



[RATING OFFICIALS]

Performance Management Job Aid for DCIPS Midpoint Reviews:

Monitoring and managing Army Defense Civilian Intelligence Personnel System (DCIPS) employee performance is an essential and ongoing effort for DCIPS Rating Officials (usually an employee's first-line Supervisor) throughout the performance year. Feedback between you and your Army DCIPS employee should be continuous throughout the performance evaluation period. However, in addition to ongoing feedback, as a Rating Official, you shall conduct and document at least one formal performance review for each of your Army DCIPS employees at or near the midpoint of the evaluation period. During this review, you and your Army DCIPS employee should discuss achievements to date against Performance Objectives (POs) and Performance Elements (PEs) and any areas for improvement needed. Both the Rating Official and the Army DCIPS employee shall examine current employee POs and PEs to determine whether adjustments are necessary, and shall formally document any required changes to the POs for the remainder of the performance evaluation period.

Midpoint Review Responsibilities

1. Create a Midpoint Review for your Army DCIPS employee initiated from the Performance Appraisal Application (PAA) Tool.
2. Address progress against the Individual Development Plan (IDP) in the Midpoint Review and its relationship to accomplishment of the employee POs and PEs and how it correlates to the mission. Provide specific references to the relationship between IDP objectives and improving competence in areas addressed by the PEs, and to other career-group-specific and occupational-category-specific competencies from which the PEs were derived. As a Rating Official you are responsible for providing access to resources for your Army DCIPS employees including internal and external training, mentoring and assignments throughout the Intelligence Community (IC).
3. Hold a meeting with your Army DCIPS employee to discuss the Midpoint Review. At anytime you determine your Army DCIPS employee's performance against any of the PO's and PE's falls below *successful*, you must provide a course of action for how the employee can improve their performance.

NOTE: If you are not available to conduct the mandatory Midpoint Review, a senior management official in the Army DCIPS employee's direct chain of command with knowledge of the employee's performance should conduct the review.

4. Document the outcome of the Midpoint Review meeting including the date on which the session took place and noting any changes in objectives or other summary information regarding the conversation. Documentation for the record is maintained by you, the Rating Official, and further documented within the PAA Tool.
5. Provide a copy of the Midpoint Review document to your Army DCIPS employee and record the employee's receipt of the Midpoint Review (including the manner in which the Review was communicated).

For complete information on how to perform key actions in the PAA Tool for the DCIPS Performance Management Cycle, to include documenting the Midpoint Review conversation, please visit the following website:

http://dcips.defense.gov/Portals/50/Documents/Performance_Management_Docs/Performance%20Appraisal%20Application/How_Do_I_Edition_FY2018.pdf

Midpoint Review Feedback

Rating Officials should remember the following elements when conducting Midpoint Reviews with their Army DCIPS employees:

- ✓ **Last year's Army DCIPS employee reviews** – If previous comments or disciplinary acts are still applicable, they should be identified and discussed.
- ✓ **Ongoing feedback** – Revisit the feedback given and determine if the Army DCIPS employee has acted on it.
- ✓ **Honest assessment** – The only way an Army DCIPS employee knows they are doing a good job is if they receive an honest assessment and positive encouragement.
- ✓ **Performance focus** – Supervisors must evaluate employee progress to-date based on observed facts, not abstract conclusions or assumptions based on personality. Supervisors should discuss with their employee how they are achieving their established POs and the six behaviorally-based DCIPS PEs outlined in the Army Policy Volume 2011.
- ✓ **Review Current Performance** – Be sure to examine current performance plans of your Army DCIPS employees and make any needed revisions based upon changes in the projects and priorities since the beginning of the performance evaluation period.

Rating Official Checklist for Midpoint

- Did I plan for/schedule periodic reviews with my Army DCIPS employee to review performance during the performance evaluation period?
- Did I plan for/schedule periodic meetings with the Reviewing Official to update him/her on my Army DCIPS employee's performance?
- Have I provided feedback and — if necessary — revised performance objectives in consultation with my Army DCIPS employee?
- Do I know about my Army DCIPS employee's performance to-date?
- Have I informed my Army DCIPS employee about specific areas of improvement and given suggestions on how to improve?
- Have I documented instances of exceptional or *less than successful* performance for my records to use during the Midpoint Review? Is my documentation accurate, consistent, and focused on employee job performance rather than how they go about accomplishing it?