

July 2012 EYE Newsletter

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From the Desk of Ms. Yolanda Watson, Director, Intelligence Personnel Management Office (IPMO)



I hope everyone had a wonderful 4th of July holiday with your family and friends. Thank you for all that you do in support of our country—your hard work and efforts are always sincerely appreciated.

As your Functional Chief Representative's Functional Point of Contact, I am pleased to announce that the Army Career Tracker (ACT) for the Career Program (CP) 35, Intelligence Workforce was launched on 9 July 2012. ACT will be used

to develop a more agile and skilled Army Civilian workforce through career progression mapping, leadership development, training opportunities, mentoring, and career broadening opportunities. The system integrates training, formal and informal education paths, and experiential learning gained through assignment and professional history into one personalized and easy-to-use website. This system will provide you the tools necessary to plan, track and manage your careers. Please access the ACT Brochure ([http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/Final%20ACT-C%20Brochure%202011%2004%201%20v5\(2\).pptx](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/Final%20ACT-C%20Brochure%202011%2004%201%20v5(2).pptx)) and the ACT Quick Start Guide ([http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/Civilian_Quick_Start\[1\].pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/Civilian_Quick_Start[1].pdf)) to help prepare you for accessing and taking full benefit of the system.

As we move forward, we are continuing the development of the new Army Civilian Training and Education Development System (ACTEDS) plan, Master Training Plans (MTPs), and Individual Development Plans (IDPs) which will help you plan your career development and show you the steps necessary for advancement and achievement of your personal career goals. Additionally, we are looking forward to the second launch of the Competency Management System (CMS) later this year, which will provide you an opportunity to rate and assess those competencies that are most important to your success. We are committed to your success as we continue to develop the tools and opportunities that will help transform our Army Civilian Workforce.

For a live demo and additional information, please visit: <https://www.us.army.mil/suite/page/601000>. (Note: A zip file must be downloaded from the AKO Website).

My POC for more information on ACT for CP-35 careerists is Mr. Mark Johnson (703-695-3689; mark.a.johnson18.civ@mail.mil) or Ms. Sharon Fowler (703-695-3661; sharon.d.fowler.civ@mail.mil).

REMINDER: As a result of the migration of Army G-2 email accounts to the Enterprise Email service managed by the Defense Information Systems Agency, the DCIPS email inbox (previously DCIPS@mi.army.mil) has been changed to: usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil.

Please note that the SIPR and JWICS DCIPS e-mails remain unchanged.

Fort Huachuca Civilian Personnel Advisory Center Update

The Fort Huachuca Civilian Personnel Advisory Center (CPAC), like our DCIPS Senior Leaders, supervisors and employees, has been working through a number of challenging events over the past few years. The DCIPS transition to grades, the implementation of USA Staffing as our new recruitment tool and the conversion of our hard-copy Official Personnel Folders (OPFs) to eOPFs (electronic/digitized official personnel folders), are some of the tasks that have been keeping us busy. We will address USA Staffing and the eOPF in this update.

Since this is our first article in the EYE newsletter, we want to provide some background information. The Fort Huachuca CPAC (the West CPAC and West CPOC were abolished) provides HR servicing to more than 9,300 employees including 98% of DCIPS employees in 35 different Army and Joint Commands. To provide better servicing, the CPAC realigned our 6 Classification and Staffing Branches and personnel along Command lines as follows:

- Jacqueline Nelson supervises the “AMC/Pentagon” Branch which supports DCIPS employees in that ACOM along with the Offices of the SA, CSA and their staffs and most OA-22 activities.
- Catherine Johnson leads the “CYBER/MED” Branch which includes NETCOM and DCIPS employees in ARCYBER, SMDC and MEDCOM Army-wide.
- Lisa Roberts directs the INSCOM Branch; as most of you know, INSCOM is the largest Army DCIPS Command consisting of more than one-third of our serviced population.
- Kevin Faucett supervises the “TRADOC/Joint Activities” Branch; TRADOC employs the second-largest number of DCIPS employees, and our Joint Activities personnel are engaged in some of the most critical missions in DoD.
- Barbara Frodsham is the acting Branch Chief for the “FORSCOM/IMCOM/Overseas” Branch, just the Branch name spells “challenging.”
- Barbara Amick leads the MICECP Branch from one of our forward-based locations on the East Coast.
- Vicki Brown is the Labor and Management-Employee Relations Branch Chief.
- Jessie Nacis, long-time DCIPS stalwart, is the CPAC Deputy Director.

