# Empower Your Employee (EYE)
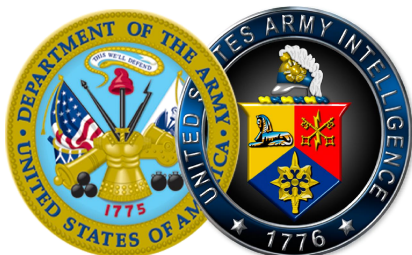# The EYE of DCIPS

## DCIPS Monthly Updates

To ensure the Army Intelligence community is kept abreast of DCIPS implementation efforts, we are adding a new section to the EYE. The *DCIPS Monthly Updates* provide brief, high level updates on policy, pay pools, performance management, BETA group, training and any other topics that affect the community. For more detailed information, please read the articles in the EYE and visit the Army DCIPS website.

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**

### DCIPS Milestones

**18 August    Performance objectives and IDP must be approved**

| DCIPS Monthly Updates | |
|---|---|
| **BETA** | • The IPMO Transition Team collected lessons learned from a random assortment of BETA employees and supervisors, both civilian and military. Focus groups were conducted on performance planning and the performance rating process from the employee and supervisor viewpoints. See additional information on the Army DCIPS website and page three of this newsletter. |
| **Policy** | • The IPMO Transition Team has provided Volume 2012, Performance Based Compensation to commands for comment. |
| **Pay Pools** | • The details around the pay pool are in development. |
| **Training** | • DCIPS Conversion courses will continue through August 2009.<br>• The IPMO Transition Team is meeting with contractors to discuss the possible development of pay pool training courses. |
| **Performance Management** | • Employees are developing performance objectives with their supervisors.<br>• Employee and supervisors must ensure that objectives are completed and approved by 18 August 2009. |
| **Individual Development Plan (IDP)** | • Employee and supervisors must ensure that the IDP is completed using their command's current format and approved by 18 August 2009.<br>• The IPMO is reviewing the options for a new format for the DCIPS Army Intelligence IDP. |
| **Army DCIPS Website** | • The Army DCIPS website has been redesigned and additional functionality is being explored. |

## NICCP
### NATIONAL INTELLIGENCE CIVILIAN COMPENSATION PROGRAM

# An Example of a Self-Report of Accomplishment Entry

For the midpoint review and the final performance evaluation, you will need to write accomplishments for each performance element and performance objective.  The example below takes you through the entire process from tracking your accomplishments to writing up entries for the performance objective and a performance element.

### *From Performance Objective…*

***Work Role:*** Travel Specialist, Pay Band 2

***Performance Objective:***

…process at least 80 percent of travel requests per month in accordance with standard operating procedures, with no more than one error per request and within 24 hours of receipt.  Ensure that all obligated TDY funds are within the allocated fund cite budget...

### *…to Tracking Accomplishments throughout the Performance Cycle…*

- Processed between 81 and 189 travel requests each month

- Percentage of requests with 0-1 errors at 85%

- Processed 87% of requests within 24 hours of receipt

- October was my best performance, with 132 requests that I processed on time (98%) with high accuracy (99%).

- For TDY fund obligations, I documented and implemented an additional step to the standard operating procedure to verify that funds are within the allocated fund cite budget prior to making the obligation.

### *…to Self-Report of Accomplishments Entry for Performance Objectives*

Each month I processed between 81 and 189 travel requests.  Of those, each month I had a percentage of requests with 0-1 errors at 85%.  I processed 87% of the requests within 24 hours of receipt.  I met my performance objective, even when I was on leave, by prioritizing my time.  October was my best performance, with 132 requests that I processed on time (98%) with high accuracy (99%).  For TDY fund obligations, I documented and implemented an additional step to the standard operating procedure to verify that funds are within the allocated fund site budget prior to making the obligation.  I made this change in collaboration with travel specialists in other divisions.  By implementing this step, I have been able to ensure that the obligations are proper, keeping the fund audit-ready.

### *…to Self-Report of Accomplishments Entry for Performance Elements*

**Critical Thinking:** I was responsible for processing travel requests each month, ensuring that all obligated TDY funds were within the allocated fund cite budget.  I documented and implemented an additional step to the standard operating procedure to verify that funds are within the allocated fund site budget prior to making the obligation.  I made this change in collaboration with travel specialists in other divisions.  By implementing this step, I have been able to ensure that the obligations are proper, keeping the fund audit-ready.

