Empower Your Employee (EYE)
The EYE of DCIPS

Inside This Issue

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

In less than a month, the Army Intelligence community will join other military departments currently under pay-for-performance systems by converting to the performance management and pay banding components of DCIPS. This conversion will mark an important milestone in the ongoing institutionalization of pay-for-performance throughout the Federal Government. As you can imagine, there are a lot of activities currently taking place to ensure this transition is as seamless as possible for you and the U.S. Army. Therefore, it's important to stay engaged with your transition manager and seek answers to any questions you have regarding this transition.

During the remaining weeks leading up to conversion, the DCIPS Transition Team will be working with each transition manager to arm them with important information related to conversion. First, each employee should expect to receive a "DCIPS Roadmap" that will highlight what to expect over the next several months post-conversion as well as the major milestones that will be met along the way. Additionally, a "DCIPS Conversion Checklist" will also be provided highlighting those activities that employees need to accomplish 30, 60, 90 days after conversion. Lastly, to ensure you're prepared for this conversion, make sure you've completed the following actions prior to the 19 July conversion date:

- Open your MyBiz and MyWorkplace accounts at the following website: **http://cpol.army.mil**

- Log in to the PAA tool and ensure the accuracy of your rating hierarchy

- Attend local DCIPS Conversion training

- Subscribe to the IPMO DCIPS website to stay abreast of site updates

Once again, I would like to express my appreciation for your patience and support during this time of transition. Change is never easy especially when it is an aggressive push out of our comfort zones and serves as a profound shift in the way we do business. However, with any major change initiative the lack of security provides opportunity which has always been the supporting foundation of DCIPS. We have come a long way and with only a few weeks remaining, let us stay engaged and work together so we can cross the line together and remain Army Strong.

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DCIPS Policy Working Group – Status Update

The Policy Working Group (PWG) has adjudicated the field comments for the interim Army DCIPS policy chapters listed in the table below. The PWG prepared and sent the draft chapters to the Office of the Army General Counsel (OGC) and the Office of the Army Judge Advocate General (OTJAG) for feedback. After receiving their feedback, final drafts of the chapters were sent to the Under Secretary of Defense for Intelligence USD(I) for approval. Once the interim chapters are approved by USD(I), the IPMO will post the final interim policy chapters on the Army DCIPS website.

Policy Chapters	
Introduction	Awards
Performance Management	Compensation
Occupational Structure	Employment and Placement
Employee Relations	

DCIPS Performance Management Part II Toolkit

The HQDA-ODCS, G-2 Intelligence Personnel Management Office (IPMO) Transition Team just released a Performance Management Part II Toolkit. The IPMO Transition Team developed this toolkit to address challenges identified by the majority of the DCIPS employees and supervisors within the Army Intelligence community. The toolkit includes the following documents:

- **Performance Objective Fact Sheet -** The fact sheet developed by ODNI and USD(I) provides an overview of the performance management process and how to write performance objectives. It also identifies performance objective resources that will be available to the community this year.

- **DCIPS Performance Management Job Aids -** These job aids are designed to supplement the DCIPS Performance Management Handbook which was distributed in February 2009. The job aids include additional information on writing SMART performance objectives, examples of SMART performance objectives and other useful information related to performance management.

- **PAA Quick Guides -** The information in the quick guides was pulled from the PAA Handbook. There are separate guides for employees, Rating Officials and Reviewing Officials.

How to Avoid Potential Problems with the Performance Appraisal Application (PAA) Tool

Human Resources Specialists at Fort Huachuca CPAC and G-2 personnel identified solutions to avoid potential problems with the PAA Tool.

Problem #1: Identifying how to access the PAA Tool.

Solution: *Follow the instructions below:*
1. *Go to* **www.acpol.army.mil**
2. *Login to DCPDS/MyBiz (located in red in lower right) CAC Login Army Region MyBiz PAA*
3. *Once in the PAA, under action is update and GO...*
4. *Click on GO*
5. *Select the Performance Evaluation (tab)*
6. *Complete the assessment*

How to Avoid Potential Problems with the Performance Appraisal Application (PAA) Tool   (Continued)

Problem #2: Identifying the process of reporting all DCIPS PAA Tool problems using the Civilian Personnel Online (CPOL) Portal Helpdesk feature.

Solution: *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/**

More information about this process can be viewed under the Helpdesk User Guide: **https://acpol.army.mil/cpolmain/Portal%20Main/guides/HD_Userguide.pdf**

Problem #3: Self Service Hierarchy needs to reflect the correct supervisor/rater over the employee for the DCIPS PAA Tool to work properly. Otherwise, the employee's appraisal will not appear under the rater in the DCIPS PAA Tool if the same employee does not appear under the same rater's hierarchy.

