

# November 2011 EYE Newsletter

## Inside this Issue

- ❖ From the Desk of Ms. Yolanda Watson, Director, Intelligence Personnel Management Office (pg. 1)
- ❖ Key FY11 DCIPS Performance Management Dates (pg. 1)
- ❖ Army DCIPS Employee Training Updates (pg. 1)
- ❖ Performance-Based Bonus Program Overview (pg. 2)
- ❖ You Asked, We Answered! (pg. 4)
- ❖ Writing SMART Objectives (pg. 4)
- ❖ Creating an Individual Development Plan (pg. 6)
- ❖ Reconsideration Process for DCIPS Evaluations of Record (pg. 6)
- ❖ Overview of the Civilian Workforce Transformation Initiative (pg.8)
- ❖ DCIPS Frequently Asked Questions..... Where to go? (pg. 8)
- ❖ DCIPS Resources and Key Links (pg. 9)

## From the Desk of Ms. Yolanda Watson, Director, Intelligence Personnel Management Office (IPMO)



On behalf of everyone at IPMO, I would like to wish everyone a Happy Thanksgiving. We appreciate all that you do, and we will continue with our efforts to ensure that the upcoming transition (scheduled on 25 March 2012) occurs as smoothly and as efficiently as possible.

In the meantime, we encourage you to communicate with your Transition Manager and to visit our Army Defense Civilian Intelligence Personnel System (DCIPS) website for the most up-to-date information on the transition (<http://www.dami.army.pentagon.mil/site/dcips/Transition.aspx>).

Thank you for all of your support, and enjoy your Thanksgiving holiday!

## Key FY11 DCIPS Performance Management (PM) Dates

<u>PM Milestones</u>	<u>Deadline</u> <i>(check with your specific command for any adjustments to dates)</i>
Rating Official completes evaluation of performance	NLT 30 October 2011
Reviewing Official completes review	NLT 15 November 2011
Performance Management Performance Review Authority (PM PRA) completes final review	NLT 15 November 2011
Provide final rating to employee and final rating available to Bonus Group Manager	NLT 25 November 2011

## Army DCIPS Employee Training Updates

We are pleased to announce the availability of the first eight courses in the new suite of DCIPS training offerings being developed out of Office of the Undersecretary of Defense for Intelligence (OUSD(I)) (course names and short descriptions are provided below). These courses are presently available on OUSD(I)'s DCIPS public webpage (<http://dcips.dtic.mil/training.html>) and the Army DCIPS website under the training sections of their respective DCIPS lifecycle functional areas (<http://www.dami.army.pentagon.mil/site/dcips/lifecycle.aspx>).

These courses are available to anyone with access to the internet, and may be especially useful for employees that are new to DCIPS.

We will announce additional training as it is posted—please continue to stay tuned for training updates in upcoming issues of the EYE Newsletter as well as on the Army DCIPS homepage!

