

Interim Department of Army DCIPS Policy

VOLUME 2012-I – Interim Defense Civilian Intelligence Personnel System Performance-Based Bonus Program

REFERENCES: See Enclosure 1

1. AP-V 2012-I.1. PURPOSE.

a. Overall Instruction. Pursuant to Reference (a) and in accordance with the authorities in References (b), (c), (d), (e), and Public Law No. 111-84, Section 1114 of the National Defense Authorization Act FY10 reference (f), the Secretary of Defense authorizes the Secretary of the Army to implement and comply with DCIPS policies and programs. In accordance with this authority, the Secretary of the Army delegates authorities as set forth in this issuance to Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commander/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army. For purposes of this delegation, the Principal Officials of the Headquarters, Department of Army (HQDA), their staffs and other elements, including Field Operating Agencies, Staff Support Agencies, and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the Administrative Assistant to the Secretary of the Army.

b. This Volume. This issuance establishes Army policies, responsibilities and procedures for the Interim Department of the Army Defense Civilian Intelligence Personnel System (DCIPS) Performance-Based Bonus (PBB) Program for the limited period set forth in Reference (f) for payout in calendar year 2011 and must be used in concert with Army policy guidance on civilian personnel management. Additional supplementation is not authorized except where permitted.

2. AP-V 2012-I.2. APPLICABILITY. This issuance applies to Army civilian positions, employees or organizations as described in Reference (l) engaged in or in support of an intelligence or intelligence-related mission.

3. AP-V 2012-I.3. DEFINITIONS. See glossary.

4. AP-V 2012-I.4. POLICY. It is Army policy that:

a. The Army Interim DCIPS Performance-Based Bonus Program shall:

(1) Provide a basis for differentially linking employee performance-based bonuses to individual performance as documented in the DCIPS Performance

Management Evaluation of Record as outlined in Reference (m) such that the greatest rewards go to those who make the greatest contributions.

(2) Foster mission accomplishment by recognizing civilian members and motivating them to higher levels of performance and service.

(3) Allow for individual performance-based bonus decisions to be made in accordance with this issuance and established supplemental performance-based bonus guidance.

(4) Establish a process that ensures bonuses recognize the distinction of performance standards at each DCIPS work level/band.

(5) Provide for transparency in all decision processes.

(6) Provide a process for the review and evaluation of bonus decisions to determine the presence of anomalies that may suggest issues of inequity or adverse impact.

(7) Promote the merit system principles in Reference (g) and prevent prohibited personnel practices.

5. AP-V 2012-I.5. RESPONSIBILITIES. See Enclosure 2.

6. AP-V 2012-I.6. PROCEDURES. An overview of the Army Interim DCIPS Performance-Based Bonus Program and procedures for implementing it are provided in Enclosure 3.

7. AP-V 2012-I.7. RELEASABILITY. Unlimited. This issuance is approved for public release.

8. AP-V 2012-I.8. EFFECTIVE DATE. This issuance is effective immediately.

Enclosures

1. References
 2. Responsibilities
 3. Interim DCIPS PBB Procedures
- Glossary

ENCLOSURE 1

REFERENCES

- (a) Sections 1601-1614 and Chapter 38 of title 10, United States Code
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (c) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)),” November 23, 2005
- (d) DoD Directive 1400.25, "DoD Civilian Personnel Management System,” November 25, 1996
- (e) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS),” September 24, 2007
- (f) Pub. L. No. 111-84, Section 1114 of National Defense Authorization Act (NDAA) for Fiscal Year 2010, October 28, 2009
- (g) Sections 2301, 2302, and 4502 of title 5, United States Code
- (h) Executive Order 12171, "Exclusions from Federal Labor-Management Relations Program,” November 19, 1979
- (i) Section 7112(b)(6), title 5, United States Code
- (j) Memorandum, ASA(M&RA), subject: Request a Delay in Convening Defense Civilian Intelligence Personnel System (DCIPS) Pay Pools in Department of Army Intelligence Community, January 25, 2010
- (k) Memorandum, USD(I), subject: Defense Civilian Intelligence Personnel System (DCIPS) Pay Pool Requirements for the Department of Army Intelligence Community, March 16, 2010
- (l) AP-V, Volume 2001, "Defense Civilian Intelligence Personnel System (DCIPS) Introduction,” July 17, 2009
- (m) AP-V, Volume 2011, "Defense Civilian Intelligence Personnel System (DCIPS) Performance Management,” July 17, 2009
- (n) Memorandum, ASA(M&RA), subject: Delegation of Authority for Army Defense Civilian Intelligence Personnel System (DCIPS) Implementation, June 16, 2009