USA Staffing has replaced the Resumix system as the Army’s new recruitment tool. The CPAC began using USA Staffing for our Title V Commands at Fort Huachuca in April 2011. We received mostly positive feedback from our Fort Huachuca supervisors; the new recruitment tool was producing better referral lists with quality candidates. In April 2012, we implemented USA Staffing for our DCIPS Commands. Despite the learning curve and some DCIPS-related modifications with the tool which has resulted in a backlog of actions for some Commands, USA Staffing requires closer communications between supervisors and the CPAC...which always has a positive impact. Currently we are working on more than 500 DCIPS recruitment actions to go along with the more than 200 recruitment actions at Fort Huachuca. Despite the current workforce challenges, the Intelligence and Security community is holding its own.

The eOPF implementation will make it easier for our employees to access their official personnel documentation. All OPFs for Fort Huachuca and DCIPS employees have been scanned and the hard copies have been returned to the Official of Personnel Management. Prior to making eOPFs accessible to employees, the CPAC with assistance from CHRA West Region personnel must review each of the more than 9,300 electronic folders for Personally Identifiable Information (PII) belonging to other than the subject employee. The Army is projecting that eOPFs will be available to all employees later this Fall. Employees will be able to access their eOPF through MyBiz (via <http://cpol.army.mil> in the Employee Portal).

Thanks to the EYE editors, the Fort Huachuca CPAC will be providing additional updates in future newsletters. In the meantime, we appreciate the exceptional support from our DCIPS leaders and are exploring ways to improve our service to the DCIPS community. For questions or concerns, please contact your servicing CPAC Specialist or e-mail the CPAC at chra.huachuca.cpac@mail.mil.

Introducing the Civilian Training and Leader Development Website

We encourage you to visit the Army Civilian Training and Leader Development website to learn more about available professional development opportunities (<http://www.t3ac.army.mil/Pages/Homepage.aspx>).

The EYE Newsletter is a publication of the IPMO. For more information, please visit <http://www.dami.army.pentagon.mil/site/dcips/index.aspx> or contact the Army G-2 Intelligence Personnel Management Office (IPMO) at usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil.

The most recent governing statute/policy prevails over information contained in this document. This document can supplement or clarify, but not contradict, what is stated in the current governing statute/policy.

The website features training and program resources pertaining to:

- **Civilian Education Service (CES):** The CES is the foundation of the Army's leader development program for all Army Civilians, providing progressive and sequential education courses throughout their careers.
- **Army Civilian Competitive Professional Development Program (CPD):** The CPD is designed to provide a planned, systematic and coordinated program of professional development which supports organizational goals and missions. It includes short-term training, long-term training, career programs, and developmental assignments. It also encompasses functionally tailored developmental opportunities which may occur in academic environments, business/industrial settings or in other strategically planned career enhancing developmental assignments that have been identified in an Army Civilian Training, Education and Development System (ACTEDS) Master Training Plan (MTP) or an employee's Individual Development Plan (IDP).
- **Career Program Training:** Each Career Program has its own functional training requirements, career-progression ladder and master development plan.
- **Academic Degree Training (ADT):** The Army may pay and/or assist Army Civilian employees in obtaining an academic degree if the training meets identified organizational training needs; resolves an identified staffing problem or accomplishes organizational goals in the strategic plan. The ADT program MUST be related to the performance of the employee's official duties and part of a planned, systematic and coordinated program of professional development, endorsed by the Army.



Reminder: Army DCIPS Employee Personal Competitive Status



DCIPS is the common personnel system for all Defense Intelligence employees and allows Army DCIPS employees to move between Defense Intelligence organizations. Army DCIPS employees with personal competitive status and reinstatement eligibility are eligible to apply for competitive service positions outside the minimum area of consideration. The Department of the Army, in accordance with the Army Regulation (AR) 690-300 (paragraph 1-4b, Ch. 335), provides all employees (including DCIPS employees) with the opportunity to compete equally for positions that would otherwise be outside the area of consideration (i.e., a position that requires applicants to be from a specific geographic area).

Please note that Army DCIPS employees without personal competitive status may still apply to competitive service positions that are open to all U.S. citizens. For clarification purposes, competitive service is described by the Office of Personnel Management (OPM) as applicants who must compete with other applicants in open competition under the merit system administered by OPM. Additionally, Code of Federal Regulations, Subpart C—Competitive Status, 212.301 defines competitive status as an employee's basic eligibility for non-competitive assignment to a position in the competitive service without having to compete openly with members of the general public.

