Army DCIPS

Year-End Steps-to-Success Checklist

Revised August 2023

DCIPS

DEFENSE CIVILIAN INTELLIGENCE
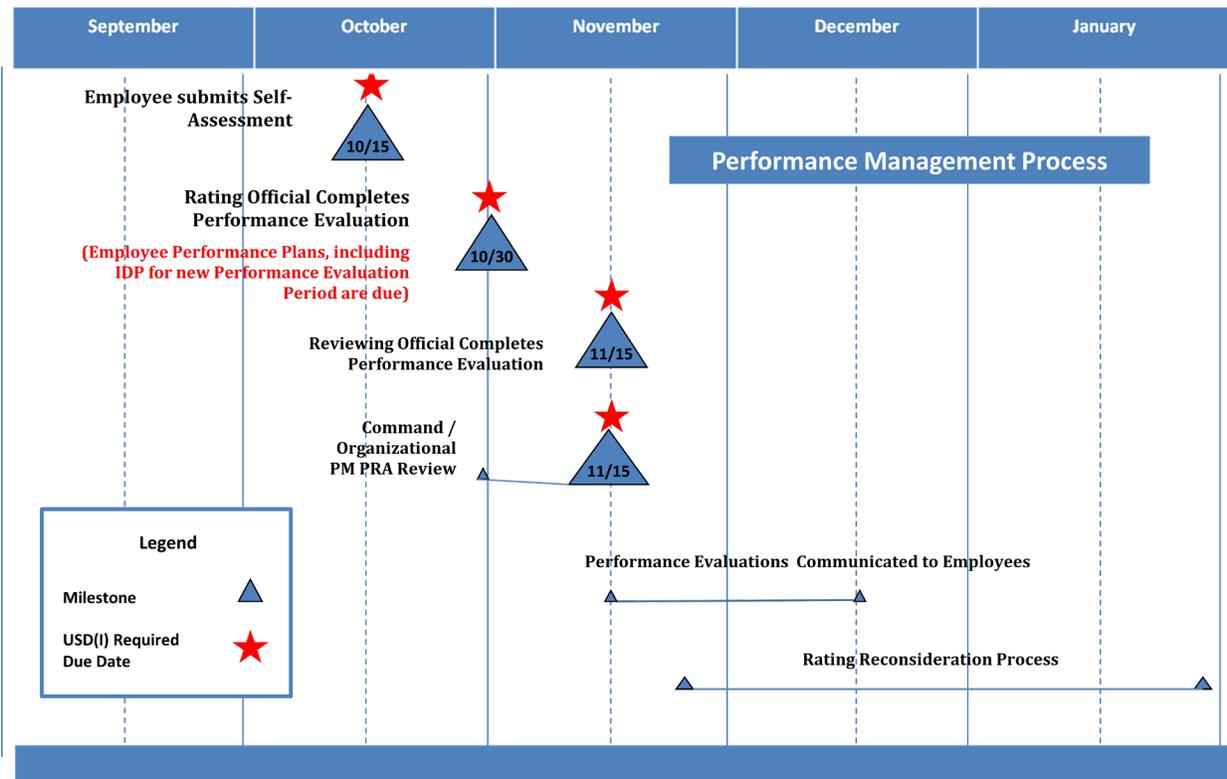PERSONNEL SYSTEM
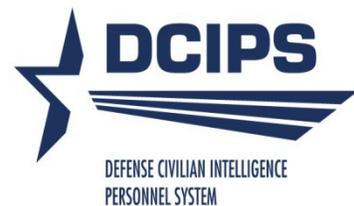
DCIPS Year-End
Steps-to-Success Checklist

There are two distinctly separate processes to the year-end process – the Performance Management (PM) process and the Performance-Based Compensation (the convening of pay pools to determine base-pay increase monetary awards) process.