(o) DoD Instruction 1400.25, V2012, "DoD Civilian Personnel Management System: DCIPS Performance-Based Compensation," September 15, 2009

(p) DoD Instruction 1400.36, "DoD Implementation of the Joint Intelligence Community Duty Assignment (JDA) Program," June 2, 2008

(q) Implementing Guidance, "Army DCIPS Development Program," February 2, 2010

(r) Part 1607 of title 29, Code of Federal Regulations

(s) DoD Instruction 1400.25-V771, "DoD Civilian Personnel Management System: Administrative Grievance System", December, 1996

ENCLOSURE 2

RESPONSIBILITIES

1. The Secretary of the Army shall:

a. Publish regulations and guidance implementing the Interim Performance-Based Bonus Program for DCIPS covered positions and personnel within Army.

b. Implement Interim DCIPS Performance-Based Bonus Program within the Army, issue supplemental guidance as appropriate, monitor Army programs for compliance with the provisions of this issuance, and respond to reporting requirements established by the Under Secretary of Defense for Intelligence (USD(I)).

c. Delegate authority, as appropriate, to implement this issuance within Army.

d. Be accountable for compliance with policies established in this issuance and any subsequent DoD guidance.

2. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) shall:

a. Establish broad policy and objectives for DCIPS within the Army and in coordination with HQDA, Deputy Chief of Staff (DCS), G-2, approve DCIPS policy guidance.

b. Exercise oversight over DCIPS, including but not limited to, serving as the approval authority for program policy and strategic direction; and periodically review and evaluate DCIPS to ensure that implementation goals are accomplished.

c. Provide program evaluation data and other reports to the Under Secretary of Defense for Intelligence (USD(I)), as required.

d. Delegate, as appropriate, to the Deputy Chief of Staff, G-2 approval authority to issue policy guidance for the implementation and administration of the Interim DCIPS Performance-Based Bonus Program.

3. The HQDA, DCS, G-2

a. Shall establish the Interim Performance-Based Bonus Program's strategic direction, provide the overall policy framework, and approve policy guidance for administration of the Interim DCIPS Performance-Based Bonus Program.

b. Serve as the Army Performance-Based Bonus Performance Review Authority (PBB PRA) and consolidate and conduct final review of the results of all performance-

based bonus decisions, and approve Command certification of results for processing and payment.

4. The HQDA, DCS, G-1 shall:

- a. Provide advice and assistance to the HQDA, DCS, G-2 on all civilian human resources programs.
- b. Ensure alignment of DCIPS policies and procedures with the Army's strategic human capital plan and transformation goals.
- c. Support the implementation and sustainment of the DCIPS policies and programs.

5. The HQDA, ADCS, G-2 shall:

- a. Provide executive advice and consultation to the DCS, G-2 and direct the full spectrum of the Interim DCIPS Performance-Based Bonus Program policies and systems through supervision of the Director, Intelligence Personnel Management Office (IPMO), Office of the Deputy Chief of Staff, G-2.
- b. Establish and publish guidance for the Interim DCIPS Performance-Based Bonus Program within the Army. Guidance will comply with USD(I) Performance Based Compensation policy and guidance and shall be provided to USD(I) for oversight purposes prior to use.

6. The HQDA DCS, G-2, Director, Intelligence Personnel Management Office (IPMO) shall:

- a. Design, develop, implement, administer, and evaluate Army DCIPS policy and programs, as directed by the HQDA DCS, G-2 in coordination with ODNI, USD(I), ASA(M&RA), HQDA ADCS, G-1, the Civilian Human Resources Agency (CHRA) and other agencies as necessary.
- b. Ensure civilian personnel programs, policies, regulations, and procedures align with functional goals and objectives.
- c. Respond to official inquiries from Congress, ODNI, DoD, and Army regarding DCIPS.
- d. Act on requests for personnel actions or entitlements requiring HQDA or higher level decision or approval.
- e. Provide advice, assistance, and training on DCIPS programs.

f. Develop broad-based DCIPS civilian human resources products in coordination with senior intelligence officials.