IPMO issued a memorandum in 25 March 2011 (entitled "Consideration of Defense Civilian Intelligence Personnel (DCIPS) Employees for Competitive Service Positions") to provide more information on this issue. This information is being provided to clarify personal competitive status since the expiration of the DCIPS Personnel Interchange Agreement in September 2010. For more information on the expiration of this agreement, please refer to the fact sheet on the DCIPS Personnel Interchange Agreement at: <http://dcips.dtic.mil/documents/DCIPS%20Fact%20Sheet%20-%20%20Interchange%20Agreement%20Feb%202011.pdf>.

The EYE Newsletter is a publication of the IPMO. For more information, please visit <http://www.dami.army.pentagon.mil/site/dcips/index.aspx> or contact the Army G-2 Intelligence Personnel Management Office (IPMO) at usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil.

The most recent governing statute/policy prevails over information contained in this document. This document can supplement or clarify, but not contradict, what is stated in the current governing statute/policy.

Reminder: How to Update Your Civilian Record Brief (CRB)

The Civilian Record Brief (CRB) is a one-page report of your critical human resources (HR) data. Your CRB reflects the information contained in official Department of Defense and Army HR databases, so it is very important that you verify that your data is accurate and up-to-date. If you need to update your information, please refer to the detailed instructions provided in the full CRB User Guide, located at: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>. This guide provides descriptions of each field in your CRB as well as explanations of the information they contain.

Each section of the CRB is color-coded to represent how the information may be updated:

- **Blue shaded sections** are updateable in MyBiz (<https://compo.dcpds.cpms.osd.mil/>)
 - For the full MyBiz user guide, please visit: http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx.
- **Tan shaded sections** are only updateable through the "Update My CRB" function in the CRB self-service application in the Civilian Personnel On-Line (CPOL) Portal.
- **White sections** are only updateable by Army Civilian HR Professionals. Please review the CRB User's Guide for instructions on how to submit a help desk ticket to request data corrections.

How Do I Access My CRB?

If you are an Army civilian employee and have a valid common access card (CAC), you may access your CRB from: <http://acpol.army.mil/>.

The CRB is best viewed in full screen format.

1. Navigate to <http://acpol.army.mil/>.
2. Click CAC Employee Login, read the system access notice, and click OK.
3. Select a non-email digital certificate from the choices.
4. When the CAC dialog box appears, enter your CAC PIN, which will enable you to access the CPOL Portal home page.
5. From the CPOL Portal home page, click on the Employee Tab, and then click Go! on the Employee Data portlet.
6. Once the Employee Data portlet appears, click on Civilian Record Brief (CRB) under the Self Service Applications.
7. You will be prompted to either:
 - a. View My CRB: This selection automatically generates your CRB using Adobe Reader. Once you see it displayed on the screen you may then view it online or save it as a file on your computer.
 - b. Update My CRB: This selection allows you to update Section 1 and Section 9b and to choose which training instances to display in Section 6.

How Do I Access My Employee's CRB?

If you supervise or manage Army civilians, have the Manager's Tab in the CPOL Portal and have a valid common access card (CAC) you may access your employees' CRBs from: <http://acpol.army.mil/>.

The CRB is best viewed in full screen format.

NOTE: If you do not have the Manager's Tab in CPOL Portal and would like to request it, please contact your servicing Civilian Personnel Advisory Center (CPAC) to initiate the request.

1. Navigate to <http://acpol.army.mil/>.
2. Click on CAC Employee Login, read the system access notice, and click OK.
3. Select a non-email digital certificate from the choices.
4. When the CAC dialog box appears, enter your CAC PIN, which will enable you to access the CPOL Portal home page.
5. From the CPOL Portal home page, select the Manager Tab, and then click Go! on the Employee Data portlet and select an employee from the Employee List.
6. Once an employee is selected, click the Civilian Record Brief (CRB) from the Application List.

Preparing for the Year-End Performance Management Process

The FY12 annual performance management process will conclude on **30 September 2012**. It is highly recommended that you begin to prepare what you need in order to complete your Self-Report of Accomplishments (SRA), which you need to submit to your rating official within 15 days of the end of the evaluation period. Please inquire from your immediate supervisor for any command or organizational specific deadlines. Below is a general overview of activities that need to be completed by employees and supervisors during the year-end process.

