May 2012 EYE Newsletter

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

First and foremost, I want to extend my thanks and appreciation to everyone for helping us accomplish a smooth and successful transition to DCIPS grades on 25 March 2012.

A total of 6,927 employee records were reviewed for the transition process. Of these records, I wanted to highlight that we had a less than 2% rate of identified errors—a feat that would not have been accomplished without everyone's hard work!

The transition to DCIPS grades (with the exception of the National Geospatial-Intelligence Agency) has now been completed across the Enterprise. Mr. Michael Vickers, the Under Secretary of Defense for Intelligence (USD(I)), recently released a memorandum (entitled "Successful Transition of the Defense Civilian Intelligence Workforce to the DCIPS Pay Bands and Grades") thanking the Enterprise for a successful transition to DCIPS grades. Please refer to the following link to read this memorandum on our Army DCIPS website: http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/Successful_Transition_of_the_Defense_Intelligence_Enterprise_Workforce_to_DCIPS...[1].pdf.

In addition, please note that you can file an alignment appeal following the procedures contained within the final AP-V 2007, Occupational Structure. Please refer to our "Reminder: Guidance on Filing an Alignment Appeal" article in this newsletter for more information.

For more guidance, please visit the Army DCIPS website (http://www.dami.army.pentagon.mil/site/dcips/). If you have any questions or concerns, I encourage you to contact your manager/supervisor, Command's DCIPS Transition Manager (TM), and/or servicing CPAC HR specialist. If you were unable to have your question/concern addressed by the above means, please contact the IPMO via the DCIPS query inbox (information below).

> **ATTENTION**: 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.

Implementation of USA Staffing

The Army is transitioning from RESUMIX to USA Staffing for advertising vacant positions, accepting job applications, and evaluating a job seeker's eligibility and qualifications.

USA Staffing is an integrated software solution developed by the Office of Personnel

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Management (OPM) that will be used to fill Army civilian positions. Several Army commands have already implemented USA Staffing, with full implementation by all commands scheduled for completion by September 2012.

There are many advantages to USA Staffing. USA Staffing allows you to:
- Submit a tailored resume for individual vacancies.
- Upload documents once and reuse them for future applications.
- Use a single source for managing and tracking Army job applications;
- Receive timely feedback via email at multiple stages during the application process;
  - Initial acknowledgment of application package
  - Qualifications/referral notification
  - Non-selection notification
- Create and store up to five resumes as well as required supporting documents in your USAJobs account.
- Better demonstrate job specific qualifications by assessing yourself through the occupational questionnaire.

If you have any questions about USA Staffing, please contact your servicing Civilian Personnel Advisory Center (CPAC).

WE WANT TO HEAR FROM YOU: Army DCIPS Employee Communications Effectiveness Survey

In the next few weeks, the Headquarters Department of the Army (HQDA), Office of the Deputy Chief of Staff (ODCS), G-2, Intelligence Personnel Management Office (IPMO) will be launching a web-based employee survey (accessible on the NIPR network) to gauge the effectiveness of both transition and general DCIPS communications.

We will be conducting this survey in accordance with Appendix A (Army DCIPS Strategic Change Management and Communications Plan) of our Total Army Comprehensive DCIPS Transition Plan that we published in September 2011:
http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/UPDATED_Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan_30Sep11_v2_02292012.pdf.

The survey will take no longer than 10 minutes. Your participation in this survey is very important to us, as your feedback directly impacts future communication efforts. After the completion of the DCIPS employee survey, the IPMO Communications Team will collect the data and analyze the results. Adjustments to DCIPS communications, marketing and outreach strategies will be made on all future communications after analyzing the findings.

We will issue the survey link and dates through your TMs and on our Army DCIPS website. Please stay tuned for more information in the coming weeks.