Solution A: *The person (i.e. admin POC, supervisor, manager, etc.) with the CPOL Portal manager tab access can make the required changes to the Self Service Hierarchy; OR*

Solution B: *A helpdesk ticket can be entered in the CPOL Portal Helpdesk to request assistance with hierarchy-related concerns if an employee does not appear for the supervisor/rater for example.*

***Note**: If the person needs the CPOL Portal manager tab access, then he/she can enter a CPOL Portal Helpdesk ticket to request it.*

DCIPS Online Training

If you have not already done so, please take the following online courses to help prepare you for DCIPS. The following courses were developed by USD(I) and can be found on the Army DCIPS website:

- **DCIPS 101**
  - o   This course highlights the key elements of DCIPS.
- **iSuccess**
  - o   This course uses a step-by-step approach to teach employees how to write SMART performance objectives and self-assessments. A "virtual coach" and "virtual employees" provide effective writing tips, techniques, and examples. iSuccess is useful at any time during the performance management process.
- **DCIPS Pay Pools, Performance and You**
  - o   This course explains how performance management and the pay pool process are designed to ensure that employees are appropriately recognized and rewarded for their contributions to achieving organizational goals.

If you need additional help on developing SMART performance objectives, you should take the following course that was developed by ODNI:

- **Supplementary Online Training for Supervisors – Writing Performance Objectives**
  - o   The information in this course is useful for both employees and supervisors. It provides additional information on developing SMART performance objectives. It also explains the concept of cascading goals and translating higher-level agency goals to individual performance objectives. The course can be accessed by using the following link: **http://odni.touch-point.net/**

DCIPS Training Schedule

Please sign up for DCIPS Conversion Training as soon as possible to prepare for conversion on 19 July 2009. 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 throughout the rest of June and July 2009. In some locations there will be multiple sessions running on the same dates. **Employees are required to attend training that is nearest 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 - Fort Bragg, NC - Fort Campbell, KY - Fort Carson, CO - Fort Gordon, GA - Fort Huachuca, AZ - Fort Leavenworth, KS - Fort Monroe, - Fort Lewis, WA - Fort McPherson, GA - Fort Meade, MD - Fort Monmouth, NJ - Fort Sam Houston, TX - Fort Shafter, HI - Key West, FL - Redstone Arsenal, AL	- Shape Belgium, BE - Wiesbaden, Germany - Darmstadt, Germany - Heidelberg, Germany - Camp Zama, Japan - Seoul, Korea

Upcoming CHRA Training for HR Practitioners

The Civilian Human Resources Agency (CHRA) is currently developing a training course for HR Practitioners. They are updating the existing *HR Elements for HR Practitioners* course with information from the interim Army DCIPS policy. This will ensure the course is more applicable to the Army Intelligence community. It is anticipated that the course will begin at the end of June. For the first class, 45 to 50 CHRA practitioners will be brought in to attend the course and provide feedback on the curriculum. Then the course will be opened up to the larger HR community in July and August. More detailed information on the course and when it will be offered will be provided soon.

DCIPS Performance Objective Exercise

Listed below are three work activities that apply to a variety of jobs. For each activity, choose the option that contains the performance objective associated with the work activity.

Work Activity #1: Collection Analyst

Work Activity #1 is for a Collection Analyst. It states, "Apply analytic knowledge and skills to perform collection strategy related tasks." Identify the performance objective from the following four statements.

A. Identify and exploit a variety of internal and external sources for relevant information.

B. Collect relevant data to meet customer needs for future collection efforts.

C. Establish and maintain networks of subject matter experts, both internal and external, as a resource for collection of relevant information.

D. Develop one data repository by the end of the fiscal year that facilitates the evaluation of counter proliferation collection initiatives and capabilities.

Work Activity #2: Computer Engineer

Work activity #2 is for a Computer Engineer. It states, "Identify and resolve the full range of complex computer engineering problems." Identify the performance objective from the following four statements.

A. Receive, track, and respond to problems reported by customers.

B. Develop and recommend one alternative process or long-term solution to recurring server-limitation problems by the end of the performance year.

C. Communicate with customers, IT service providers, and technical components to fully understand problems.

D. Keep team members and appropriate line management informed of problem resolution status.

Work Activity #3: Open Source Officer

Work activity #3 is for an Open Source Officer. It states, "Collect open source intelligence." Identify the performance objective from the following four statements.

A. Implement two new coverage areas to fill collection gaps by the end of the performance year.

B. Identify and select open source information relevant to regional and transnational intelligence issues.

C. Identify, exploit, and report on multiple new sources of information for open source materials.

D. Categorize open source information with necessary data.

The answers to these questions can be found on 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**