



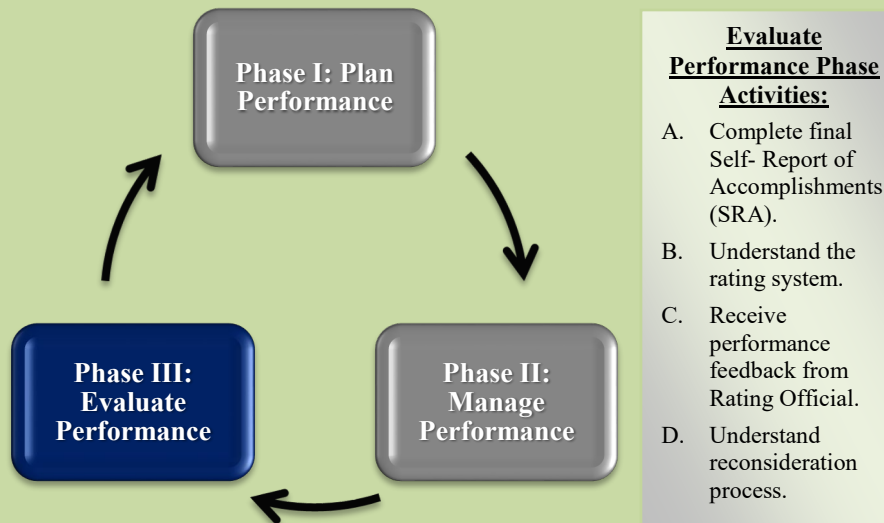
## Phase III: Evaluate Performance Phase

Information for DCIPS PM applies to Grades 15 (or equivalent) and below.

# DCIPS Performance Management Onboarding Job Aid for Employees

Defense Civilian Intelligence Personnel System (DCIPS) is designed to support your career development by promoting planning with assistance from your Rating Official throughout the annual Performance Management (PM) process. The annual PM process of the DCIPS Human Capital Lifecycle occurs in three phases, with specific activities associated with each phase. This job aid provides guidance on Phase III (Evaluate Performance), which occurs at Year-end of the Army DCIPS employee's performance evaluation period.

### Evaluate Performance Phase Activities



PM Phases

### Key Responsibilities During the Evaluate Performance Phase

#### Learn more about DCIPS PM:

##### Training

- Refresh your knowledge and re-take the following online training course and/or re-read the following guide at: <http://dcips.defense.gov/training>
- "How Do I...A Guide to Completing Key Actions in the DCIPS PAA"

##### Policy

- Read Army Policy Volume (AP-V) 2011 Performance Management at: <http://g2-public-website.azurewebsites.us/site/dcips/LR.aspx>

##### Resources

- PM Job Aids/Guides: <http://g2-public-website.azurewebsites.us/site/dcips/LC-ER%202011.aspx>
  - "Conducting Constructive Feedback Conversations"
  - "Employee Self-Report of Accomplishments Overview"
  - "DCIPS Performance Evaluation Administrative Reconsideration Guidance"
  - "Army DCIPS Performance Evaluation Administrative Reconsideration Guide"
  - "Performance Management At-a-Glance" Job Aid at: [http://g2-public-website.azurewebsites.us/site/dcips/docs/Lifecycle/ER/DCIPS%20Performance%20Management%20At%20A%20Glance%20%20\(3\).pdf](http://g2-public-website.azurewebsites.us/site/dcips/docs/Lifecycle/ER/DCIPS%20Performance%20Management%20At%20A%20Glance%20%20(3).pdf)
- Army DCIPS websites:
  - NIPRnet: <http://g2-public-website.azurewebsites.us/site/dcips/>
  - SIPRnet: <https://intelshare.intelink.sgov/sites/g2kcps/dcips/sitepages/lc-er%202011.aspx>
  - JWICS: <https://dais.army.ic.gov/org/hqdag2/g2kcps/dcips/default.aspx>

- Complete final SRA in the PAA Tool (see *Key Activity (A)*).
- Understand how your Evaluation of Record is calculated (see *Key Activity (B)*).
- Receive performance feedback discussion with your Rating Official (see *Key Activity (C)*).
- Understand the reconsideration process (see *Key Activity (D)*).

### Key Activity (A): Final Self-Report of Accomplishments (SRA)

Your Rating Official uses your SRA to help determine your Evaluation of Record. Your SRA is due 15 days after the end of the evaluation period. It enables you to provide a detailed explanation of your accomplishments, contributions and behaviors. When writing the SRA, support each accomplishment with specific examples and as appropriate, link to your organization's mission:

- ✓ Identify noteworthy products, activities and events where you played a significant role, had a positive impact and demonstrated your PE behaviors.
- ✓ Consider the situation and circumstance faced—what was the challenge, what were the complexities or deadlines and what role/actions did you take to address the challenge?
- ✓ Detail the result or outcome of your accomplishment either qualitatively or quantitatively.
- ✓ Align your accomplishment with relevant strategic objectives.