Update: Army DCIPS Program Evaluation Results

Please visit our Army DCIPS website to access the results of our first Army DCIPS Program Evaluation. We released the detailed "Program Evaluation Report" (at: http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/PE/Army%20DCIPS%20Evaluation%20Report_November_Final_2011.pdf) as well as the "Program Evaluation Results: Army DCIPS The First Year" presentation (at: http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/PE/Final%20Brief_Program%20Evaluation%20Results_2011_Final_24%20Feb%2012%20update.pdf). These documents also include data analysis regarding the average time-to-fill positions as well as our attrition rates in comparison to other IC components.

The purpose of this evaluation, conducted in July and August of 2011, was to capture lessons learned during DCIPS implementation and identify specific success factors and areas of improvement that could assist the IPMO in its overall monitoring of DCIPS. There were several strengths identified but also many challenges experienced during the first year of Army DCIPS implementation. Many challenges were attributed to the FY10 National Defense Authorization Act that placed a hold on performance-based salary increases, as well as the Secretary of Defense's August 2010 decision to return to DCIPS grades. Evaluation results showed that senior leaders demonstrated commitment to successful implementation, but that there was disappointment from the leaders and the workforce that pay-for-performance did not occur as planned.

As a result of our evaluation, we identified five focus areas that our organization is focusing on for the remainder of FY12 and continue with for FY13:

- Professional development- career road maps
- Manager/supervisor DCIPS training- soft skills, military supervisor training
- Regular and timely communications, guidance and outreach to the commands
- Transparency and standardization
- PAA Tool improvements

We have already started to implement some of the recommendations from the program evaluation report. For example, we heard the feedback that the workforce wanted more information on SMART objectives, PAA Tool guides, the bonus process, as well as the PM PRA process. We have worked on creating job aids and other guidance documents that address any knowledge gaps and have posted them to our website. In response to regular and timely communications, we have continued in our efforts to provide you with the latest DCIPS updates as soon as they became available.

For more information, please refer to the "Army DCIPS Program Evaluation" article in the January 2012 EYE Newsletter: http://www.dami.army.pentagon.mil/site/dcips/docs/Newsletters/EYE%20of%20DCIPS%20January%202012_FINAL.pdf.

Introducing the Army DCIPS Developmental Program

The Army Intelligence recently adopted the Department of the Army's Intern Program as its DCIPS developmental program. The objective of this program is to establish a planned intake of personnel with high potential to meet Army staffing needs. This program plans for the development and progression of these personnel by providing them with the knowledge, skills, and abilities required to advance and successfully perform in target level positions within a specific Career Program.

> The framework applying to the Army DCIPS community (in accordance with the Department of Defense Instruction 1400.25, Volume 2005, DCIPS Employment and Placement) is provided below:
>
> a. All positions in the Professional Work Category will be assigned to an Army Career Program.
> b. Each Career Program identifies requirements, including training, competencies, and target end grade level. All Career Programs support developmental progression from the entry/developmental work level to the full performance work level.
> c. Employees are selected through a competitive process at the entry/developmental level with an advertised target grade at the full performance level. Employees are informed at the time of their initial appointment of requirements and expectations of development and progression.
> d. Once appointed to an entry/developmental position, employees may be advance noncompetitively to the established target grade upon meeting developmental benchmarks, performance requirements, and other requirements, as applicable, established for the career program or specifically for the employee. In accordance with the referenced DoDI, time in grade is not used as criteria for advancement.
> e. The Army Intern Program ensures a planned development of civilian members of the force through a blending of progressive and sequential work assignments, formal training, and self-development for individuals as they progress. The program also provides an orderly approach to technical, professional, and leadership training and development similar to the system currently used by the military.
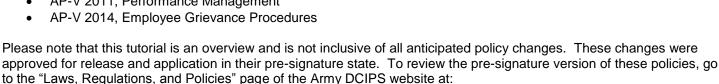
Army DCIPS Policy Updates

There have been a lot of key changes made to Army DCIPS policies over the past few months. For a high-level overview of how these changes affect you, see the DCIPS Policy Updates online tutorial at http://www.chra.army.mil/webcourses/dcips_policy/index.html:

- AP-V 2004, Adjustment in Force
- AP-V 2005, Employment and Placement
- AP-V 2008, Awards & Recognition
- AP-V 2009, Disciplinary and Adverse Action Procedures
- AP-V 2011, Performance Management
- AP-V 2014, Employee Grievance Procedures

Please note that this tutorial is an overview and is not inclusive of all anticipated policy changes. These changes were approved for release and application in their pre-signature state. To review the pre-signature version of these policies, go to the "Laws, Regulations, and Policies" page of the Army DCIPS website at: http://www.dami.army.pentagon.mil/site/dcips/LR.aspx.

Army DCIPS Employee Training Updates

The Office of the Undersecretary of Defense (OUSD(I)) recently published role-specific training roadmaps that provide employees with a list of recommended courses specific to their DCIPS roles and responsibilities (employee, supervisor/manager, senior leader). To access these roadmaps, please refer to the table below.

Roadmap Information	Audience	Link
DCIPS Employee Training Roadmap *Provides employees with a recommended list of training courses relating to their general roles and responsibilities*	All Employees	http://dcips.dtic.mil/documents/Employee%20Training%20Roadmap.pdf
DCIPS Supervisor/Manager Training Roadmap *Provides supervisors and managers with a recommended list of training courses relating to their general roles and responsibilities*	Supervisors and Managers	http://dcips.dtic.mil/documents/Manager%20Supervisor%20Training%20Roadmap.pdf
DCIPS Senior Leader Training Roadmap *Provides senior leaders with a recommended list of training courses relating to their general roles and responsibilities*	Senior Leaders	http://dcips.dtic.mil/documents/Leader%20Training%20Roadmap.pdf

FY11 Performance Management and Bonus Statistics

Army Aggregate Report for Employees

Overall Comparison – FY10 vs FY11 Performance Cycle

2 Year Comparison	FY2010	FY2011
Overall Workforce Considered	5393	5709
Number of Bonus Pools	140	153
Average Overall Rating	3.78	3.76
Average Bonus Budget Percentage	1.77	.81%
Average Bonus Amount	$2813	$1723
Number of QSIs	258	237
Percent of Workforce Receiving a Bonus	47%	46%

The Army G-2 Leadership released the results of the "Army 2011 Performance Management and Bonus Process Review" on the Army DCIPS website: http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/Army%20DCIPS%20FY2011%20Performance%20Management%20and%20Bonus%20Review.pdf.

This review provides a detailed analysis of the Army DCIPS aggregate ratings and bonus information depicted by each organization that reported. It also provides a snapshot of Army DCIPS ratings by each command as well as aggregate data across the Intelligence Community.

A snapshot of the comparison between FY10 and FY11 is provided on the previous page. For more information, please review the results on our Army DCIPS website.

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.

Reminder: Army Career Tracker

The Army Career Tracker (ACT) has arrived! ACT is a leadership development tool that integrates training and education

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within one personalized, easy-to-use website. Users can search multiple education and training resources, monitor their career development and receive personalized advice from their leadership. ACT provides users with the ability to help:

- **SEARCH**: multiple resources in one easy portal
- **SEE**: accomplishments, career development opportunities, and multiple training and education resources in one location
- **UNDERSTAND**: career maps, recommendations, and upcoming development deadlines and options;
- **ACT**: registering for classes, creating professional and personal goals, and receiving personalized advice from leaders and mentors

The timeframes for spiraling into the ACT vary by Career Program (CP). All aspects of ACT are "not" available to employees whose Career Management Field or CP has not deployed. Are you wondering when your CP will be launched? Take a look at the "estimated release schedule" in the table on the right to see when you will have full access to log in and begin taking advantage of ACT's capabilities.

