



### **DCIPS Presumptive Evaluation and Modal Ratings**

#### Reference

- DoD Instruction 1400.25-V2011, 7 May 2016
- <a href="http://www.esd.whs.mil/Portals/54/Documents/DD/Issuances/140025/1400.25-V2011.pdf">http://www.esd.whs.mil/Portals/54/Documents/DD/Issuances/140025/1400.25-V2011.pdf</a>
- AP-V 2011 DCIPS Performance Management, 19 January 2019
  <a href="https://www.dami.army.pentagon.mil/site/dcips/docs/L&R/APV%202011\_1-19-18.pdf">https://www.dami.army.pentagon.mil/site/dcips/docs/L&R/APV%202011\_1-19-18.pdf</a>

## Situations covered

Specially situated employee, for the purpose of this "How to guide," refers to Army DCIPS employees in situations that may impact his/her eligibility for a DCIPS rating. These situations include employees that do not meet the 90-day minimum period of performance under any DCIPS performance plan due to one of the following reasons:

- Absent Uniformed Service (formally LWOP-US);
- Leave without Pay Workers Compensation;

#### Notes:

- (1) Column "f" of the Compensation Workbench (CWB) is used to identify specially situated employees. This column contains a list of values of specially situated conditions which must be chosen, as appropriate, when updating the CWB on these employees.
- (2) Employees who leave their positions during an evaluation period to serve a period of active uniformed military service or have gone on Workers Compensation, and who have completed at least 90 calendar days under their performance plan during the current evaluation period, will be entitled to a close-out performance evaluation.

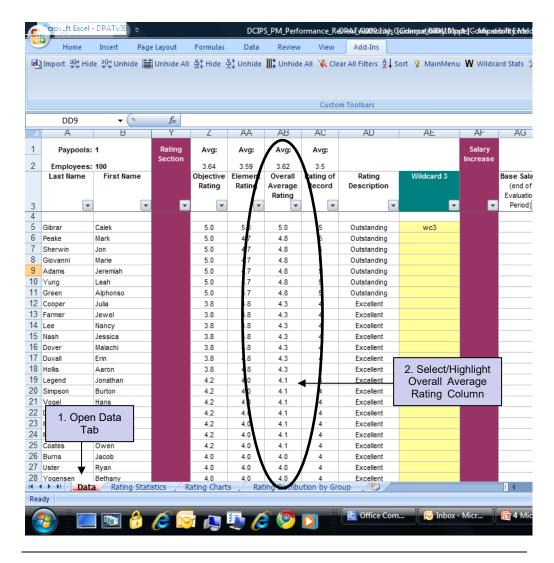
#### Method used

Employees who return to their positions following a period of uniformed military service who do not have the required 90-days of civilian service under any DCIPS performance plan during the current evaluation period by the close of the performance evaluation period will be awarded a presumptive performance evaluation of record. The presumptive evaluation of record will be their last DCIPS performance evaluation of record prior to departure for uniformed military service. If the employee's last performance evaluation of record before his or her departure is not available, or if it is below "Successful," the employee must be assigned a presumptive performance evaluation of record of "Successful" with a numerical value of 3.0 (with each Performance Element and Performance Objective receiving individual ratings of "3"), for the evaluation period that has closed. Presumptive ratings may not be submitted for informal or formal administrative reconsideration. For employees who fall into one of the covered "specially situated employee" categories, their evaluation of record will be based on their last DCIPS evaluation of record (a presumptive rating), if not less than "Successful". If the employee does not have a previous DCIPS evaluation of record (must be DCIPS evaluation, no other performance evaluation type can be used), the employee will be assigned a modal rating. A modal rating is the most commonly given rating for other employees under the purview of the same Performance Management Performance Review Authority (PM PRA).

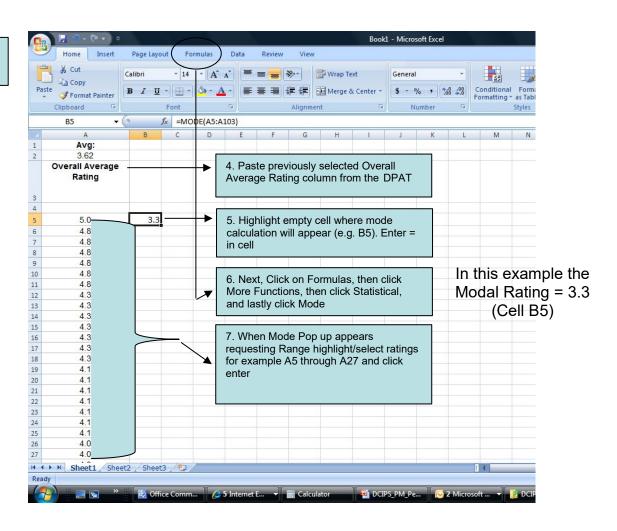
Determining the modal rating It is the responsibility of the first level PM PRA (e.g. organizational PM PRA) to determine the modal rating for employees under their purview. The modal rating can only be identified once all other ratings have been assigned.

In cases where there is more than one modal rating (i.e. nine 3.3s and nine 3.4s), the higher rating is the approved modal rating.

The following screenshots provide step-by-step instructions on how to determine the modal rating using the DCIPS Performance Analysis Tool (DPAT). NOTE: Screen shots based upon most recent version of DPAT tool at time of issuance of guide and subject to change as newer versions of DPAT are released.



3. Open New Excel Spreadsheet



# Relationship to pay pools

An employee receiving a presumptive or modal rating will also be part of the pay pool for consideration of a base-pay increase monetary award in accordance with AP-V 2012.