any objective	Unacceptable (1)

## Examples

### Example 1:

Overall Performance Objective Rating:  $5 + 4 + 5 + 5 = 19 / 4 = 4.75$  rounded to **4.8**

Overall Performance Element Rating:  $5 + 5 + 4 + 5 + 4 + 5 = 28 / 6 = 4.66$  rounded to **4.7**

Overall Rating (weighted 60/40):

- Overall Performance Objective Rating of 4.8 \*.6 = 2.88
- Overall Performance Element Rating of 4.7 \*.4 = 1.88
- $2.88 + 1.88 = 4.76$  rounded to **4.8**

Performance Evaluation of Record: **5** – Outstanding

### Example 2:

Overall Performance Objective Rating:  $3 + 4 + 4 + 3 + 4 = 18 / 5 = 3.6$

Overall Performance Element Rating:  $3 + 4 + 4 + 4 + 4 + 3 = 22 / 6 = 3.66$  rounded to **3.7**

Overall Rating (weighted 60/40):

- Overall Performance Objective Rating of 3.6 \*.6 = 2.16
- Overall Performance Element Rating of 3.7 \*.4 = 1.48
- $2.16 + 1.48 = 3.64$  rounded to **3.6**

Performance Evaluation of Record: **4** – Excellent