If your CP has already spiraled into the ACT, use your Common Access Card (CAC) Login to check out the ACT (https://actnow.army.mil). If your CP has not yet spiraled, please visit the ACT information site (https://www.us.army.mil/suite/page/601000) to access video demonstrations, training documentation, and other useful files designed to provide you a preview of ACT functionalities. There are also several useful ACT documents posted to the Army DCIPS website, such as the Frequently Asked Questions (FAQs) for ACT (http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/ACT-FAQs.docx) and the ACT Quick Start Guide (http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/Sust/Civilian_Quick_Start[1].pdf).

To report any problems with ACT, please contact the ACT Service Desk (act.servicedesk@us.army.mil or 800-981-3234) or the ACT Team (act.now@us.army.mil). For more information about this article, please contact Ms. Sharon Fowler (703-695-3661) or Mr. Mark Johnson (703-695-3689).

Spiral 1 31 August 2011		
▪ CP 18 ▪ CP 22	▪ CP 27 ▪ CP 31	▪ CP 32 ▪ CP 34
Spiral 2 18 February 2012		
▪ CP 10 ▪ CP 11	▪ CP 12 ▪ CP 13	▪ CP 17 ▪ CP 24
Spiral 3 April 2012		
▪ CP 14 ▪ CP 16	▪ CP 20 ▪ CP 33	▪ CP 26 ▪ CP 28
Spiral 4 June 2012		
▪ CP 15 ▪ CP 35	▪ CP 36 ▪ CP 50	▪ CP 53 ▪ CP 56
Spiral 5 September 2012		
▪ CP 19 ▪ CP 29 ▪ CP 51	▪ CP 55 ▪ CP 60	▪ CP 61 ▪ CP 64

Reminder: Guidance on Filing an Alignment Appeal

Post-transition, you may file an alignment appeal in accordance with the procedures set forth in AP-V 2007, Occupational Structure.

Army DCIPS employees may appeal the pay plan, title, occupational series, work level and/or grade of their officially
assigned position after transition without fear of reprisal or future prejudice. There are two methods by which an employee may file an alignment appeal—an informal alignment complaint or a formal appeal. An employee may

Army DCIPS employees may not file an informal alignment complaint or initiate appeal procedures on the following:

a) *Inclusion in or exclusion from DCIPS.*
b) *Accuracy of job descriptions.*
c) *Content of DCIPS alignment or OPM classification standards and guides or wage schedules and rates.*
d) *Proposed changes to occupational structure.*
e) *Alignment of a position based on comparison with other positions rather than with published standards or guides.*
f) *Alignment of a position which has already been the subject of an appeal, unless there has been a change in the governing alignment standard, the major duties, or KSAs required by the position.*

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file a formal appeal at any time; but should first consider the informal complaint process.

Additionally, employees may also designate a representative, in writing, to assist in preparing and presenting an informal alignment complaint or formal alignment appeal. Management will determine the acceptability of the representative proposed by the employee in accordance with the guidance established in AP-V 2007.

All employees were notified of their transitioned grade and step in early March. Employees must have filed an appeal within 15 calendar days of the transition date to preserve entitlement to retroactive benefits.

Informal Complaint Process

- An employee may request an informal review at any time to his or her immediate supervisor. The requested review is limited to the employee's officially assigned position.
- The informal review can be oral or written; however, issues concerning retroactive pay will not be based on oral complaints.
- The supervisor will discuss the matter with the employee and explain the evaluation of the position. The supervisor may request assistance from the servicing Civilian Personnel Advisory Center (CPAC) advisor.
- The supervisor must resolve the informal complaint process **within 15 calendar days**.
- As a result of the supervisor's decision:
  o If the employee is satisfied, no further action need be taken, and the supervisor will document the decision.
  o If a change in pay plan, title, occupational series, work level and/or grade is necessary, the supervisor will notify the employee of the change, in writing and the change will be effective **within 4 pay periods** from the date of the decision.
  o If the employee is not satisfied, he/she may file a formal appeal **within 15 calendar days** of the decision on the informal review.