7. Army Commanders.

Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commander/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army (for purposes of this delegation, the Principal Officials of the Headquarters, Department of Army (HQDA), their staffs and other elements, including Field Operating Agencies, Staff Support Agencies, and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the Administrative Assistant to the Secretary of the Army) shall:

a. Serve as the Command Performance-Based Bonus Performance Review Authority (PBB PRA), manage the Interim Performance-Based Bonus program, and establish supplemental guidance where permitted.

b. Designate Bonus Group Manager(s) and/or Bonus Board members in writing at the beginning of the performance evaluation period as applicable, but not later than 90 days prior to the end of the evaluation period.

c. Approve Performance-Based Bonuses for employees nominated by Bonus Group Manager(s) assigned to respective organizations. Commanders retain the discretion to establish and convene Bonus Boards.

d. Consolidate and conduct a review of the results of all organizational performance-based bonus decisions to assess conformance to policy guidance, equity, and potential adverse impact. Commanders shall report and certify in writing the results of Performance-Based Bonus decisions to the HQDA DCS G-2 prior to official payout.

e. Commanders may further delegate the authority to designate Bonus Group Manager(s) and/or Bonus Boards and approve Performance-Based Bonuses to levels no lower than to MSC Commanders (Colonel -06 and above, or civilian equivalent).

f. Delegations must be in writing with the officials designated by organizational title. A copy of the delegation must be maintained in the office where the authority is held and provided to the HQDA, ODCS, G-2 Director, Intelligence Personnel Management Office. Commanders are to remain cognizant of and accountable for all actions taken pursuant to the delegated authorities.

8. Command Civilian Human Resources Directors shall serve as command advisor for all civilian human resources systems and programs and the primary point of contact for the HQDA, ODCS, G-2, IPMO on DCIPS and recommend changes to DCIPS regulations and standards through command channels.

9. Servicing Civilian Human Resources (CHR) Organizations shall provide performance-based bonus guidance to activity commanders, supervisors, and managers.

10. Rating and Reviewing Officials shall assign performance ratings in accordance with DCIPS Performance Management policy and procedures.

11. Bonus Group Manager(s) shall:

a. Receive training and certification as a requirement of being designated as a Bonus Group Manager(s).

b. Conduct the decision-making process using the Compensation Work Bench (CWB) for annual Performance-Based Bonus decisions for employees assigned to their Bonus Group. A Bonus Group Manager is an individual typically in the chain of command for employees assigned to a Bonus Group and is responsible for conducting the annual Performance-Based Bonus decision-making process. Depending upon organizational structure, the Bonus Group Manager may also serve as an Approving Official.

12. Approving Officials shall have the authority to obligate and expend funds of the organization.

13. Data Administrators shall provide technical support to the Bonus Group Manager(s) and/or Bonus Board decision-making process including the administration of the Compensation Work Bench (CWB).

ENCLOSURE 3

INTERIM DCIPS PERFORMANCE-BASED BONUS PROCEDURES

1. GENERAL.

a. The Army Interim DCIPS Performance-Based Bonus Program hereafter referred to a “PBB program” is designed to link performance-based bonuses to individual accomplishments, demonstrated competencies and contributions to organizational results at each work level/pay band.

b. During the PBB program decision process, an employee may be considered for either a bonus or for a Quality Step Increase (QSI), but is ineligible to receive both.

2. PERFORMANCE-BASED BONUS GROUPS.

a. Structure. Bonus Group structure is discretionary within Army, and based on considerations such as:

(1) Division, Directorate, Activity structure and geographic distribution.

(2) Number of employees and their occupational composition, work levels, and work categories.

(3) Size and manageability.

(4) “Line-of-sight” to the work of the Bonus Group members.

b. Assignment of Employees to Bonus Groups. Employees will be assigned to Bonus Groups at the beginning of the evaluation period in conjunction with annual performance planning, or on assignment to a new position.

Note: Pursuant to Army’s approved initial performance cycle (19 July 2009 – 30 September 2010), employees will be assigned to Bonus Groups not later than 15 September 2010.

(1) Employees reassigned to another Army DCIPS position or move to another DoD IC component within 90 days of the end of the annual rating period (between 3 July – 30 September) will receive a Closeout Early Annual Evaluation that will be considered for PBBs within the gaining organization, in accordance with Reference (m) and (o).

