

June 2011 EYE Newsletter

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How DCIPS Can Support Your Professional Development:

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As an Army Defense Civilian Intelligence Personnel System (DCIPS) employee, the annual performance management system is a tool that you can use to develop your career. During the annual performance management process, you can jointly set developmental objectives in addition to establishing an Individual Development Plan (IDP). DCIPS is designed to support your career development by promoting planning with assistance from your supervisor throughout the performance management cycle. There are several actions you can take to advance your career including the following:



1. **Reach out to your supervisor.** One of the most important things you can do is to be proactive—reach out to your supervisor, ask for career advice and tips, volunteer to take on more challenging job responsibilities and address your developmental areas. These actions demonstrate to your supervisor that you are willing to invest in your career and ready to take that ‘next step’ in your career development. Ensure this information is documented in your Individual Development Plan (IDP).
2. **Identify a mentor/serve as a mentor.** A mentor can play an important role in your career development. A mentor is typically someone who is more experienced in his or her career, someone you trust and that can help provide direction as you move through various stages of your career. A mentor does not provide input into your DCIPS performance evaluations, but he/she is an invaluable resource who can provide you with career advice and support. If you already have a mentor, consider serving as a mentor and provide guidance to other employees about their careers.
3. **Engage in formal training, education and self-development to expand your professional knowledge.** Army Career Programs provide developmental and training opportunities specific to your career field. Also, in collaboration with your supervisor, you should create an IDP. The IDP is a useful tool and is a requirement of DCIPS that helps you plan your training and development activities throughout the year.
4. **Build Your Network.** Develop professional relationships with people in your organization and build a support network—this can be very helpful when you are attempting to gain new knowledge and skills, when introducing a new tool or methodology in the work environment, or when you are looking for other career development opportunities within the organization.
5. **Apply for a Joint Duty Assignment (JDA).** If you are interested in further career development and advancement, consider applying for a JDA. A JDA helps you to gain an in-depth understanding of other intelligence organizations and expands your professional network. For more information on JDA, see the ODNI Joint Duty website at: <http://www.icjointduty.gov> (NIPR) and <http://icjointduty.ic.gov> (JWICS).

Remember, as an Army DCIPS employee, it is highly encouraged that you take responsibility for your career—so take full advantage of all the resources available to help you grow and develop professionally and enjoy a successful and satisfying career within Army Intelligence.

For more information about career development for ARMY DCIPS employees, review these DCIPS and Intelligence Community resources:

- U.S. Army Training and Career Development website, <http://cpol.army.mil/library/train/catalog/>.
- DA PAM 690-46, Mentoring for Civilian Members of the Force.
- DoD Instruction 1400.36, Implementation of the Joint Intelligence Community Duty Assignment Program.

The Army Defense Civilian Intelligence Personnel System (DCIPS), a Title 10 Excepted Service Civilian Personnel System, is a mission-focused performance system that supports the complete human capital lifecycle for Army civilian positions, employees and organizations engaged in or in support of an intelligence or intelligence-related mission. 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 DCIPS@mi.army.mil. The EYE Newsletter is a publication of the IPMO. Please send all comments to DCIPS@mi.army.mil.

Army Career Tracker for Civilians Program Overview:

The Civilian Work Force Transformation (CWT) General Officer Steering Committee (GOSC) and the Under Secretary have given the nod for Army to move forward with implementing Army Career Tracker for Civilians (ACT-C). Based on coordination with the U.S. Army Training and Doctrine Command (TRADOC), Army G3 Civilian Training and Leader Development Division (G37/TRV) scheduled the initial kickoff meeting with all Career Programs on 24 March 2011, at the Pentagon. The initial meeting provided a comprehensive overview of the functionality and capabilities of Army Career Tracker, and answered many questions Career Programs had about establishing the implementation and deployment schedule.

Army Career Tracker (ACT) is part of TRADOC's Learning Concept 2015, the Army Campaign Plan 2011, and the Civilian Work Force Transformation Plan, Line of Effort 3. For those less familiar, ACT is an Army-wide leadership development tool being developed by TRADOC and IBM that will be used by Active Duty Soldiers, Guard and Reserve, Recruiting Command and Army Civilians.

Leveraging this cutting edge technology for Army Civilians, ACT will provide users (employees, supervisors, Career Program Managers and Command POCs) an integrated view of training and education in one personalized and easy to use dashboard. It will also provide users with an intelligent search capability of multiple education and training resources, provide employees with a more efficient and effective way to monitor their individual development and allow supervisors and career program managers to track and advise employees on their personalized leadership development. As ACT will leverage existing Army assets, the goal is also to drive up utilization of existing Army systems.