<b>Course Title</b>	<b>Audience</b>	<b>Description</b>
"DCIPS 101"	All employees	A one-hour, self-paced, web-based course that highlights the key elements of DCIPS. The module will be offered to all participants and is a prerequisite to classroom training. <a href="http://dcips.dtic.mil/swat2/courses/DCIPS/DCIPS_101/distrib/frameset.htm?module=0&amp;lesson=0&amp;emailAddr=mailto:dcips.web.team@osd.mil">http://dcips.dtic.mil/swat2/courses/DCIPS/DCIPS_101/distrib/frameset.htm?module=0&amp;lesson=0&amp;emailAddr=mailto:dcips.web.team@osd.mil</a>
"Putting Yourself in the Other Person's Shoes"	All employees	A one-hour interactive, self-paced course that provides strategies for leaders, managers, supervisors, and employees to improve communication by considering and understanding the other person's perspective. The course describes effective communication styles and examines the impact of generational or cultural differences in workplace performance communications. <a href="http://dcips.dtic.mil/sum1elsshoes/">http://dcips.dtic.mil/sum1elsshoes/</a>
"The Key to Leading Your Mission"	Leaders / Managers	A one-hour, interactive, self-paced course for leaders and managers that review their critical roles in establishing, communication, and implementing a strategy to guide performance ratings. <a href="http://dcips.dtic.mil/pmkeyleadmiss/">http://dcips.dtic.mil/pmkeyleadmiss/</a>
"iSuccess" Writing Performance Objectives and Self-Assessments	All employees	A self-paced, interactive course that uses a step-by-step approach to teach employees how to write SMART performance objectives and self-assessments. A "virtual coach" and "virtual employees" provide effective writing tips, techniques, and examples. <a href="http://dcips.dtic.mil/iSuccess/">http://dcips.dtic.mil/iSuccess/</a>
"COACH for Success"	Leaders / Managers	A one-hour, interactive, self-paced course for organizational leaders and managers that describes the role as coach, discusses how coaching can lead to an increase in job performance, and provides a model and processes for providing effective coaching. The course includes sample coaching discussions between managers and employees. <a href="http://dcips.dtic.mil/coach4success/">http://dcips.dtic.mil/coach4success/</a>
"Managing Your Manager"	All employees	A one-hour, interactive, self-paced course that provides employees with tips on how to improve communication with their managers including how to better understand their manager's expectations, how to practice proactive career management, and how to deal with challenging manager behaviors. <a href="http://dcips.dtic.mil/manageurmanger/">http://dcips.dtic.mil/manageurmanger/</a>
"DCIPS Pay Pools, Performance, and You"	All employees	A self-paced, interactive, web-based course that explains how performance management and the pay pool/bonus group process are designed to ensure that employees are appropriately recognized and rewarded for their contributions to achieving organizational goals. The course uses "virtual employees" to introduce key players, their responsibilities, and the critical role each plays in making DCIPS performance management work effectively. <a href="http://dcips.dtic.mil/ppy/">http://dcips.dtic.mil/ppy/</a>
"DCIPS Pay Pool Advisor Guide"	Bonus Group Managers	A working guide for pay pool advisors (or Bonus Group Managers in Army DCIPS) to use during mock and real pay pools/bonus groups. Topics include key players and their responsibilities, getting started, what to look out for, and keeping the pay pool/bonus group on track. Resources in the guide include a pay pool/bonus group timeline, action plan, checklists, sample nondisclosure agreement, tips for conducting high-impact meetings, and strategies for communication styles. <a href="http://dcips.dtic.mil/documents/LM_DCIPS_PPAG_FinalCompiled_122308_4c_LR.pdf">http://dcips.dtic.mil/documents/LM_DCIPS_PPAG_FinalCompiled_122308_4c_LR.pdf</a>

## **Performance-Based Bonus (PBB) Program Overview**

The PBB program is the Army DCIPS annual performance-based bonus program. The PBB program links employee performance to bonuses—with the greatest rewards going to those who make the greatest contributions. The employees' evaluation of record directly affects their eligibility to receive a PBB and is used to determine and distribute PBBs. Under DCIPS, an employee's evaluation of record (numerical value between 1 and 5) determines eligibility for a PBB. PBB

program bonus deliberations will begin after 15 November for the performance period covering 1 October 2010 - 30 September 2011. Under this program, Army DCIPS employees may be eligible for a Quality Step Increase (QSI) or a PBB.

**PBBs will:**

- Acknowledge significant mission contributions
- Provide larger bonuses for higher levels of performance

**PBB Eligibility:**

- Employees eligible for PBBs must meet or exceed a “successful” rating of at least 2.6 (employees rated as unsuccessful or minimally successful are not eligible for bonuses)
- Employees who have an overall rating of “outstanding” between 4.6 and 5.0 are eligible for QSIs
- Employees with an overall rating of “outstanding” will be considered either for a QSI or bonus, but not both
- Bonus distribution generally should not exceed 50% of the eligible population
- The budget for the PBB program in FY11 will be 1% of the total non-Senior aggregate basic salaries with NLT 0.08% designated for the bonus process and the remaining for the Awards and Recognition program for FY12

**Performance-Based Bonus Terms**

**Bonus**- One-time monetary reward based on an employee’s performance for that performance year as part of the PBB program. The purpose of a bonus is to provide meaningful reward for the highest levels of employee performance and/or work accomplishments within the context of the pay band/work level.