(2) Employees reassigned to another Army DCIPS position or move to another DoD IC component within the first 90 days of the beginning of the annual rating period

(1 October – 31 December) shall be considered for PBBs by the gaining organization using the DCIPS evaluation of record from the previous DCIPS organization.

(3) Employees detailed into or out of Army under an official Joint Duty Assignment (JDA) will be assigned to a group in the gaining organization that will consider them for PBBs in accordance with Reference (p). Employees on JDA assignment must be on an approved performance plan for at least 90 days prior to the end of the rating period.

(4) Professional work category employees hired into developmental programs (Reference (p)) below the full-performance level for their occupation may be assigned to a Bonus Group and may be considered for a PBB.

(5) DCIPS employees shall not be assigned to Bonus Groups with non-DCIPS employees.

c. Bonus Group Administration.

(1) Commanders may administer Bonus Groups in two ways:

(a) The use of a Bonus Board consisting of Bonus Group Managers who typically share chain-of-command responsibility for employees assigned to that Bonus Group under the leadership of a Bonus Group Manager or Senior Intelligence Official to administer the PBB process and make PBB recommendations to the approving official, OR

(b) The use of a single Bonus Group Manager who administers the PBB process and submits PBB recommendations to the approving official.

(2) The Bonus Group Manager takes responsibility for the decision-making process of annual PBB decisions for employees assigned to a Bonus Group.

(3) Each Bonus Board and/or Bonus Group Manager will adhere to supplemental PBB guidance as established by Army Commanders and/or designee. Supplemental PBB guidance will be available for all employees and their supervisors.

(4) Bonus Boards and/or Bonus Group Manager(s) shall begin their annual deliberations not later than 45 days following the close of the rating period as defined by Reference (l) of this issuance.

(5) Data Administrator(s) assigned in organizations with DCIPS employees have the responsibility for oversight and support to the performance management and Bonus Group processes and shall confirm the status of all performance evaluations. A listing of delinquent performance evaluations by employee, rating official, and reviewing official

to the Bonus Group Manager(s) not less than 15 days prior to the beginning of annual Bonus Group deliberations.

(6) No employee may be considered for a PBB or QSI without an annual evaluation of record except for those special circumstances outlined in Reference (m). Only finalized ratings are reviewed by the Performance Management Performance Review Authority (PM PRA) or Organizational Performance Management Performance Review Authority prior to Bonus Group deliberations and rating levels cannot be adjusted or changed.

d. Bonus Group Decision Process.

(1) The use of the Compensation Work Bench (CWB) is mandatory for the administration of all PBB decisions.

(2) The CWB uses a formula that automatically reconciles performance ratings, employee salary in relation to the midpoint of the pay band, and the budget available that makes a preliminary recommendation for PBBs for each employee in the Bonus Group.

(3) Preliminary PBB recommendations may be adjusted by the Bonus Group Manager based on PBB PRA approved and published supplemental PBB guidance. Considerations may include:

(a) Army G-2 guidance on priorities for the performance year.

(b) Comparative evaluation of performance of like-situated employees within a pay band and occupation in the Bonus Group.

(c) Prorated for partial year performance in the Bonus Group.

(d) Other performance-based considerations (e.g., receipt of monetary award during the same rating period; extraordinary achievement of organizational goals; special duties such as deployments)

(e) Decision by Bonus Group Manager or Bonus Group Board to award a QSI.

1. A QSI is periodic increase awarded to an employee with an overall summary rating of record of Outstanding (4.6 – 5.0) for the current rating period. An employee may not receive more than one QSI in any 52-week period. An employee may not receive a QSI if the employee has received an award based in whole or in part on the performance being recommended for recognition.

2. The QSI will not change the effective date of the employee's normal periodic increase except when receipt of a QSI places an employee in the fourth or seventh step of the General Grade Equivalent (GGE), the waiting period for a regular periodic increase is extended by 52 weeks under the graduated waiting-period schedule prescribed by section 5335(a), title 5, United States Code (10 USC 5335(a)).

3. Activities will report the number of QSIs awarded as a result of the PBB process by organization, occupational series, work category, work level and pay band.

(4) The Bonus Group Manager(s) will submit the performance-based bonus results captured by the CWB to the Approving Official for approval for the Bonus Group(s) for which responsible. In cases where the Bonus Group Manager also serves as the Approving Official, he or she will approve the CWB.