ACT-C will deploy in five spirals as follows: Spiral 1 (1 Apr – 30 Aug 11), Spiral 2 (1 Oct – 31 Dec 11); Spiral 3 (1 Jan – 31 May 12); Spiral 4 (1 Apr – 30 Jun 12); and Spiral 5 (1 Jul – 30 Sep 12). The deployment schedule is reasonably paced to ensure a successful launch. Each Career Program has been assigned to a spiral and the draft schedule was reviewed at the kickoff meeting.

CP35 is scheduled to Spiral into the Army Career Tracker for Civilians (ACT-C) during Spiral 4 (1 Apr 12 - 30 Jun 12) when ACT-C deploys. More information will follow as the plan develops. If you have questions regarding training for Career Program 35, please contact your Activity Career Program Manager; ACOM, ASCC, DRU Career Program Manager; or HQDA DCS, G-2 CP-35 Career Program Point of Contact, Sharon Fowler at (703) 695-3661 or sharon.fowler@us.army.mil.

Army DCIPS Employee Personal Competitive Status Reminder:

The Defense Civilian Intelligence Personnel System (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, competitive status is defined 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.

The Army G-2 Intelligence Personnel Management Office (IPMO) issued a Memorandum dated 25 March 2011 (entitled "Consideration of Defense Civilian Intelligence Personnel (DCIPS) Employees for Competitive Service Positions") to provide more information on this issue. IPMO has also provided further email guidance to command senior leadership, stating that DCIPS employees "are eligible for consideration regardless of whether you are currently serving on a temporary, term or excepted service appointment."

This information is being provided to clarify personal competitive status since the DCIPS Personnel Interchange Agreement expired 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>. For more information on Competitive Service, please visit the Army DCIPS website at: <http://www.dami.army.pentagon.mil/site/dcips/index.aspx>.

Excerpts from this Fact Sheet are also provided below;

"This agreement, executed between the Department of Defense and the Office of Personnel Management (OPM), provided for the movement of DCIPS personnel between the competitive service and DCIPS components specifically covered by the agreement, i.e., the Intelligence components of the Military Services and the Defense Security Service."

"As all DCIPS positions are in the excepted service, DCIPS employees registering for placement through the Priority Placement Program (PPP) are eligible for referral to excepted service positions. DCIPS employees with personal competitive status retain their status and are eligible to also register for competitive service positions."

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

The DCIPS website is your primary source for all up-to-date Army DCIPS employee information and where you can find many frequently asked questions (FAQs). Information found on the DCIPS site includes Army policy guidance, the latest EYE Newsletter, DCIPS Job Aids, links to other IC key resources and USD(I) decisions, to name a few.

Understandably, questions come up regarding DCIPS and/or the DCIPS information listed on this site. There are several options available to employees to get questions answered:

- 1.) **Review the Army DCIPS website FAQs listed on the home page.** Common DCIPS questions such as "Where do I find information on the DCIPS year-end close out process?" or "What is the policy for hiring veterans?" can be found at: <http://www.dami.army.pentagon.mil/site/dcips/faq.aspx>.
- 2.) **E-mail or call your Command Transition Manager (TMs).** Specific DCIPS questions related to individual situations such as "How is my Bonus Group (Pay Pool) assignment determined?" or "Who is my Rating Official?" should be directed to your TM listed within the "Contact Us" link on the bottom left hand side of the DCIPS home page. Once you click on this link, you will see a list of all TM points-of-contact (POCs) within each Army Command. Please e-mail or call the appropriate TM so that he or she can help provide you with support on your specific questions.
- 3.) **E-mail the Army G-2 Intelligence Personnel Management Office (IPMO).**
If you can't get an answer to your question on the website or from your TM, use the "Contact Us" link on the DCIPS Home Page to submit questions to the Army IPMO team.



DCIPS Resources Key Links

General:

- **USD(I) Defense Civilian 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/>
- **DCIPS Performance Management Handbook**
<http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/DCIPS-Performance-Man-Handbook.doc>
- **DCIPS Performance Appraisal Application (PAA) Quick Guide for Employees**
<http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/PAA%20Quick%20Guide%20for%20Employees.pdf>
- **DCIPS Performance Appraisal Application (PAA) Quick Guide for Rating Officials**
<http://www.dami.army.pentagon.mil/site/dcips/documents/Tool%20Kits/PAA%20Quick%20Guide%20for%20Rating%20Officials.pdf>

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

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

SIPRnet: <http://www.dami.army.smil.mil/site/dcips>

JWICS: <http://www.dami.ic.gov/site/dcips>