**Bonus Board**- A group of Bonus Group Managers or senior intelligence officers who typically share chain-of-command responsibility for employees assigned to a Bonus Group. They are responsible for conducting the annual PBB decision-making process under the leadership of a Bonus Group Manager.

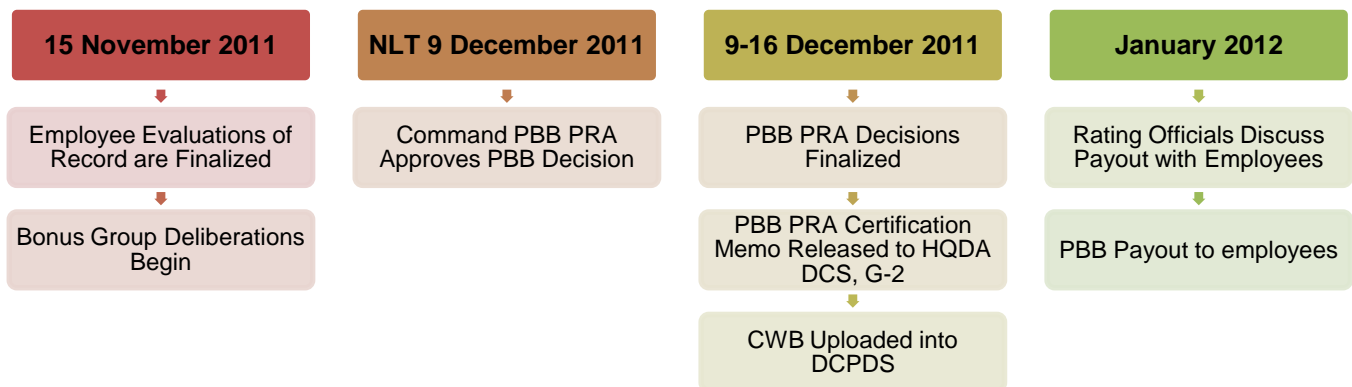
**Bonus Group**- A logical aggregation of employees within Army for the purpose of making annual PBB decisions. The organizing construct for a Bonus Group may include consideration of Division, Directorate, organization or region of assignment, occupation, or other organizing criterion involving a common mission focus.

**Bonus Group Manager**- An individual typically in an employee’s chain-of-command assigned to a Bonus Group, responsible for conducting the annual PBB decision-making process.

**Command Performance-Based Bonus Performance Review Authority (PBB PRA)**- Provides oversight of the PBB processes and approves all PBB decisions. Commanders may further delegate the authority to approve PBBs no lower than to Major Subordinate Command Commanders (Colonel -06 and above, or civilian equivalent).

**Quality Step Increase (QSI)**- A QSI is considered a performance-based award and provides a salary increase equal to the value of one GS/GG step increase at the employee’s GGE level within the employee’s DCIPS band. QSIs are awarded to employees with an overall summary rating of record of Outstanding (4.6-5.0) for the current rating period as part of the PBB program.

**Key PBB Dates:**



## You Asked, We Answered!

### 1. **What is the difference between a bonus and an award?**

According to AP-V 2008, Awards and Recognition

(<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/APV%202008%20Army%20DCIPS%20Awards%20and%20Recognition%20Final%20Interim%20Policy.doc>), there are two types of awards:

1. DCIPS employees are eligible for **monetary awards** that recognize special one-time acts, other extraordinary efforts, an individual or team contribution, or exceptional accomplishments at any time. Monetary awards will not be used to reward performance based on a performance evaluation of record.
2. **Non-monetary awards** may be used to acknowledge an individual or team contribution or exceptional accomplishment at any time. A Time-Off or other incentive award may be considered at any time during the performance cycle to recognize the employee for a specific accomplishment or act.