(5) After approval, the Bonus Group Manager certifies the results in the CWB for the Bonus Group(s) for which responsible and submits to the Data Administrator for processing and payouts.

(6) Documentation in support of the PBB decision process should be retained no longer than 4 years and include:

(a) Performance evaluation information used for each employee.

(b) Documentation of Bonus Group Manager decisions including justification for QSIs and bonuses that deviate from the Army funding level established in the annual performance-based budget guidance. This justification will appear on the employee Feedback Sheet.

(c) Actual recommended performance-based bonus (both bonus and QSIs) for each employee.

(d) Certification of the performance-based bonus by the approving official.

(e) PBB supplemental guidance regarding the range of managerial discretion that may be exercised in the decision processes.

(f) Guidance for considering employees absent to perform uniformed military service, or on Workers' Compensation, Leave Without Pay, long-term training, or other special situations, consistent with guidance contained in Reference (m) of this issuance.

(g) Budget available to the Bonus Group, and associated guidance.

(h) Schedules and deadlines.

(7) Bonus Group results shall be available and approved such that payments may be made to employees to coincide with the annual Federal General Schedule (GS) pay increase, normally effective on the first day of the first pay period following January 1 of the new calendar year.

3. AGGREGATE PERFORMANCE-BASED BONUS BUDGETS.

a. The Defense Intelligence budget guidance for performance-based bonuses will be established annually by 30 September of the performance year. The annual bonus budget guidance will be developed and approved by the Army G-2 in accordance with the USD(I) and USD(P&R) established guidance.

b. The annual performance-based bonus budget may allow for the separate budgeting of QSIs during the DCIPS INTERIM period. The use of QSIs during this interim period will align with previous QSI trends and funding limitations.

c. The Army may not exceed the USD(I) established guidance for performance-based bonus budget for except on approval of the USD(I) based on a specific business case.

d. The funding for Army Command, ASCC, DRU PBB budgets will be established by multiplying the total base salaries of the employees by a percentage selected by the Commander from the range determined by the Army G-2. The funding level will apply for all bonus groups within the Command.

e. The Army DCS, G-2:

(1) May allocate the Army PBB percentage in the manner that best supports the Army Intelligence mission.

(2) Will report annually to the USD(I) on the conduct of Army-wide Bonus Group activities and any use of their authority to allocate funds to Bonus Groups on other than a pro-rata proportional or fair-share basis.

4. INDIVIDUAL BONUS GROUP BUDGETS.

a. The budget for the Bonus Group will be established by multiplying the Command approved percentage times the total base salaries of the employees assigned to the Bonus Group.

b. The QSI budget during this interim period will align with previous QSI trends and funding limitations.

c. The budget for each Bonus Group will be set 45 days following the end of the performance evaluation period. To the maximum extent practicable, membership in the Bonus group should not change following the establishment of the Bonus Group budget.

d. If an employee is added to or removed from the Bonus Group, prior to 30 September, the bonus budget will be adjusted accordingly.

5. PERFORMANCE-BASED BONUS ALGORITHM AND GUIDANCE. The USD(I), on the recommendation of the DIHRB, will establish the algorithm within the CWB that will be used to allocate PBBs each year. The algorithm will incorporate the following policy decisions:

a. Employees rated as unacceptable or minimally successful will be ineligible for a PBB. However, their salaries will be included in the computation of Bonus Group budgets.

b. Employees awarded a QSI will not be eligible for a bonus; however, their salaries will be included in the computation of the Bonus Group budgets.

c. The purpose of a bonus is to provide meaningful reward for highest levels of performance and/or work accomplishments within the context of the work level/pay band. The CWB algorithm shall separately compute initial recommended bonus for an employee based on the employee's performance rating rounded to the nearest tenth of a point, in accordance with procedures contained in Reference (I) of this issuance. An employee whose performance meets or exceeds "successful" are eligible for bonus consideration. The CWB algorithm will compute recommended bonus amounts based on the midpoint of the pay band to which the employee is assigned. The number of employees who receive bonuses generally should not exceed 50 percent of the eligible population within the Bonus Group. Employees awarded a QSI's are excluded from the 50 percent of eligible population within the Bonus Group.

d. The recommended bonus computed by the CWB algorithm shall serve as the starting point for making PBB decisions in accordance with supplemental PBB guidance. No adjustment may be made that result in payouts exceeding the Bonus Group budget.