Overview of Year-End Performance Management Responsibilities

DCIPS Employees	DCIPS Supervisors
<p>Army DCIPS employees should be gearing up for the year-end performance management process. During this time, employees should do the following to ensure a positive evaluation experience:</p> <ul style="list-style-type: none"> • <i>Assess the current performance objectives. Make sure that you are on track to meet your performance goals. If not, be prepared with legitimate reasons for inability to meet the performance goals set by your supervisor in order to support a “not rated” objective.</i> • <i>Complete the SRA for the evaluation period. In the SRA, you must address your accomplishments against each performance objective and performance element. At the end of the phase, you should participate in a performance feedback session with your rating official.</i> • <i>Draft and submit the employee SRA in accordance with organizational deadlines.</i> 	<p>During the rating phase, the supervisor is responsible for assessing employee performance in a manner that accurately reflects employee accomplishments and ratings in accordance with established performance standards. During the rating phase, the supervisor is responsible for:</p> <ul style="list-style-type: none"> • <i>Preparing a narrative and numerical evaluation of their employee's performance for each performance objective and performance element with appropriate consideration of the employee's SRA.</i> • <i>Addressing the effects of the employee's accomplishments on the organizational goals and objectives.</i> • <i>Rating employee accomplishments of performance objectives in accordance with the performance objective rating descriptors.</i> • <i>Ensuring the performance narrative supports the numerical rating.</i>

Note: There is no general helpdesk email address for DCIPS employees to send their questions/concerns about the DCIPS Performance Appraisal Application (PAA) tool. We recommend that employees first raise their DCIPS PAA issues to their own DCIPS Transition Manager (TM) at their own command level via chain of command procedures.

If the DCIPS PAA problem still cannot be resolved at the DCIPS command TM level, then DCIPS employees should enter a CPOL portal helpdesk ticket for resolution purposes. To access instructions on the ticket submission process, please go to: <http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/Quick%20Guide-%20How%20to%20initiate%20a%20MyBiz%20or%20MyWorkplace%20Helpdesk%20Ticket.pdf>.

What is the IC Joint Duty Program?

The Intelligence Community (IC) Civilian Joint Duty Program is a civilian personnel rotation system akin to Joint Duty in the military, and over the past six years, this program has provided thousands of intelligence professionals with the opportunity to enrich their careers and skills by experiencing the IC beyond their home organizations. This program encourages and facilitates assignments and details of personnel to national intelligence centers and between elements of the IC.

In accordance with the Intelligence Community Directive 601, an IC Joint Duty Assignment (JDA) is defined as: (a) the permanent assignment of an employee from a position in one IC element to a position in another IC element that requires and/or provides appropriate joint IC duty experience, or (b) the temporary detail of an employee from a position in one IC element to a rotational assignment in another IC element that requires and/or provides appropriate joint IC duty experience for a period of at least 12 months and not more than 36 months.

A JDA provides a diversity of work experiences and offers distinct career advantages for employees. A JDA develops the future leadership of the IC by providing employees with a broader understanding of IC missions and functions. A JDA is also essential in preparing employees for senior civilian leader roles in the IC. JDA participants and the people they lead understand the scope and complexity of the IC “enterprise” and are able to effectively integrate and engage the IC’s vast resources in support of our national security mission. To that end, Joint Duty certification is required for all senior civilian positions that report directly to the head of an IC element.

Employees at the GG-13 level and above within the IC are eligible to apply for a JDA. Please note that while employees at a lower grade may apply for a JDA, in accordance with the current guidance, the position must be at the GG-13 level to receive JDA credit.

To find out more about the Joint Duty program, please contact the Army Joint Duty Program Manager (Sharon Fowler, 703-695-3661, sharon.d.fowler.civ@mail.mil). You can also visit the Joint Duty website on JWICS at <http://icjointduty.ic.gov> or on NIPR at www.icjointduty.gov (using.gov or .mil email addresses). For frequently asked questions, please visit: <https://www.icjointduty.gov/FAQ.aspx>.

