



Empower Your Employee The EYE of DCIPS

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Short on Time? Read This!

- The Rating Phase of the performance management cycle is almost here. Are you prepared to receive or provide performance feedback?
- The NAPA Report has been released. What does it mean for Army DCIPS employees and the future of DCIPS?
- The Rating Phase is about to start. There are specific roles and responsibilities for employees and supervisors. Do you know what your role is?
- The Joint Duty Program (JDA) is a wonderful opportunity to advance your career while assisting our nation with matters of National Security.
- The Performance-Based Bonus Program is almost completed. The guiding principles used to develop the program are detailed in this month's newsletter.

The NAPA Report

The National Academy of Public Administration published their official review of the Defense Civilian Intelligence Personnel System (DCIPS) on June 2, 2010. In this report, NAPA assessed DCIPS in 3 areas:

1. DCIPS Design
2. DCIPS Implementation
3. DCIPS Impact

According to the NAPA report the Panel was impressed with the DCIPS system. The panel concluded that DCIPS differs from the General Schedule (GS) system in providing for a stronger, more rigorous performance management system. Here are the highlights from the recent report:

- **Design:** The design of DCIPS is fundamentally sound and conforms to accepted principles for designing performance-based compensation systems, including appropriate equity considerations and internal checks and balances to ensure fairness.
- **Implementation:** Implementation of DCIPS has been flawed and OUSD(I) must establish a stronger foundation for organizational change. OUSD(I) leadership must allocate sufficient staff time and other resources to develop a more comprehensive implementation strategy; a stronger system of governance and accountability; clearer messages; and refined business rules, tools and training.
- **Impact:** The Panel found no indication that DCIPS is creating problems related to diversity or fair pay and that there is nothing inherent in the DCIPS design that would lead to such negative impacts and any disparities or biases. It is too soon to draw conclusions about the impact of DCIPS, due to the limited amount of experience with the system.

The Army and DoD communities at large are prepared to dedicate additional attention to areas identified in the report. Furthermore, Army is committed to ensuring that DCIPS is implemented and operated in a fair and equitable manner for all Army DCIPS employees, particularly since Army has low density populations in non-intelligence organizations.

The complete report is available for all employees at http://dcips.dtic.mil/documents/NAPA_DCIPS_REPORT.pdf.

If you have any questions regarding the NAPA Report please contact the Army Intelligence Personnel Management Office at:

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Performance Management Corner: Rating Phase

DCIPS Employees

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:

- 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.
- Complete the self report of accomplishments for the evaluation period. In the self-report of accomplishments you must address your accomplishments against each performance objective and performance elements. At the end of the phase you should participate in a performance feedback session with your rating official.
- Draft and submit their Employee Self-Report of Accomplishments (ESRA) in accordance with organizational deadlines.

DCIPS Supervisors

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:

- 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 self-report
- Addressing the effects of the employee's accomplishments on the organizational goals and objectives
- Rating employee accomplishments of performance objectives in accordance with the performance objective rating descriptors
- Ensuring performance narrative supports the numerical rating

The Joint Duty Program (JDA)

JDA is a significant Inter-Service/Inter-Agency rotational program designed to:

- promote a community-wide perspective
- bolster Intelligence Community (IC) coordination
- infuse new knowledge and expertise throughout the Intelligence Community.

The program provides a diversity of work experiences by providing civilian personnel with opportunities for job rotation to joint duty in the military. This program develops the future leadership of the IC by providing careerists with a broader understanding of IC missions and functions. JDA participants are paid by their home organizations. JDA is 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.

The ODNI maintains oversight of the program to ensure it is consistently applied across the IC and that employees with joint duty experience are promoted at rates comparable to their agency peers. Additionally, joint duty experience is treated as a "quality ranking factor" for promotions to the grade 14-level and above. However, all promotions are ultimately based on merit.

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The Joint Duty Program (JDA) cont'd

JDA credit can be earned through a variety of agencies and roles, including, but not limited to

- ODNI, one of its elements (e.g. NCTC, NCPC, NCIX)
- Other IC agencies and even internal assignments that are specifically designated as providing joint duty
- NSC, USD(I), Homeland Security Council

Army employees have the opportunity to file a claim for joint duty experience received in a past assignment: ICAP, ICAP-E, a previous rotation or assignment, prior military experience, even work in academia or the private sector.

Criteria for Participating in JDA

- Applicant must be a position at the Pay Band 3 Full Performance level or above, to include DISES/DISLs.
- Assignment(s) must be at least 12 months long (179 days if in a combat zone).
- Applicants must have performance rating of **Fully Successful**, its equivalent, or above. To get joint duty credit the position must be at the GS-13 level (or equivalent) or above
- Applicants must fill the position for at least 12 months.
 - 179 days or more in a designated combat zone will satisfy the 12 month minimum requirement for joint duty.

A companion Joint Leadership Development Program is currently under development and will be a key part of the joint duty program.

Additional information is available on the DNI joint duty web site (<http://jdweb.diac.dia.ic.gov>)

Performance-Based Bonus Program (PBB)

Army has designed a new Performance-Based Bonus Program to manage the payout of employee performance-based awards permitted by the NDAA FY2010 Act. DCIPS employees and supervisors will receive training and guidance in the upcoming weeks regarding this new program.

Below, are the Guiding Principles that drove the design of the new PBB program. The PBB Program will:

- Provide a basis for differentially linking employee performance-based awards to individual performance as documented in the DCIPS Performance Management rating of record as outlined in Reference (k) such that the greatest rewards go to those who make the greatest contributions.
- Foster mission accomplishment by recognizing civilian members and motivating them to higher levels of performance and service.
- Allow for individual performance-based award decisions to be made locally in accordance with this issuance and established supplemental performance-based award guidance.
- Establish a common performance-based award process as the mechanism by which performance-based awards decisions will be made.
- Provide for transparency in all decision processes.
- Provide for review and evaluation of decision processes and results for anomalies suggesting issues of inequity or adverse impact.
- Promote the Title 5 merit system principles and prevent prohibited personnel practices.

Be on the lookout for more information about this new performance-based reward program.

DCIPS Helpful Hints

- Remember to visit the Army DCIPS website on a regular basis. We will post all updates pertaining to the NDAA and 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>

