

Empower Your Employee (EYE) The EYE of DCIPS



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The Way Forward on DCIPS

Multiple excerpts from the memo to the Defense Intelligence workforce dated 3 November 2009 and signed by General James R. Clapper, Jr., Under Secretary of Defense for Intelligence are included below.

“The FY 2010 National Defense Authorization Act (NDAA) contains a provision affecting the implementation of the Defense Civilian Intelligence Personnel System (DCIPS). The language does not repeal or terminate DCIPS; however, it does suspend certain provisions of the DCIPS pay-setting regulations until December 31, 2010, to allow for an independent review of the program. While we do not know what the result of this review will be, I look forward to this as an opportunity to further refine and improve upon Defense Intelligence personnel management.”

“Together, Chairman Reyes and I are committed to a full, impartial and independent review of the DCIPS design and implementation. The results of that review, together with the results from the nearly completed Government Accountability Office (GAO) review, will be used to shape our future direction. We have no preconceived notion of what the exact outcome will be; regardless, we will continue to press forward with unifying the Defense Intelligence components under a common personnel system. This commonality embodies the spirit of the Intelligence Reform and Terrorism Prevention Act of 2004 and moves us seamlessly into the future.”

“We are working hard to develop DCIPS procedures for the components to follow in the coming year.”

To read the rest of the memo, including decisions that have been made based on the NDAA language and General Clapper’s dialog with the Congress and the Administration, please visit the Army DCIPS website. As new decisions are made, they will be posted to the website:

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

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

Wishing you and yours a Thanksgiving filled with all the goodness of the season and plenty of time to enjoy it. Have a Safe and Happy Thanksgiving Holiday. We thank you for your patience and support as we move forward during this DCIPS Interim period. Currently, members of the DoD DCIPS community are working to provide interim policy, common communications, messaging and tools to ensure everyone in the Defense Intelligence community receives consistent information. Interim policy, communications and additional guidance will be provided as soon as they are available. Please contact myself (703) 695-2443 (yolanda.watson@us.army.mil) or Mr. Mark Johnson (703) 695-3689 (mark.johnson4@us.army.mil) for assistance.

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DCIPS Milestones

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| Jan 2010 | Employees receive their full Government-wide Pay Increase (GPI) |
| 26 Feb 2010 | Employee midyear self assessment due (*refer to last page for additional dates) |



Recent NDAA Impact on DCIPS: What Hasn't Changed and What Has Changed

While pay setting regulations are suspended until further review can be completed, the following table identifies the key items that have and have not changed as a result of NDAA.

What Hasn't Changed	What Has Changed
DCIPS Title 10 Appointing authorities	Pay Pools <ul style="list-style-type: none"> • Base Salary increases via pay pools suspended during interim period • Periodic increases under WGI rules in place during interim period
Performance Management policy and process	Job announcements advertised with recognition of GG/GS salary alignment
Occupational Structure of workforce	Some salary advancement opportunity within a band
Current salaries for employees (including Targeted Local Market Supplement (TLMS))	Pay setting and promotions based on GG/GS Title 5 authorities; establishment of the Periodic Increase
Annual General Pay Increase (GPI) allocation	Quality Step Increase (QSI) in line with Title 5 authorities
Annual locality pay allocation	
Potential for bonus and awards	

Frequently Asked Questions about the NDAA's Impact on DCIPS

Here are a few frequently asked questions (FAQs) about the NDAA's impact on DCIPS. We will be releasing more FAQs once additional information is available from the DoD DCIPS community.

Q: If DCIPS is put into an interim status, will it come back?

A: The NDAA, as it is currently written, prohibits DCIPS from paying the base pay rates under the DCIPS authority and will require Army Intelligence employees be paid under the authority of Title 5 until December 31, 2010. Once the full scope of the NDAA's impact is determined, communications focused on those changes will be released to the workforce.

Q: Will the Performance Management process be the same under DCIPS after the NDAA signing?

A: Yes, the Performance Management aspect of DCIPS will remain the same. Supervisors and employees are to ensure performance objectives are established in accordance with Army DCIPS Policy 2011. Employees should continue to track their accomplishments so they will be prepared to write their midpoint self-report of accomplishments in February 2010.

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Frequently Asked Questions about the NDAA and DCIPS (Continued)

- Q: I am a new employee that just started with Army Intelligence. Will I fall under DCIPS?**
- A:** Yes, all employees appointed to a DCIPS position will remain under DCIPS. USD(I) and members from the DoD Intelligence Community to include Army Intelligence are in the process of evaluating the impact of the NDAA language on DCIPS pay administration policies and procedures.
- Q: How is the information about the impact of NDAA and the interim period for DCIPS going to be communicated to the Army Intelligence Community?**
- A:** We will continue to provide updates via monthly newsletters and e-mail communications. We will also continue to conduct DCIPS Transition Manager teleconferences on a bi-weekly basis and teleconferences with Army's HR community that provide personnel servicing to organizations with DCIPS employees. Currently, we are developing a communications toolkit to address the impact of the NDAA and the DCIPS interim period. This toolkit will include FAQs, fact sheets, and other documents that will help the workforce to understand the way forward. In addition, we are initiating a new workforce outreach event called "**Brown Bag with the Chief.**" Ms. Yolanda Watson, Chief of the IPMO, will attend these informal 30 minute meetings and answer your questions around NDAA and DCIPS.