# Lessons Learned from the BETA Group and Helpful Hints

In June and July 2009, the IPMO Transition Team conducted eight focus groups with employees and supervisors from CD, FL, G-2X, IF, IM, OP, RI, and ZXM.  The purpose of these focus groups were to obtain the views of the employees and supervisors on DCIPS implementation, the performance objective setting process, the employee self reporting of accomplishments and the employee rating process.  The lessons learned that were identified based on common concerns expressed in the focus groups will be posted on the Army DCIPS website within the next week.

Using these lessons learned, the IPMO Transition Team developed a list of "Helpful Hints" for employees and supervisors.  This initial performance cycle will be a learning process for everyone involved so the IPMO Transition Team plans to share helpful hints with the workforce in each issue of the EYE.

| Helpful Hints |
|---|
| • Create your performance objectives in Microsoft Word and then copy and paste them into the PAA Tool<br><br>• Contact the CPOL Portal Helpdesk if you are having problems with the PAA Tool<br><br>    ○ The CPOL Portal Helpdesk tool can be accessed by any current Department of Army civilian employee via the CPOL portal website and under the "Employee Portal Login" link **http://www.cpol.army.mil/**<br><br>    ○ More information about this process can be viewed under the Helpdesk User Guide: **https://acpol.army.mil/cpolmain/Portal%20Main/guides/HD_Userguide.pdf**<br><br>• Review the PAA Handbook or the PAA Quick Guides to become familiar with the PAA Tool<br><br>    ○ The guides are located on the Army DCIPS website<br><br>• Familiarize yourself with the PAA Tool process flow to ensure forms flow through the system properly.<br><br>    ○ Employees must remember that after they submit their performance objectives and IDP, the forms are sent to their Rating Official and then to the Reviewing Official.  Once both of these individuals give their approval, the forms are sent back to the employee for final approval.<br><br>• Ensure your leadership provides guidelines on writing the performance objectives and a mission statement to you before you begin writing your performance objectives.  This will help you to link your objectives with the organization's objectives and create a line of sight up and down the organization.<br><br>• Ask your supervisor for help in developing the performance objectives.  You should be having multiple conversations with your supervisor about the development of your performance objectives since it may take several tries to ensure your performance objectives are S.M.A.R.T.  Don't get frustrated!<br><br>• Keep a journal of accomplishments throughout the performance cycle<br><br>    ○ An Employee Performance Journal which was provided in the Performance Management Toolkit and can be found on the Army DCIPS website, is one of the tools that can be used to document your accomplishments. |

## ODNI Performance Standards

If you are unfamiliar with the ODNI Performance Standards, please access them on the USD(I) website using the following link: **http://dcips.dtic.mil/perfmgt.html**.  Performance standards describe the expected behaviors for how employees achieve specific results. They are useful for both employees and supervisors because they provide the following information:

- Additional details regarding performance elements

- Examples of factors that distinguish "Achieved Expectations" from "Outstanding" performance across levels and work categories

The ODNI Performance Standards can be used as a resource throughout the entire DCIPS performance management cycle and may serve as guideposts for promotions to higher band levels.

## DCIPS Training Schedule

Please sign up for DCIPS Conversion Training as soon as possible.  It is critical that all employees, managers, and supervisors attend DCIPS training courses.  The courses are designed to provide participants with the knowledge, skills and behaviors necessary to fully implement DCIPS and facilitate a seamless transition to performance management and pay bands for the Army Intelligence community.  The course is offered at the locations listed below through the end of August.  In some locations there will be multiple sessions running on the same dates. **Employees are required to attend training that is closest to their local duty station.**

For information on the dates and times of the courses and to enroll in training, please go to the CHRTAS webpage:　　**https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1**

| Training Locations | |
| --- | --- |
| **CONUS** | **OCONUS** |
| • Fort Belvoir, VA<br>• Fort Bragg, NC<br>• Fort Jackson, SC<br>• Fort Meade, MD<br>• Goodfellow AFB, TX<br>• Key West, FL<br>• Pensacola, FL<br>• Rock Island Arsenal, IL | • Shape Belgium, BE<br>• Wiesbaden, Germany<br>• Darmstadt, Germany<br>• Heidelberg, Germany<br>• Stuttgart, Germany<br>• Vicenza, Italy |