Processes

September	October	November	December	January
Employee submits Self-Assessment	★ 10/15		**Performance Management Process**	
Rating Official Completes Performance Evaluation **(Employee Performance Plans, including IDP for new Performance Evaluation Period are due)**	★ 10/30			
Reviewing Official Completes Performance Evaluation		★ 11/15		
Command / Organizational PM PRA Review		★ 11/15		
			Performance Evaluations Communicated to Employees	
Legend Milestone ▲ USD(I) Required Due Date ★			Rating Reconsideration Process	

Performance-Based Compensation calendar will be issued separately.

Phases

Each year-end process has five distinct phases: prepare, execute, review, verify and report.

Prepare → Execute → Review → Verify → Report

The DCIPS Year-End Checklist is designed to assist you in tracking required actions during each of the different phases of the processes. Each phase is further broken down to three general categories: general, performance-management specific or performance-based compensation program specific actions. The checklists highlight each of these categories within each phase.

Refer to the *DCIPS Managing Pay Pool IDs In DCPDS*, the *Year-End Performance Evaluation Guide*, the *Performance-Based Compensation Program Technical Guide* or pertinent policies for more detailed information (https://www.dami.army.pentagon.mil/site/dcips/LC-ER%202012.aspx).

Guidance pertinent to various portions of this checklist will be issued as processes used during the year are refined and confirmed.

Actions for Phase 1: Prepare		
General Preparation		
Action	**Reference (if applicable)**	**Timing**
☐ Identify Pay Pool Data Administrators (Command, Sub Command, Organizational Levels)		July
☐ Complete appointment letters and non-disclosure agreements for Pay Pool Data Administrators		July
☐ Ensure Pay Pool Data Administrators have appropriate systems access		July
☐ Ensure Pay Pool Data Administrators complete on-line or classroom training		July-August
☐ Determine Pay Pool Identifier (PPID) naming convention	DCIPS Managing Pay Pool IDs In DCPDS Guide	July
☐ Create Pay Pool Identifiers (PPIDs)	DCIPS Managing Pay Pool IDs In DCPDS Guide	July
Performance Management Preparation		
Action	**Reference (if applicable)**	**Timing**
☐ Validate Rating Hierarchy in DCPDS and PAA Tool		July
☐ Ensure properly executed delegation of Command PM Performance Review Authority (PRA) IAW AP-V 2011, dated 19 January 2019, if responsibilities are to be performed by someone other than the Commander of the ACOM. DRU, ASCC, or the AASA.		July
☐ Ensure Command PM PRA establish and appoint their respective PM PRA structure through appointment of Organizational PM PRA's, where appropriate		July

	Action	Reference (if applicable)	Timing
☐	Create/update Command/Organizational Level Performance Management (PM) Supplemental Guidance and/or PM Business Rules	DoDI 1400.25, Volume 2011 and DCIPS AP-V-2011	July
☐	Verify that all employees have MyBiz access		September
☐	Verify that all rating and reviewing officials have MyWorkplace accounts and can view all of their employees		September
☐	Ensure trusted agent and guest rater accounts are established as required		September
☐	Ensure employees have approved performance plans		No later than 30 June
☐	Ensure any adjustments to objectives have been made, approved by the Reviewing Official and communicated to employee		No later than 30 June
☐	Create Performance Management Structure (i.e. PM PRA) and notify employees as early as is practicable, but no later than 90 days before the end of the rating cycle		No later than 30 June

Performance-Based Compensation Program Preparation

	Action	Reference (if applicable)	Timing
☐	Create Pay Pool Structure Identify Pay Pool Data Administrators, Pay Pool Manager(s) and/or Pay Pool Panel Members and alternates		July
☐	Assign Pay Pool Identifiers (PPIDs) to employees	Managing Pay Pool IDs Guide	July
☐	Communicate Performance-Based Compensation/Pay Pool Information to Employees		September
☐	Complete Annual Pay Pool Training (Pay Pool Managers(s) and/or Pay Pool Panel Members and alternates	Army DCIPS Website/Data Administrator	July-September

		Website	
☐	Complete Annual CWB/DPAT Training (Pay Pool Data Administrators and alternates)	Email announcement by IPMO	October