## Key Activity (B): Rating System

Your Rating Official will calculate your Evaluation of Record as follows:

**Step 1 - Performance Objectives (POs):** First, the Rating Official reviews the General Standards for evaluating POs, your Supervisor's evaluation (if Rating Official is other than your supervisor) and your SRA. Then, each PO is rated using a numeric scale of 1 to 5:

5	<b>Outstanding:</b> Employee far exceeded expected results on the objective, such that organizational goals were achieved that otherwise would not have	2	<b>Minimally Successful:</b> Employee only partially achieved expected results.
4	<b>Excellent:</b> Employee surpassed expected results in a substantial manner on the objective.	1	<b>Unacceptable:</b> Employee failed to achieve expected results in one or more assigned performance objectives.
3	<b>Successful:</b> Employee achieved the expected results.	NR	Employee did not have an opportunity to perform the objective because it became obsolete or could not be accomplished due to extenuating circumstances.

**Step 2 - Calculate the average for all individual PO ratings.**

**Step 3 - Performance Elements (PEs):** Next, each PE is rated by comparing your performance to the IC Standards specific to your work category/level: (refer to: Enclosure 6 of Army Policy Volume (AP-V 2011), "DCIPS Performance Management" policy at [http://g2-public-website.azurewebsites.us/site/dcips/docs/L&R/APV%202011\\_1-19-18.pdf](http://g2-public-website.azurewebsites.us/site/dcips/docs/L&R/APV%202011_1-19-18.pdf))

5	<b>Outstanding:</b> Employee consistently performed all key behaviors at an exemplary level on the element. Employee served as a role model for others.
4	<b>Excellent:</b> Employee demonstrated mastery-level performance of the key behaviors on the element.
3	<b>Successful:</b> Employee fully demonstrated effective, capable performance of key behaviors for the performance element.
2	<b>Minimally Successful:</b> Employee's performance requires improvement on one or more of the key behaviors for the objective.
1	<b>Unacceptable:</b> Employee failed to adequately demonstrate key behaviors for the performance element.

**Step 4 - Average PE ratings.**

**Step 5 - Final overall rating:** The Evaluation of Record is calculated as follows—your POs account for 60% of your final rating and your PEs equate for 40% of your final rating. The results are rounded as shown in the table below:

Average Rating Range	Evaluation of Record Descriptor
4.6 to 5.0	Outstanding (5)
3.6 to 4.5	Excellent (4)
2.6 to 3.5	Successful (3)
2.0 to 2.5	Minimally Successful (2)
<2 or 1 on any element	Unacceptable (1)

The Evaluation of Record is not final until your Reviewing Official approves it and after the PM Performance Review Authority (PRA) review has been completed.

Once approved, your Rating Official is responsible for communicating your final evaluation of record to you within 10 days from receipt of the appraisal from the Reviewing Official.

## Key Activity (C): Performance Feedback Discussion

After the Reviewing Official and the Performance Management Performance Review Authority (PM PRA\*) approves your Evaluation of Record, your Rating Official will meet with you to have a formal performance feedback discussion. He/she is required to communicate your Evaluation of Record within 10 days from receipt of the appraisal from the Reviewing Official.

Consider the following information to discuss with your Rating Official:

- ✓ Key strengths, achievements and developmental areas.
- ✓ Strategies for improving in development areas and career goals.
- ✓ Any general issues or concerns with job/work.
- ✓ Job/career options to pursue given your skills and career goals.
- ✓ Mutually agreeable goals for the next performance year.

\*See AP-V 2011 for more information regarding the PM PRA roles and responsibilities.

## Key Activity (D): Reconsideration Process

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 POs, individual ratings for PEs or narrative assessments (unless required to support the Evaluation of Record). There are two separate processes for an administrative reconsideration:

### Informal Administrative Reconsideration

- Optional (submit within 5 calendar days of receipt of performance evaluation).

### Formal Administrative Reconsideration

- Avenues of Redress (in order):
  1. Command PM PRA (submit within 10 calendar days of receipt of performance evaluation).
  2. Army PM PRA (submit within 7 calendar days of Command PM PRA decision).

## Off-Cycle Guidance

The minimum period of performance in a DCIPS position and under a DCIPS-approved performance plan is 90 days. Employees who have not completed the minimum period of performance during the applicable evaluation period are not rated and, therefore, are not eligible for a performance payout.

If an employee enters the organization within 90 days of the end of the evaluation period, he/she is not rated for the current period. Rather, the days remaining are added to the new or upcoming period. A closeout performance evaluation is issued to eligible employees who have served or are expected to serve at least 90 days under DCIPS, but who move from one position to another or from one Rating Official to another during the evaluation period.