

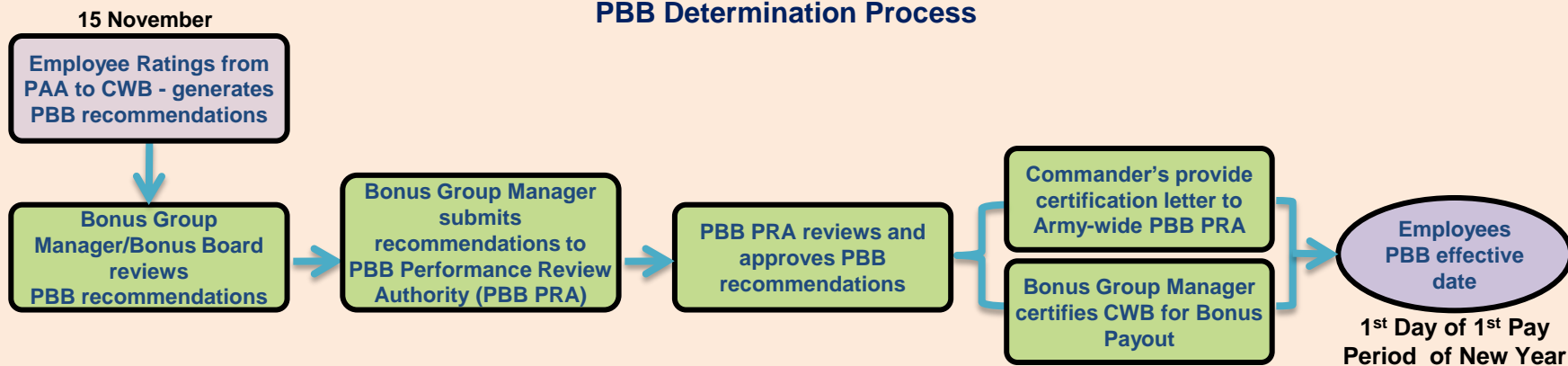
# Army DCIPS Performance-Based Bonus (PBB) Program at a Glance

The Army DCIPS PBB is an annual performance-based rewards program linking employee performance rewards and bonuses—with the greatest rewards going to those who make the greatest contributions.

## Army DCIPS Annual Preparation for the PBB Process



## PBB Determination Process

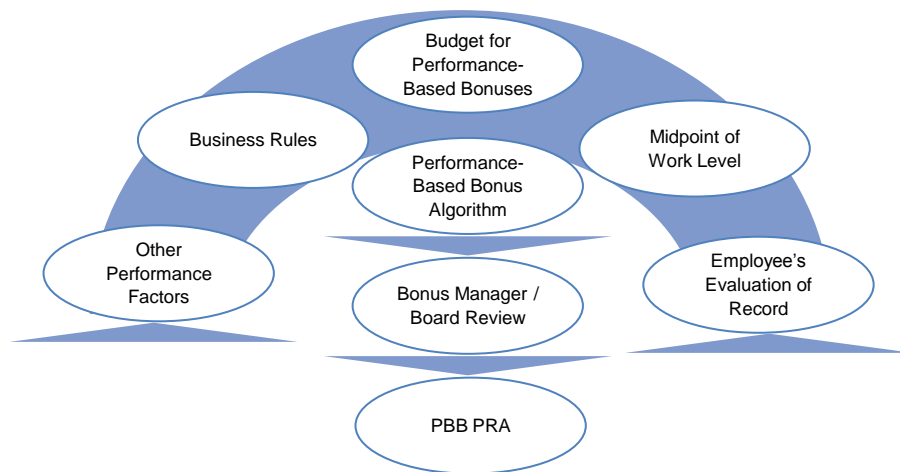


## PBB Eligibility Criteria

- ✓ Employees eligible for bonuses must meet or exceed a DCIPS rating of record of at least 2.6 (Successful) for the DCIPS performance period ending between 1 July - 30 September
- ✓ Bonus distribution is not to exceed 50% of the eligible population per Bonus Group
- ✗ Employees rated as unacceptable/minimally successful are ineligible for a PBB
- ✗ DQIs/SQI's do not count towards the NTE 50% limit of bonuses per bonus group
- ✗ Time-off awards can not be used in lieu of or as a supplement to a PBB payout to an employee

**Note:** A PBB can be either a bonus payout, OR a DCIPS Quality Increase (DQI) /Sustained Quality Increase (SQI) but not both (a bonus and a DQI or SQI).