According to AP-V 2012, Performance-Based Bonus Program

(<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/APV-2012-1%20DCIPS%20Interim%20Performance-Based%20Bonus%20Program.pdf>), **bonuses** are meaningful rewards for the highest levels of performance and/or work accomplishments within the context of the work level/pay band. Bonuses, unlike some awards, are based on the DCIPS employee's performance evaluation of record. Eligible employees are considered for bonuses once a year during the PBB program bonus deliberations.

### 2. **The USD(I) memo from 8 September 2011 (titled: "2011 DCIPS Guidance on Pay Pools, Awards, and Reporting of Results") directs DCIPS Components to spend no more than 0.17% of aggregate salaries on QSIs during FY12. What is the cutoff date to compute the aggregate salaries?**

The cutoff date to compute the salaries was 30 September 2011.

### 3. **The cost of a QSI for each DCIPS employee varies because their salary varies. How do we translate this to a specific dollar amount into the specific number of QSIs allowed for each command?**

The process you used last year by setting a limitation on the number of QSIs will be the same for this year except for the difference in the amount of QSIs you can award. We recommend you average the amount of QSIs based on a \$2000 average increase. We calculated this amount by taking the within grade increase (WGI) amounts for GS-7 through GS-15 on the OPM Salary Table and averaged the amount. Keep in mind that the QSIs are optional and that you should not exceed the total amount.

*Do you have a DCIPS question that you would like answered by us? We will feature answers to your questions in our EYE Newsletter. Please submit your questions or your suggestions for future EYE article topics to: [dcips@mi.army.mil](mailto:dcips@mi.army.mil) (subject: DCIPS Communications). We look forward to hearing from you!*

## Writing SMART Objectives

Your SMART performance objectives (POs) should have been written and input into the Performance Appraisal Application (PAA) Tool no later than 30 October 2011. However, if you have not completed this critical PM step, refer to the below guidance on how to write SMART POs and to understand how these objectives are critical to the Army's mission success.

As an Army DCIPS employee, you should understand how your individual performance objectives align to organizational success. Work with your managers and supervisors to ensure that you understand your organization's strategic plan and how it aligns to the Department of the Army's mission and goals.



The Army Defense Civilian Intelligence Personnel System (DCIPS), a Title 10 Excepted Service Civilian Personnel System, is a mission-focused performance system that supports the complete human capital lifecycle for Army civilian positions, employees and organizations engaged in or in support of an intelligence or intelligence-related mission. For more information, please visit <http://www.dami.army.pentagon.mil/site/dcips/index.aspx> or contact the Army G-2 Intelligence Personnel Management Office (IPMO) at [DCIPS@mi.army.mil](mailto:DCIPS@mi.army.mil). The EYE Newsletter is a publication of the IPMO. Please send all comments to [DCIPS@mi.army.mil](mailto:DCIPS@mi.army.mil).

Your POs should describe the specific results (the “what”) that you achieve, focusing on the product, service or accomplishment resulting from a particular work activity, rather than the activity itself. In addition, your performance objectives should be written according to the SMART framework.

In addition, writing SMART POs is a critical component of the Plan Phase in the annual performance management cycle. If your objectives adhere to the SMART framework, you will know exactly what is expected of you, and your supervisor will be able to accurately evaluate your performance at the end of the cycle. Effectively written POs are a key component of the performance management system; they serve as an important factor in determining employee performance ratings and, ultimately, in making bonus decisions.

