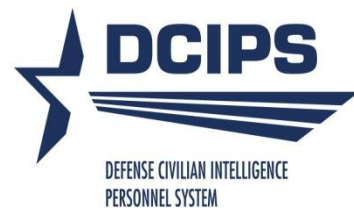




Army DCIPS

Year-End Steps-to-Success Checklist

Revised July 2012

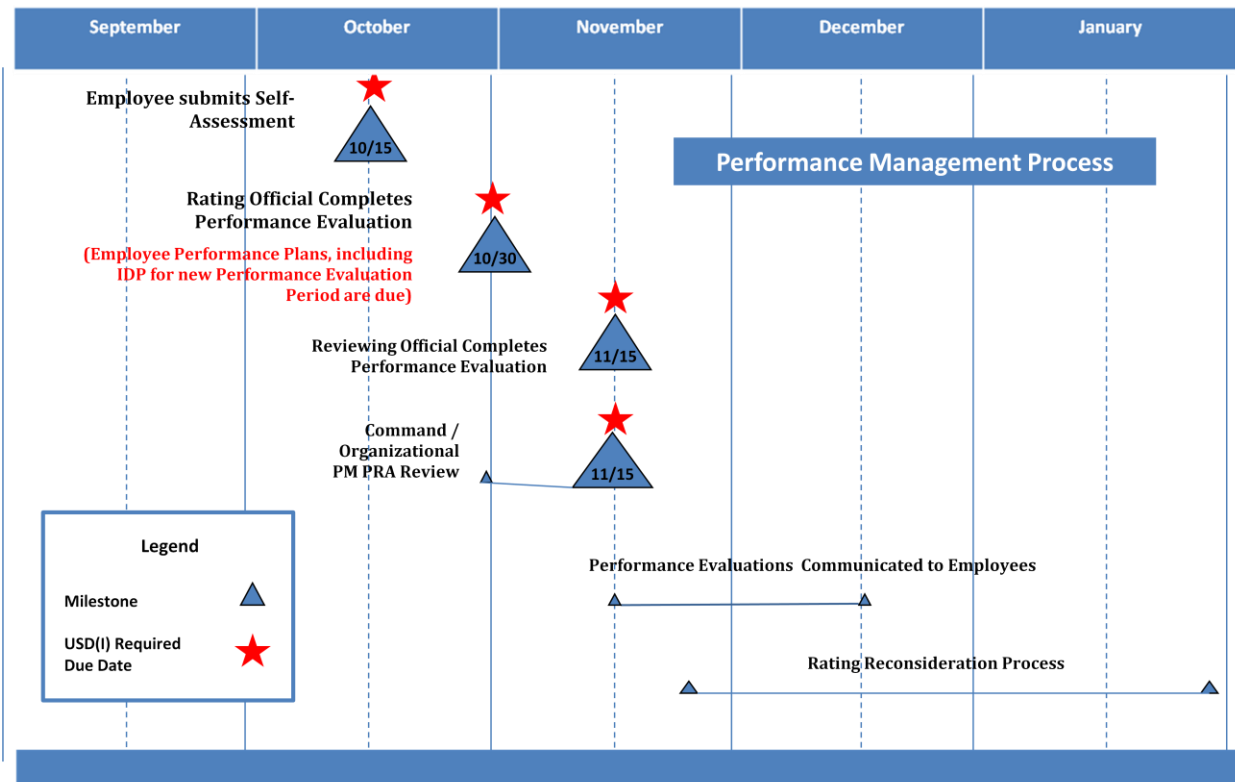




DCIPS Year-End Steps-to-Success Checklist

There are two distinctly separate processes to the year-end process – the Performance Management (PM) process and the Performance-Based Bonus (PBB) process.

Processes



Performance-Based Bonus calendar will be issued separately.



Phases

Each year-end process has five distinct phases: prepare, execute, review, verify and report.



The DCIPS Year-End Checklist is designed to assist you in tracking required actions during each of the different phases of the processes. Each phase is further broken down to three general categories: general, performance-management specific or performance-based bonus program specific actions. The checklists highlight each of these categories within each phase.

Refer to the *DCIPS Performance Management Handbook*, *DCIPS Managing Pay Pool IDs In DCPDS*, the *Year-End Performance Evaluation Guide*, the *Performance-Based Bonus Program Technical Guide* or pertinent policies for more detailed information (<http://www.dami.army.pentagon.mil/site/dcips/LC-ER.aspx>).

Guidance pertinent to various portions of this checklist will be issued as processes used during the year are refined and confirmed.



| Actions for Phase 1: Prepare | | | |
|---|---|--|---------------|
| General Preparation | | | |
| | Action | Reference (if applicable) | Timing |
| <input type="checkbox"/> | Identify Data Administrators (Command, Sub Command, Organizational Levels) | | July |
| <input type="checkbox"/> | Complete appointment letters and non-disclosure agreements for Data Administrators | | July |
| <input type="checkbox"/> | Ensure Data Administrators have appropriate systems access | | July |
| <input type="checkbox"/> | Ensure Data Administrators complete on-line or classroom training | | July-August |
| <input type="checkbox"/> | Determine Bonus Group ID (Pay Pool ID) naming convention | DCIPS Managing Pay Pool IDs In DCPDS Guide | July |
| <input type="checkbox"/> | Create Bonus Group IDs (Pay Pool IDs) | DCIPS Managing Pay Pool IDs In DCPDS Guide | July |
| Performance Management Preparation | | | |
| | Action | Reference (if applicable) | Timing |
| <input type="checkbox"/> | Validate Rating Hierarchy in DCPDS and PAA Tool | | July |
| <input type="checkbox"/> | Ensure properly executed delegation of Command PM Performance Review Authority (PRA) IAW revised AP-V 2011, dated July 2011, if responsibilities are to be performed by someone other than the Commander of the ACOM. DRU, ASCC, or the AASA. | | July |
| <input type="checkbox"/> | Ensure Command PM PRA establish and appoint their respective PM PRA structure through appointment of Organizational PM PRA's, where appropriate | | July |



| | | | |
|--|---|---|-----------------------|
| <input type="checkbox"/> | Create/update Command/Organizational Level Performance Management (PM) Supplemental Guidance and/or PM Business Rules | DoDI 1400.25, Volume 2011 and DCIPS AP-V-2011 | July |
| <input type="checkbox"/> | Verify that all employees have MyBiz access | | September |
| <input type="checkbox"/> | Verify that all rating and reviewing officials have MyWorkplace accounts and can view all of their employees | | September |
| <input type="checkbox"/> | Ensure trusted agent and guest rater accounts are established as required | | September |
| <input type="checkbox"/> | Ensure employees have approved performance plans | | No later than 30 June |
| <input type="checkbox"/> | Ensure any adjustments to objectives have been made, approved by the Reviewing Official and communicated to employee | | No later than 30 June |
| <input type="checkbox"/> | Create Performance Management Structure (i.e. PM PRA) and notify employees as early as is practicable, but no later than 90 days before the end of the rating cycle | | No later than 30 June |
| Performance-based Bonus Program Preparation | | | |
| | Action | Reference (if applicable) | Timing |
| <input type="checkbox"/> | Create Bonus Group Structure Identify Bonus Group Manager(s) and/or Bonus Board Members and alternates | | July |
| <input type="checkbox"/> | Assign Bonus Group IDs (Pay Pool IDs) to employees | Managing Pay Pool IDs Guide | July |
| <input type="checkbox"/> | Communicate Bonus Group Information to Employees | | September |