

# Empower Your Employee (EYE) The EYE of DCIPS



DECEMBER 2009

ISSUE 14



## Happy Anniversary to the EYE of DCIPS

The IPMO Transition Team has been writing the EYE of DCIPS for the Army Intelligence community for a year now and we hope you have found the articles helpful and informative. We are always interested in improving the newsletter, so if you have any feedback, please email us at [dcips@us.army.mil](mailto:dcips@us.army.mil).

We are planning to change the format slightly beginning with the January 2010 issue. The new format will include articles written by IPMO SMEs on HR topics such as recruitment and placement, occupational structure, and career management and training.

### Inside This Issue

- 1 Happy Anniversary to the EYE of DCIPS
- 1 DCIPS Monthly Updates
- 2 Release of the Army NDAA Toolkit
- 2 Midpoint Review Process Begins in February 2010
- 3 DCIPS Helpful Hints

### Short on time? Then read this:

DCIPS Monthly Updates	
<b>BETA</b>	<ul style="list-style-type: none"> <li>Mock pay pools were completed the first week in December. The IPMO Transition Team is gathering lessons learned from the pay pool managers and panelists and will provide a final assessment in January 2010.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>The IPMO Transition Team will soon begin a review of Army's DCIPS Interim Policy Volumes to identify updates for the Army DCIPS Interim period and capture any other issues not addressed in the current policies.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>A timeline for the activities around the midpoint review and mock pay pool process was released with the November issue of the EYE. The timeline is also posted on the Army DCIPS website under "Upcoming Events" <a href="http://www.dami.army.pentagon.mil/site/dcips/schedule.aspx">http://www.dami.army.pentagon.mil/site/dcips/schedule.aspx</a></li> <li>A midpoint toolkit will be released in mid-January 2010.</li> </ul>
<b>Pay Pools</b>	<ul style="list-style-type: none"> <li>Mock pay pools are scheduled to begin in April 2010.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>The IPMO Transition Team is meeting with contractors and CHRA to discuss the possible development of pay pool training courses.</li> </ul>
<b>Army DCIPS Website</b>	<ul style="list-style-type: none"> <li>All communications related to the DCIPS Interim period are posted on the Army DCIPS home page under "DCIPS Interim" <a href="http://www.dami.army.pentagon.mil/site/dcips/index.aspx">http://www.dami.army.pentagon.mil/site/dcips/index.aspx</a></li> </ul>

### DCIPS Milestones

- Jan 2010** Employees receive their full Government-wide Pay Increase (GPI)
- 1 Feb 2010** Employees begin midyear self assessment
- 26 Feb 2010** Employee midyear self assessment due



## Release of the Army NDAA Toolkit

The Army NDAA Toolkit was released to the DCIPS Transition Managers on 2 December 2009 and contains the following documents for employees, supervisors and human resources professionals:

- *Army DCIPS NDAA Workforce Memo* from Ms. Yolanda Watson, Chief of the Intelligence Personnel Management Office (IPMO), provides information on the NDAA and the DCIPS Interim period.
- *NDAA Frequently Asked Questions (FAQs)* provide answers to common questions regarding NDAA and the DCIPS Interim period. We will update the FAQs with questions we receive through the Army DCIPS website.
- *NDAA's Impact on DCIPS and You Fact Sheet* provides an overview of the impact of NDAA on DCIPS and the Army Intelligence community.
- *Pay Pools and Quality Step Increases Fact Sheet* provides information on the pay pool process and Quality Step Increases (QSIs) during the DCIPS Interim period.
- *DCIPS Interim Pay Increases Fact Sheet* provides information on the types of pay increases that are available during the DCIPS Interim period.
- *Determination of GGE Fact Sheet* provides information on how an employee's GG Equivalent (GGE) will be determined.

If you have not seen these documents please contact your Transition Manager or access the Army DCIPS website and click on the "DCIPS Interim" section: <http://www.dami.army.pentagon.mil/site/dcips/Inttoolkits.aspx>.

## Midpoint Review Process Begins in February 2010

The beginning of the midpoint review process is right around the corner. You should begin your self assessment by 1 February 2010 but may begin earlier if desired. Take the time to write well thought out self assessments to allow you to have more detailed and beneficial conversations with your supervisor about your performance. It is important to remember that your Rating of Record at the end of the performance cycle is used to determine your eligibility to receive a bonus. So the midpoint review process provides you with an opportunity to discuss your performance with your supervisor and ensure you are on track to achieve the performance objectives you set in July 2009. The midpoint review is also a good time to work with your supervisor to update your performance objectives, as necessary. For example, if your position responsibilities have changed since July 2009, there may be a possibility that you will not be able to achieve all the performance objectives you developed. In this case, you should work with your supervisor to develop a SMART performance objective that is better aligned with your new responsibilities.

In mid-January 2010, the IPMO Transition Team will release a toolkit to the workforce that provides guidance on how to navigate through the midpoint review process. There will be tools for employees, supervisors and human resources professionals.

### DCIPS Helpful Hints

- Keep an eye out for the Midpoint Review Toolkit which will be released in mid-January 2010 and will be posted to the Army DCIPS website.
- Don't wait until the last minute to begin your mid-year self assessment.
- Visit the Army DCIPS website on a regular basis. We will post all updates pertaining to the changes associated with 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>

**Happy Holidays from the  
IPMO Transition Team!**