Framework:	Description:	Why it is important:
<b>S= Specific</b>	<ul style="list-style-type: none"> <li>An observable or verifiable accomplishment is described.</li> <li>Specificity helps ensure that you and your managers and supervisors share the same expectations.</li> <li>Additionally, the objective should be specific about the results; not about the way in which it is achieved.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluating performance on an objective requires that the outcome can be verified.</li> <li>The more specific it is, the easier it is to evaluate and for you to understand what the product or service should look like upon completion.</li> <li>Once you know what the outcome should look like, you can focus on how to accomplish the PO effectively.</li> </ul>
<b>M= Measurable</b>	<ul style="list-style-type: none"> <li>A method or procedure to assess and record the behavior or action for which the objective focuses, and the quality of the outcome.</li> <li>When defining the measurability aspect of your PO, remember to write it at the “Successful” performance level (i.e., rating of 3).</li> </ul>	<ul style="list-style-type: none"> <li>Impartial evaluations of whether the PO was achieved are difficult if specific measures are not included.</li> <li>The measurement component of a PO should reflect the important dimensions of the product.</li> <li>Common types of measurement include: <ul style="list-style-type: none"> <li>Quantity – amount produced (e.g., raw numbers or percentages)</li> <li>Quality – accuracy, effectiveness</li> <li>Time – within 6 months, by January 31<sup>st</sup></li> <li>Cost-effectiveness – efficiency that results in time or money saved</li> </ul> </li> </ul>
<b>A= Achievable</b>	<ul style="list-style-type: none"> <li>The PO should be sufficiently challenging, but not so complex that it cannot be accomplished.</li> <li>Consider whether or not the PO can be accomplished with the resources, personnel, and time available.</li> <li>The PO must be appropriate for your experience, skill, work level, and position within the organization.</li> </ul>	<ul style="list-style-type: none"> <li>The primary benefit of making sure an objective is achievable is fairness to you. Setting requirements that exceed the expectations for your work level or requirements that cannot be completed with the resources available is unfair and inappropriate.</li> </ul>
<b>R= Relevant</b>	<ul style="list-style-type: none"> <li>The PO should be important to you and your organization’s mission.</li> <li>Managers/supervisors must have a clear understanding of their own POs before they can effectively work with you to establish your POs.</li> </ul>	<ul style="list-style-type: none"> <li>Establishing relevance ensures that you understand how you contribute to larger goals and the success of the organization.</li> <li>The linkage should be explicitly written in the PO statement. It may be as simple as saying, “This objective supports the organization’s strategic goal of XYZ.”</li> </ul>
<b>T= Time-bound</b>	<ul style="list-style-type: none"> <li>There is a point in time when the PO starts and when it ends.</li> <li>POs should be written so they can be accomplished during a single evaluation period.</li> </ul>	<ul style="list-style-type: none"> <li>The primary benefit of making sure an objective is time-bound is that it sets expectations for you.</li> <li>Achievement of the PO can be measured against the timeframe set for completion.</li> </ul>



## **Creating an Individual Development Plan (IDP)**

In accordance with Army Policy Volume 2011 (AP-V 2011), Performance Management (<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V%202011.pdf>), the IDP shall be approved no later than 30 days after the commencement of the performance period (i.e., 30 October 2011). However, if you have not yet completed this step, refer to the following guidance for information on the IDP.

The IDP is an action plan that specifies development goals which can enhance individual skills, performance and success. It is prepared jointly by the supervisor and employee as part of the annual performance planning process that outlines development objectives for the employee. It serves as a formal documented record of agreed-upon developmental activities and planned training. Employees are required to discuss development and career goals with their supervisor during the performance planning process and review again at midpoint performance feedback.

Employees “own” and drive their IDPs. An IDP provides an employee with the opportunity to identify career objectives, knowledge, skills and abilities needed to be successful in his/her career. IDPs may include training, education, individual coaching, work assignments, or other activities designed to improve the employee’s capability within his or her career field.

Some things to consider when completing an IDP are to carefully and clearly think about desired career goals, communicate these goals with your supervisor, then create a plan of action for achieving them. An IDP is a valuable tool for planning specific actions to achieve your goals.

The IDP can be completed online in the Civilian Human Resources Training Application System (CHRTAS) <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>. Army employees that do not have access to CHRTAS should contact their command’s DCIPS Transition Manager or servicing Civilian Personnel Advisory Center (CPAC) for offline IDP options.

## **Reconsideration Process for DCIPS Evaluations of Record**



The administrative reconsideration process is the exclusive process by which Army DCIPS employees may challenge their final evaluation of record. You can only challenge your evaluation of record and you cannot challenge your Midpoint Review, an interim assignment report of performance, or any bonus matter. In addition, the reconsideration process does not apply to challenges regarding individual ratings for Performance Objectives, individual ratings for Performance Elements or narrative assessments (unless required to support a change to the evaluation of record).