6. OVERSIGHT AND REPORTING OF PERFORMANCE-BASED BONUS DECISIONS.

a. The Data Administrator will consolidate and provide the approved Bonus Group results to the appropriate Command approving authority or designee for required certification and reporting.

b. The Command approving authority or designee will conduct a summary review of the approved PBB results of all the Bonus Groups for which responsible to identify potential anomalies, such as lack of meaningful performance bonus differentiation,

inconsistencies in application of policy across Bonus Groups, or potential adverse impact.

c. The Army Commanders will provide a certification letter to the HQDA DCS, G-2 certifying that the PBB process met policy and procedural requirements and a summary review was conducted.

d. On completion and execution of all PBB decisions for the performance year, the Army Performance-Based Bonus Performance Review Authority will conduct a formal analysis of the decision process and develop an action plan for the next performance year based on the result of that analysis. The results of the Army review will be forwarded to USD(I) by 31 March of the year in which the review is conducted. Reviews will include:

(1) Statistical analysis of all PBB decisions in accordance with the requirements for identification of adverse impact in Reference (r).

(2) Analysis of PBB differentiation by Bonus Group and organization to identify conformance to guidance.

7. COMMUNICATING PERFORMANCE-BASED BONUS DECISIONS TO THE EMPLOYEE.

a. Rating officials are responsible for communicating approved PBB decisions to their employees, regardless of bonus receipt or not. The employee payout feedback sheet generated by the CWB will be given to each employee.

b. A PBB decision shall not be communicated to an employee until the Commander or his designee has approved the payout for the employee's bonus group.

c. Such communication should occur in person unless circumstances preclude it (e.g., geographic separation).

8. EMPLOYEE CHALLENGES TO PERFORMANCE-BASED BONUS DECISIONS.

Army DCIPS Performance-Based Bonuses are excluded from grievance procedures; however, an employee may use the administrative grievance system in accordance with reference (s) to address specific concerns regarding performance-based bonus processes that may have affected their bonus payout.

GLOSSARY

DEFINITIONS

The following terms and their definitions apply to this issuance.

Approving Official. A management official who has been assigned authority to obligate and expend funds of the organization.

Army PBB PRA. The Performance-Based Bonus Performance Review Authority (PBB PRA) provides oversight of the PBB processes, conducts a formal analysis of the decision process, and develops an action plan for the next performance year based on the result of that analysis. For the purpose of this issuance, the Army Deputy Chief of Staff, G-2 is designated as the Army PBB PRA.

Bonus Board. A group of Bonus Group Managers who typically share chain-of-command responsibility for employees assigned to a Bonus Group responsible for conducting the annual PBB decision-making process under the leadership of a Bonus Group Manager.

Bonus Board Member. A Bonus Group Manager appointed to a Bonus Board with the authority to administer the PBB process and make PBB recommendations to the approving official.

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 the chain of command for employees assigned to a Bonus Group, responsible for conducting the annual PBB decision-making process.

Closeout - Early Annual Evaluation. A term that describes a type of closeout assessment where there is less than 90 days remaining in the annual performance cycle (between the beginning of July and the end of September). Closeout – Early Annual Evaluation rating stands by itself and is considered the final rating of record.

Compensation Workbench (CWB). A tool used by DCIPS organizations to facilitate their pay pool panel meetings. It is a spreadsheet that contains all the functionality needed to conduct an effective pay pool. In the case of the PBB program, Army is utilizing a streamlined version of the CWB to facilitate the administration of PBB decisions.

Command PBB PRA. A Commander or designee with DCIPS positions, in his or her capacity provide oversight of the PBB process and who has delegated authority to approve and certify results from bonus group manager(s) and/or bonus group boards recommendations.

Line-of-sight. A term used to specify that those in the decision chain on employee performance-based bonus have first-hand insight to an employee's performance and contributions through direct observation of the employee's work.

Periodic Increase. A base salary increase equivalent to within-grade increases under the GS/GG system. The date of an employee's last salary increase (exclusive of the January annual pay increase) and salary alignment to a GGE will determine their eligibility date to receive a periodic increase. For most employees, the date of the last salary increase is the date their component converted to DCIPS bands.

Supplemental PBB guidance. Guidance provided to Bonus Groups specifying business rules, standard operating procedures, and other information pertaining to the administration of Bonus Group deliberations.