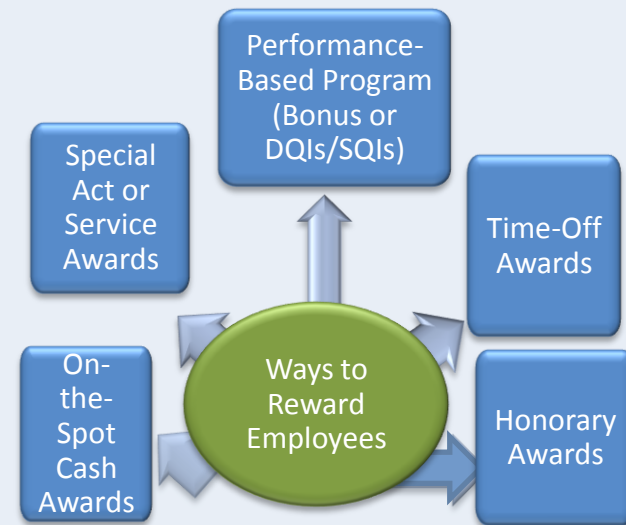
## Inputs to Determining the PBB



# Army DCIPS PBB Program Key Terminology and Definitions

- **Bonus** - One-time monetary award 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 employee levels of performance and/or work accomplishments within the context of the pay band.
- **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.
- **CWB** - Compensation Workbench (CWB) is a tool used by DCIPS organizations to facilitate the bonus process. It is a spreadsheet that contains all the functionality needed to conduct an effective bonus program. In the case of the PBB program, Army is utilizing a streamlined version of the CWB to facilitate the administration of PBB decisions.
- **Command Performance Review Authority (PBB PRA)** - The Command 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 MSC Commanders (Colonel -06 and above, or civilian equivalent).
- **DQI** - DCIPS Quality Increase (DQI) is considered a performance-based award and provides a salary increase equal to the value of one GG step increase within the employee's DCIPS Work Level. Starting in FY-14, DQIs may be awarded to employees who are top performer by being in a percentage of top scores within their bonus groups, which shall not exceed 10 percent (Commanders of the ACOMs, DRUs, ASCCs, and AASA shall establish a percentage between 1-10%)
- **DCIPS SQI** – DCIPS SQI provides the highest base-pay increase monetary award available to Army DCIPS employees. The DCIPS SQI is a sustained performance award reserved to recognize truly exemplary sustained performance. The award consists of a base-pay increase monetary award in the form of an increase in an employee's pay of two steps at their current grade. Commands may use the DCIPS SQI to reward employees who were deemed initially eligible for consideration for a base-pay increase monetary award for 3 consecutive years, the current and two preceding performance evaluation cycles. Refer to Army DCIPS Annual Bonus and Awards Guidance for eligibility criteria when determining sustained performance for current and 2 previous years.

## Opportunities to Reward Employees



**Performance-Based Bonus:** May be a bonus or a DQI/SQI based on an employee's performance. May be awarded only through the PBB process. [Rating Based]

**Special Act or Service Awards:** Meritorious accomplishments achieved outside of normal job responsibilities up to \$2,000. Only awarded outside of the PBB process. [Non-Rating Based]

**On-the-Spot:** Achievements made outside of normal responsibilities up to \$500. Only awarded outside of the PBB process. [Non-Rating Based]

**Honorary Awards:** Recognition of outstanding performance and achievement usually accompanied by a medal, certificate, plaque, or other item that can be worn or displayed. [Non-Rating Based]

**Time Off Award: (TOA):** Up to 40 hours granted to an employee single contribution with a maximum of 80 hours for the leave year awarded. A TOA may be used alone or in combination with monetary or honorary awards. A TOA shall not be used in lieu of or as a supplement to a DCIPS performance payout to an employee. [Non-Rating Based]