The information in this article is a supplement to the Army DCIPS Performance Evaluation Administrative Reconsideration Guide

([http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/Army%20DCIPS%20Perf%20Eval%20Admin%20Reconsideration%20Guide\\_Oct\\_2011.doc](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/Army%20DCIPS%20Perf%20Eval%20Admin%20Reconsideration%20Guide_Oct_2011.doc)), the Army DCIPS Performance Evaluation Administrative Reconsideration Guidance ([http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS%20Perf%20Eval%20Admin%20Reconsideration%20Guidance\\_Oct2011.pptx](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS%20Perf%20Eval%20Admin%20Reconsideration%20Guidance_Oct2011.pptx)), and AP-V 2011, Performance Management

### **Creating an IDP**

Employees should consider the following questions when developing their IDP:

- What training courses, deployment options, or other opportunities could I pursue to gain more experience in needed areas?
- Are all of my capabilities being utilized in my present position? If not, how can I work with my supervisor to be better utilized?
- What are my long-term goals? What type of work do I see myself doing in 2 years or 5 years? How am I preparing myself for this future work?
- What are the specific tasks or additional responsibilities that I can seek out to meet my development goals for the coming year?
- Based on a review of the competencies for my job, where do I need more experience and/or training?

(<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V%202011.pdf>). Please refer to these guidance documents for detailed information on the reconsideration process.

There are two separate processes for an administrative reconsideration: an informal administrative reconsideration and a formal administrative reconsideration.

**1. Informal Administrative Reconsideration (Optional):**

- If an employee disagrees with the ratings on the evaluation of record, the employee may contact the rating and reviewing officials within 5 calendar days of the employee's receipt of the evaluation of record to resolve the disagreement informally.
- The rating and/or reviewing official are expected to respond to the employee within 5 calendar days from the day the employee raises the disagreement.
- If the employee, rater and reviewer are unable to resolve the issue, the employee may pursue a formal administrative reconsideration process. In addition, the employee may skip the informal administrative reconsideration process and proceed directly to formal administrative reconsideration.
- If the decision is made to change the evaluation of record, the corrected evaluation shall take the place of the original one. A revised performance evaluation shall be prepared by the employee's organization, entered into all appropriate records and a copy shall be provided to the employee, the Command PM PRA, the Organizational PM PRA, the servicing CPAC, and the rating and reviewing officials.

**2. Formal Administrative Reconsideration:**

- **Command PM PRA**
  - To initiate the formal administrative reconsideration process, an employee is responsible for submitting a written request for reconsideration of an evaluation of record to the Command PM PRA with a copy to the rating official, the reviewing official, Organizational PM PRA (if applicable), and the servicing CPAC within 10 calendar days from the receipt of the evaluation of record or 10 calendar days from the date he/she receives a decision from the rater/reviewing official (or should have received a decision if no decision was made) as a result of the informal administrative reconsideration process.
  - The request for reconsideration must include a copy of the evaluation of record being challenged, state what change is being requested, and provide the employee's basis for the disagreement about the evaluations of record and explain (if appropriate) how any discussion with the rating and reviewing official has not resolved the matter.
  - The Command PM PRA is responsible for reviewing the request and conferring with the rating official and reviewing official. If appropriate, the Command PM PRA may conduct further inquiry. The Command PM PRA is responsible for rendering a written decision within 15 calendar days of receipt of the employee's written request for reconsideration. The Command PM PRA may extend the deadline if necessary by another 15 calendar days. The decision must include a brief explanation of the basis for the decision, and notification that the employee may request further and final reconsideration of the decision by the Army PM PRA.
  - If the Command PM PRA decision is to change the evaluation of record, the corrected evaluation shall take the place of the original one. A revised performance evaluation shall be prepared by the employee's organization, entered into all appropriate records and a copy shall be provided to the employee, the Command PM PRA, the Organizational PM PRA, the servicing CPAC, and the rating and reviewing officials.
- **Army PM PRA**
  - If an employee chooses to request further and final reconsideration of the evaluation of record, a request for reconsideration must be submitted through the employee's Command PM PRA to the Army PM PRA within 7 calendar days of receipt of the notice from the Command PM PRA decision.
  - Within 15 calendar days of receipt of a request for further and final reconsideration, the Army PM PRA shall issue a final decision unless he or she determines that further inquiry is required. In such case, the Army PM PRA shall advise the employee that a final decision shall be rendered on completion of the inquiry, but not later than 30 calendar days from the date of such notification.
  - A decision by the Army PM PRA on the request for reconsideration is final.