How to Apply for a JDA:

1. Go to the JDA website (vacancies tab) on NIPR or JWICS:
 - a. JDA Website (NIPR): <https://www.icjointduty.gov>
 - b. JDA Website (JWICS): <http://icjointduty.ic.gov>
2. Select a JDA Vacancy Announcement.
3. Follow the steps required on the Vacancy Announcement (and submit your JDA packet via your Agency JDA POC). This request/packet is required to go through the Army JDA Program Office for tracking purposes and to ensure that it meets the definition of an official JDA.
4. All JDA Announcements require an endorsement (memo) from the command authorizing your release (usually initiated and signed by the Supervisor and Higher Level Supervisor), unless your agency has “additional” internal procedures to which you’re required to follow. The JDA process stops if both the supervisor and higher level supervisor do not support the JDA.
5. If you are selected and endorsed for the JDA, the Gaining Element JDA Manager (JDM) will contact the Losing Element JDM to initiate the formal MOU process. After the MOU is agreed upon and signed by all required parties, the employee may be released to perform the JDA. Throughout the MOU process, Activity/Agency JDMs (with supervisors input) at both the gaining and losing agencies are negotiating the elements of the MOU until agreed upon. After agreements are reached between the losing and gaining commands, JDMs must obtain final signature on the MOU.
6. Employees will not be released from Army commands until the MOU has been signed and agreed upon by all parties, to include the employee’s signature.
7. Agencies will coordinate with servicing HR Offices/CPACs to ensure compliance with all personnel policies and practices before employees are released on a JDA.
8. Activity JDMs will provide the HQDA JDM with a copy of an employee’s MOU after signatures are obtained and the MOU has been finalized.
9. Activity JDMs are responsible for annotating JDAs and adjudicating JDA claims within DCPDS.
10. Temporary Change of Stations (TCS) Orders: TCS Orders are required for travel between duty stations, subject to the Joint Travel Regulation (JTR). JDMs/CPMs must contact the servicing Budget Office for assistance to ensure compliance with the JTR as it pertains to TCS Orders. Employees will not be released from Army Activities without an approved and signed MOU, nor without TCS Orders, if applicable.

Army DCIPS Puzzle

Per popular demand, we are bringing back the Army DCIPS puzzle to our EYE Newsletters! This edition's puzzle is a word search of some of the article topics included in this July EYE newsletter. Answers to this puzzle will be included in the next newsletter. Good luck!

T R T Z R E V Q X R M T V Z Y
D N X R F E E X O G G N A T B
D U E O A I D S M T E E T S S
E Q A M A I I A Q K M M Q Y V
A E B J H V N W E R P P Y X Y
S I O Y R S B I O L L O O H H
H C J E Y P I N N H O L C T X
T M P B R S W L Y G Y E A R Z
O U N X M E N M P V E V P R L
S I Q I B K Y R D M E E C P T
P E R S O N N E L F O D S M O
W V I Y A D I L O H C C C C T
W T J V C H U R S I T C C T L
E P X L Q R Z L B N M A F A O
Y E M Y U C N M E X K G A N P