Formal Appeal Process

- Army DCIPS managers and supervisors, in conjunction with the servicing CPAC advisor, will provide employees with all required documentation for the formal appeal process, information on formal appeal procedures and explain position management and alignment decisions.
- The employee's appeal must be submitted, in writing, to the servicing CPAC advisor. The CPAC advisor will ensure two copies of the completed case file are forwarded to the appropriate Commanders for decision.
- Commanders have initial decision authority for alignment appeals, except for appeals relating to positions at the command headquarters, in which case the HQDA ADCS, G-2 is the first and final appellate authority for such positions. The HQDA ADCS, G-2 is the first and final appellate authority for alignment appeals filed regarding a DCIPS standardized job description. Commanders will ensure that decisions are coordinated with both the employee's Career Program Manager or Activity Career Program Manager and the Command Civilian Human Resources Director.
- Appeal decisions will normally be made **within 30 calendar days of receipt**. If a decision cannot be made within that period, the employee will be notified in writing of the expected date of decision and the reasons for that delay. If the appeal is later forwarded to the HQDA ADCS, G-2 for decision, **an additional 30 calendar days** begins upon receipt at that office. Similarly, the HQDA ADCS, G-2 will inform the employee when a decision is delayed and of the reasons for the delay.
- If a decision is made within the specified timeframe, the Commander will notify the employee of the decision in writing. The notice will contain an analysis of the major duties, responsibilities, and qualification requirements of the position as they relate to the applicable alignment criteria. The notice will also advise that in order to continue the appeal, the employee or his/her representative must submit a reconsideration request in writing.
- If a reconsideration request is submitted, this request must be received by the ACOMs, ASCCs, DRUs (to include the U.S. Military Academy) and the Principal Officials of the HQDA, their staffs and other elements, FOAs, SSAs and those DRUs headed by other than a Commander which rendered the initial decision **within 15 calendar days of the date of the original decision memorandum**. The reconsideration request must contain specific reasons why the employee disagrees with the original decision. Upon receipt of a reconsideration request, the Commander will forward two copies of the request, case file, and decision memorandum to the HQDA ODCS, G-2 IPMO.
- Copies of all formal appeal decisions will be sent to the HQDA ODCS, G-2 IPMO.

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Army DCIPS Puzzle

Back by 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!

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P  F  Q  D  A  F  E  G  T  D  T  J  Z  X  P
S  E  O  Z  J  G  T  F  Q  W  R  R  D  W  L
O  U  R  Z  Y  L  W  F  C  S  A  J  I  K  B
L  U  R  F  P  O  L  I  C  Y  N  N  A  Q  W
J  B  G  V  O  R  H  T  G  X  S  A  P  B  S
W  F  B  P  E  R  S  L  A  K  I  I  Q  Q  P
B  J  I  E  X  Y  M  L  Z  Q  T  L  X  C  E
T  G  R  W  L  J  I  A  R  Y  I  I  Y  E  V
X  A  N  W  D  G  Y  S  N  H  O  V  R  E  X
C  H  E  I  N  N  Q  I  P  C  N  I  B  K  M
I  E  R  M  N  D  G  D  R  O  E  C  O  T  G
Q  F  E  G  N  I  F  F  A  T  S  O  N  Z  I
U  N  D  J  X  W  A  W  Z  E  D  D  U  Z  U
T  O  C  S  D  E  I  R  Z  V  G  U  S  T  C
V  C  Y  T  R  O  Q  L  T  L  V  N  H  U  L
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ALIGNMENT	BONUS	CAREER
CIVILIAN	PERFORMANCE	POLICY
STAFFING	SURVEY	TRAINING
TRANSITION		

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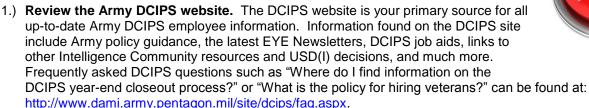
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DCIPS Frequently Asked Questions…..where to go?

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 support 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/

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