- If the Army PM PRA decision is to change the evaluation of record, the corrected evaluation shall take the place of the original one. A revised performance evaluation shall be prepared by the employee's organization, entered into all appropriate records and a copy shall be provided to the employee, the Command PM PRA, the Organizational PM PRA, the servicing CPAC, and the rating and reviewing officials.

## **Overview of the Army's Civilian Workforce Transformation (CWT) Initiative:**



The Department of the Army's Civilian Workforce Transformation (CWT) Initiative is an effort in which the Army mapped out a strategy for achieving the changes needed to create a more flexible and adaptive workforce. In the near future, the Army will face significant shifts in our civilian workforce demographics due to base realignments, broad competition for talent, and emergent national security and enterprise effectiveness challenges that will require new skills and adaptive learning by all.

The CWT Initiative will better integrate civilian workforce requirements into the Army's overall mission and resource planning processes. CWT is comprised of strategies for managing the workforce across the entire lifecycle with emphasis on competency identification, competency assessment, gap analysis, gap closure strategies and accountability. This effort will provide the Army with a more flexible and adaptive civilian workforce to meet the Army mission of today and of the future.

## **DCIPS Frequently Asked Questions.....where to go?**

The DCIPS website is your primary source for all up-to-date Army DCIPS employee information and where you can find many frequently asked questions (FAQs). Information found on the DCIPS site includes Army policy guidance, the latest EYE Newsletter, DCIPS Job Aids, links to other IC key resources and USD(I) decisions, and much more.



When questions come up regarding DCIPS and/or the DCIPS information listed on this site, there are several options available to employees to get their questions answered:

- 1.) **Review the Army DCIPS website FAQs listed on the home page.** Common DCIPS questions such as "Where do I find information on the DCIPS year-end closeout process?" or "What is the policy for hiring veterans?" can be found at: <http://www.dami.army.pentagon.mil/site/dcips/faq.aspx>.
- 2.) **E-mail or call your Command Transition Manager (TM).** Specific DCIPS questions related to individual situations such as "How is my Bonus Group (Pay Pool) assignment determined?" or "Who is my Rating Official?" should be directed to your TM. Please e-mail or call the appropriate TM so that he or she can help provide you with support on your specific questions.
- 3.) **E-mail the Army G-2 Intelligence Personnel Management Office (IPMO).** If you haven't obtained an answer to your question on the website or from your TM, use the "Contact Us" link on the DCIPS Home Page to forward a question to the Army G-2/IPMO ([DCIPS@mi.army.mil](mailto:DCIPS@mi.army.mil)).



## DCIPS Resources and Key Links

### General:

- **USD(I) Defense Civilian Intelligence Personnel System (DCIPS)**  
<http://dcips.dtic.mil/index.html>
- **United States Army Civilian Human Resources Agency (CHRA)**  
<http://www.chra.army.mil/>

### Performance Management Resources & Guides:

- **Supplementary Online Training for Supervisors - Writing Performance Objectives**  
[http://odni.touch-point.net/index\\_1.html](http://odni.touch-point.net/index_1.html)
- **How Do I...A Guide to Completing Key Actions in DCIPS Performance Appraisal Application (PAA)**  
<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/How%20Do%20I%20Guide%20Fall%20011.pdf>

Remember to visit the **Army DCIPS** website on a regular basis. We will post all DCIPS updates as soon as they become available.

**NIPRnet:** <http://www.dami.army.pentagon.mil/site/dcips/>