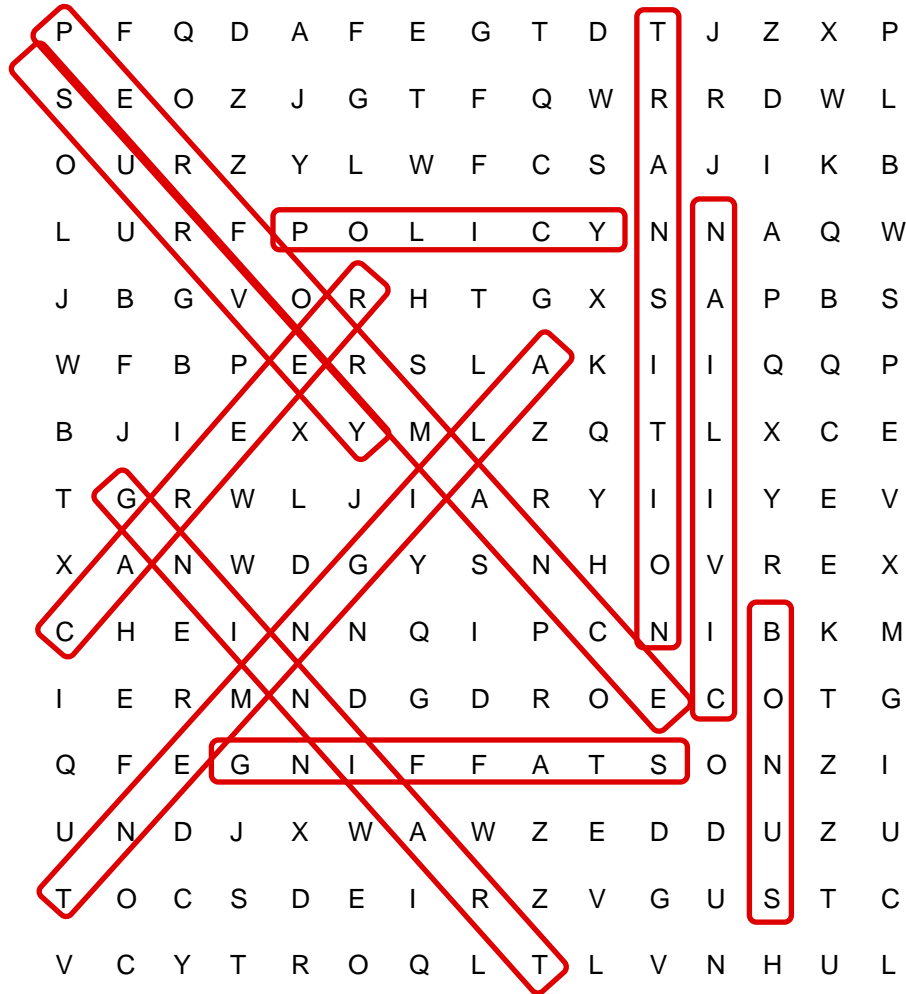
**ACCOMPLISHMENT
EMPLOYEE
PERSONNEL**

**CPAC
HOLIDAY
SUPERVISOR**

**DEVELOPMENT
LEADER
TRAINING**

May EYE Newsletter's Army DCIPS Puzzle Solution

Please see below for the answers to the May EYE Newsletter's puzzle. Per popular demand, we are bringing back the Army DCIPS puzzle to our EYE Newsletters! This edition's puzzle is a word search of some of the article topics included in this May EYE newsletter. Answers to this puzzle will be included in the next newsletter. Good luck!



**ALIGNMENT
CIVILIAN
STAFFING
TRANSITION**

**BONUS
PERFORMANCE
SURVEY**

**CAREER
POLICY
TRAINING**

DCIPS Frequently Asked Questions....where to go?

There are five options available to employees to receive answers to their questions about DCIPS or the information on this site:



- 1.) **Review the Army DCIPS website.** The DCIPS website is your primary source for all up-to-date Army DCIPS employee information. Information found on the DCIPS site include Army policy guidance, the latest EYE Newsletters, DCIPS job aids, links to other Intelligence Community resources and USD(I) decisions, and much more. Frequently asked DCIPS questions such as “Where do I find information on the DCIPS year-end closeout process?” or “What is the policy for hiring veterans?” can be found at: <http://www.dami.army.pentagon.mil/site/dcips/faq.aspx>.
- 2.) **Contact your supervisor.** We encourage you to reach out to your supervisor for answers to DCIPS questions.
- 3.) **Contact your servicing CPAC HR specialist.** Please email or call your servicing CPAC HR specialist for answers to your specific DCIPS inquiries.
- 4.) **Contact your Command Transition Manager (TM).** Please e-mail or call the appropriate TM so that he or she can provide answers to your specific questions. Each Army Command, Army Service Component Commands, Direct Reporting Units and the Administrative Assistant to the Secretary of the Army (for HQ’s DA entities) have appointed a designated individual to serve as the focal point for all DCIPS-related issues within their Command.
- 5.) **E-mail the Army G-2 Intelligence Personnel Management Office (IPMO).** If you haven’t obtained an answer to your question through any of the above methods, use the “Contact Us” link on the DCIPS Home Page to forward a question to the Army G-2/IPMO (usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil). **Please note this new DCIPS inbox email address.**

Do you have a DCIPS question? We will feature answers to your questions in our EYE Newsletter! Please submit questions, or suggestions for future EYE article topics to: usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil (subject line: **DCIPS Communications**). **Please note this new DCIPS inbox email address.**
We look forward to hearing from you!

DCIPS Resources and Key Links

General:

- **USD(I) Defense Civilian Intelligence Personnel System (DCIPS)**
<http://dcips.dtic.mil/index.html>
- **United States Army Civilian Human Resources Agency (CHRA)**
<http://www.chra.army.mil/>

Performance Management Resources & Guides:

- **Supplementary Online Training for Supervisors - Writing Performance Objectives**
http://odni.touch-point.net/index_1.html
- **How Do I...A Guide to Completing Key Actions in DCIPS Performance Appraisal Application (PAA)**
<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/How%20Do%20I%20Guide%20Fall%202011.pdf>

Remember to visit the **Army DCIPS** website on a regular basis. We will post all DCIPS updates as soon as they become available.

NIPRnet: <http://www.dami.army.pentagon.mil/site/dcips/>