



## DCIPS Presumptive Evaluation and Modal Ratings

### Reference

- DoD Instruction 1400.25-V2011, 7 May 2016  
<http://www.esd.whs.mil/Portals/54/Documents/DD/Issuances/140025/1400.25-V2011.pdf>
  - AP-V 2011 DCIPS Performance Management, 19 January 2019  
<http://g2-public-website.azurewebsites.us/site/dcips/index.aspxf>
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### 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.
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**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).

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## 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.

	A	B	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	Paypools: 1		Rating Section	Avg:	Avg:	Avg:	Avg:			Salary Increase	
2	Employees: 100			3.64	3.59	3.62	3.5				
	Last Name	First Name	Objective Rating	Element Rating	Overall Average Rating	Rating of Record	Rating Description	Wildcard 3		Base Salary (end of Evaluation Period)	
5	Gibrar	Calek	5.0	5.0	5.0	5	Outstanding	wc3			
6	Peake	Mark	5.0	4.7	4.8	5	Outstanding				
7	Sherwin	Jon	5.0	4.7	4.8	5	Outstanding				
8	Giovanni	Marie	5.0	4.7	4.8	5	Outstanding				
9	Adams	Jeremiah	5.0	4.7	4.8	5	Outstanding				
10	Yung	Leah	5.0	4.7	4.8	5	Outstanding				
11	Green	Alphonso	5.0	4.7	4.8	5	Outstanding				
12	Cooper	Julia	3.8	3.8	4.3	4	Excellent				
13	Farmer	Jewel	3.8	3.8	4.3	4	Excellent				
14	Lee	Nancy	3.8	3.8	4.3	4	Excellent				
15	Nash	Jessica	3.8	3.8	4.3	4	Excellent				
16	Dover	Malachi	3.8	3.8	4.3	4	Excellent				
17	Duvall	Erin	3.8	3.8	4.3	4	Excellent				
18	Hollis	Aaron	3.8	3.8	4.3	4	Excellent				
19	Legend	Jonathan	4.2	4.0	4.1	4	Excellent				
20	Simpson	Burton	4.2	4.0	4.1	4	Excellent				
21	Voegel	Hans	4.2	4.0	4.1	4	Excellent				
22			4.2	4.0	4.1	4	Excellent				
23			4.2	4.0	4.1	4	Excellent				
24			4.2	4.0	4.1	4	Excellent				
25	Coates	Owen	4.2	4.0	4.1	4	Excellent				
26	Burns	Jacob	4.0	4.0	4.0	4	Excellent				
27	Uster	Ryan	4.0	4.0	4.0	4	Excellent				
28	Yocensen	Bethany	4.0	4.0	4.0	4	Excellent				

3. Open New Excel Spreadsheet

The screenshot shows an Excel spreadsheet with the following data in column A:

1	
2	Avg: 3.62
3	Overall Average Rating
4	
5	5.0
6	4.8
7	4.8
8	4.8
9	4.8
10	4.8
11	4.8
12	4.3
13	4.3
14	4.3
15	4.3
16	4.3
17	4.3
18	4.3
19	4.1
20	4.1
21	4.1
22	4.1
23	4.1
24	4.1
25	4.1
26	4.0
27	4.0

Cell B5 contains the value 3.3. The formula bar shows '=MODE(A5:A103)'. The 'Formulas' tab is selected in the ribbon.

Instructions shown in the image:

4. Paste previously selected Overall Average Rating column from the DPAT
5. Highlight empty cell where mode calculation will appear (e.g. B5). Enter = in cell
6. Next, Click on Formulas, then click More Functions, then click Statistical, and lastly click Mode
7. When Mode Pop up appears requesting Range highlight/select ratings for example A5 through A27 and click enter

In this example the Modal Rating = 3.3 (Cell B5)

**Relationship to pay and bonus**

An employee receiving a presumptive or modal rating will also be part of the bonus group for consideration of a performance-based bonus in accordance with AP-V 2012.