USD(I) and Army will post all fact sheets/guidance once they are finalized.

DCIPS Helpful Hints

- Now more than ever, it is critical that you visit the Army DCIPS website on a regular basis. We will post all updates pertaining to the changes associated with the NDAA as soon as possible.

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>

Keep an eye out for the new USD(I) logo for all DCIPS Interim documents.



DCIPS Performance Management Midpoint Review Process

Monitoring an employee’s performance is an ongoing effort throughout the performance year and both employees and supervisors (i.e., rating officials) are involved in this phase. Employees and rating officials are encouraged to meet throughout the year to discuss the employee’s progress toward reaching their performance objectives. At a minimum, employees and rating officials are required to complete a midpoint review.

The midpoint review is an appropriate time for employees to review performance objectives set at the beginning of the cycle, as well as goals set in the IDP. Employees can work with their rating officials to update performance objectives as necessary. In addition, employees should also consider how they are performing by reviewing performance elements for their level.

Also, the midpoint review is an opportunity for the employee and rating official to discuss potential differences in the perception of employee progress. For example, an employee may have rated an objective at an “exceeds” level, while the rating official disagrees. In this instance, the employee and rating official should have an open and honest discussion about their differences and reach a common understanding. Employees can provide the rating official with progress updates the rating official may not have considered OR the rating official may provide the employee with additional feedback on how to make improvements.

Please note that at the midpoint, employees and the rating official use the scale shown below (not the same as the final performance appraisal scale) for rating the employee on his/her performance objectives and the performance elements. Employees do **not** receive a numerical rating.

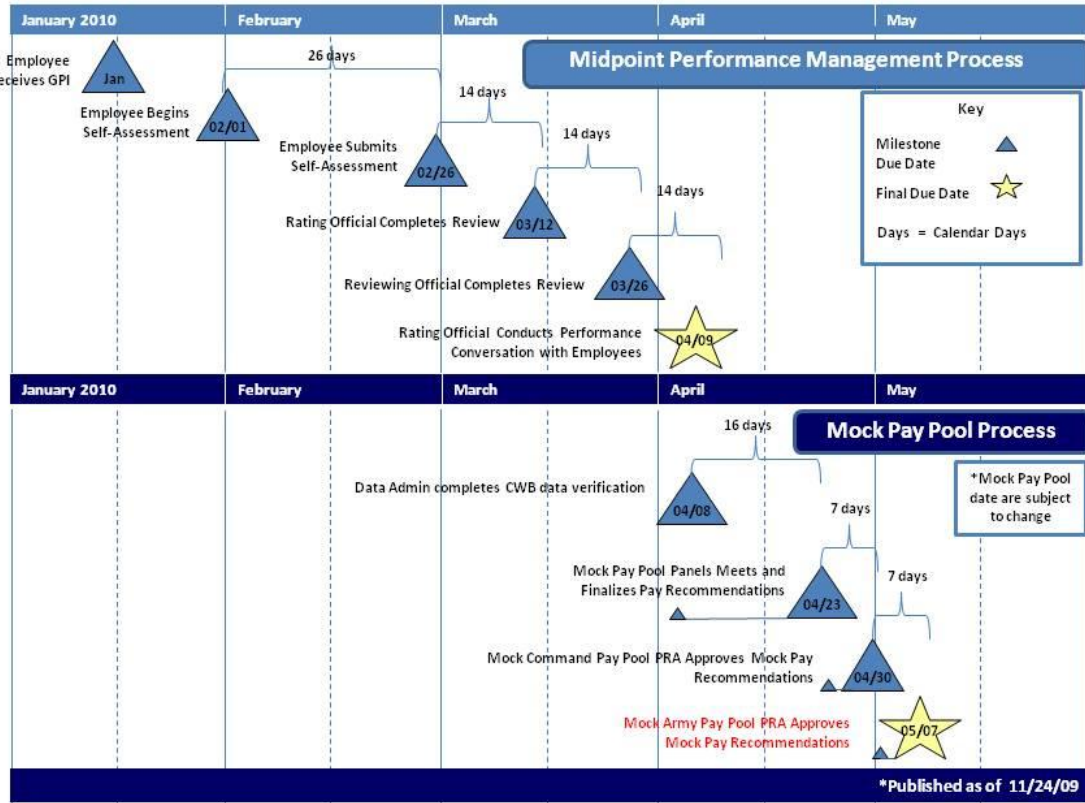
- Meets Objective
- Exceeds Objective
- Needs Improvement
- Not Yet Started
- No Longer Applicable

The table below provides a high level overview of the roles and responsibilities for the midpoint review process.

Employee	Rating Official	Reviewing Official	PM PRA
<ul style="list-style-type: none"> • Maintain personal records of achievement • Prepare midpoint self-report of accomplishments • Engage rating official in ongoing performance feedback discussions 	<ul style="list-style-type: none"> • Document achievements • Engage employee in ongoing performance feedback discussions • Provide employee with a midpoint review 	Ensure Rating Officials provide employees feedback and have completed a midpoint review	Not Applicable

Please refer to the DCIPS Performance Management Handbook (dated Sept. 09) posted on the Army DCIPS website for additional information on the midpoint review process. A communications toolkit containing additional tips and tools for employees and rating officials will be released in January 2010.

The graph on the following page shows the timeline for the midpoint review and the mock pay pool processes.



Happy Thanksgiving from the IPMO Transition Team!