Empower Your Employee (EYE)
The EYE of DCIPS

DCIPS Congressional Update

On 7 October 2009, the conference committee within Congress who has been working on the FY2010 Defense Authorization Bill, released a report of the final legislation that repeals the law authorizing NSPS. In addition, the report mandates the return of all NSPS employees to their previous pay system by January 1, 2012. The following message regarding the status of DCIPS is posted on the Army DCIPS website: **http://www.dami.army.pentagon.mil/site/dcips/index.aspx**.

Inside This Issue

The FY 2010 National Defense Authorization Act (NDAA) conference bill and report includes language that will impact how we implement the Defense Civilian Intelligence Personnel System (DCIPS). USD(I) is working with the DoD OGC to get a clear interpretation of the provision. In the meantime, we have asked Defense Security Service (DSS) and the National Security Agency (NSA) to pause in their conversion to DCIPS pay bands scheduled for this weekend. The language is very clear that there is no impact on the National Geospatial-Intelligence Agency (NGA). All other DCIPS components are asked to stand by and we will clarify the issues as quickly as possible. Please keep in mind that this has not yet been signed into law. USD(I) Human Capital Management Office is actively engaged and will keep DCIPS components informed. The NDAA conference bill and report is provided on the House Armed Services Committee website at **http://armedservices.house.gov/pdfs/BillLanguage/Bill_Language100709.pdf**

DCIPS Milestones

Jan 2010   **Employees receive their full Government-wide Pay Increase (GPI)**

Short on time? If you read nothing else, read this:

DCIPS Monthly Updates	
BETA	• The BETA mock PM PRA panel also will participate in a training exercise to prepare for the review of participants' evaluations as part of the DCIPS performance management process in mid to late October. • The BETA mock pay panels are planned for early November.
Policy	• The IPMO Transition Team is in the process of collecting comments from the commands on Volume 2012, *Performance Based Compensation.* The volume is expected to be released to the workforce in mid October 2009.
Performance Management	• A timeline for the activities around the midpoint review process, mock pay pools and the end of the performance cycle is currently being finalized. The timeline will be communicated to the workforce by mid to late October.
Pay Pools	• The specific details around the pay pools are in development. • A Pay Pool Toolkit Part I will be released to the workforce in mid-October and it will be posted on the Army DCIPS website. • Pay Pool Town Halls will be conducted within the next few months. Dates will be communicated to the workforce once they are finalized.
Training	• The IPMO Transition Team is meeting with contractors and CHRA to discuss the possible development of pay pool training courses.

Army DCIPS Website	• The following items have been added to the website:
	
	    ○ A catalog of the communications documents that are posted on the website. The catalog is intended to help employees find the answers to their questions more effeciently
	
	    ○ Word versions of the PAA forms

Management of Army DCIPS Pay Bands 4 and 5

The USD(I) established policy to manage the conversion and sustainment of the DCIPS Pay Band Structure. Specifically, allocation of positions to Pay Bands 4 and 5 at conversion are limited to not more than 55 percent of authorized GG/GS strength, with not more than 15 percent allocated to Pay Band 5. The requirements in USDI policy are continuous and ongoing and must be adhered to until USD(I) modifies the policy. The USD(I) policy may be found on our website: **http://www.dami.army.pentagon.mil/site/dcips/memos.aspx**.

The Headquarters, Department of the Army, Deputy Chief of Staff, G-2 with delegated authority by the Secretary of the Army, has responsibility for ensuring that DCIPS Policy is executed properly and complies with applicable regulatory issuances. The HQDA, DCS, G-2 is limiting Pay Bands 4 and 5 to not more than 45 percent of authorized strength, with not more than 10 percent of positions allocated to Pay Band 5. This will foster equitable treatment across commands, maximum use of financial resources, and provide for workforce progression opportunities.

Management of Army DCIPS Pay Bands 4 and 5   (Continued)

If a command is above the Army referenced ratio, the commander must request approval from HQDA, DCS, G-2 to recruit for a Pay Band 4 or 5 position. The justification must include:

- The command's percentage of Pay Band 4/5 positions

- A plan to re-engineer another Pay Band 4 or 5 position to Pay Band 3

- The reason why reclassification of Pay Band 4 and 5 positions to Pay Band 3 was not considered or rejected.

The Army policy in relation to the management of Pay Band 4 and 5 positions may also be found on our website: **http://www.dami.army.pentagon.mil/site/dcips/memos.aspx**. Please direct any questions to Ms. Norma Taylor (703) 695-1045 or Ms. Yolanda Watson (703)-695-2443.

Pay Pool Process

The pay pool process occurs at the conclusion of the performance appraisal process after all ratings are finalized. Employees' final performance ratings **cannot** be changed during the pay pool process. Pay pools are used to decide and distribute performance-based salary and bonus decisions among employees assigned to a pay pool.

- A pay pool structure is a logical aggregation of employees within an Army organization for the purpose of making annual performance-based compensation decisions.

- Pay pools may be structured many different ways: organizational, functional, geographic, supervisor/non-supervisor, pay bands, or complexity of work.

- *Management officials* serve on pay pool panels and make performance-based pay recommendations.

- *The Pay Pool Performance Review Authority (PRA)* is a senior executive or board of executives within the chain of command of employees included in the rating and pay pool processes for the organization. The Pay Pool PRA conducts a component–wide review of the results of all pay pools to ensure consistency in the application of principles and criteria.
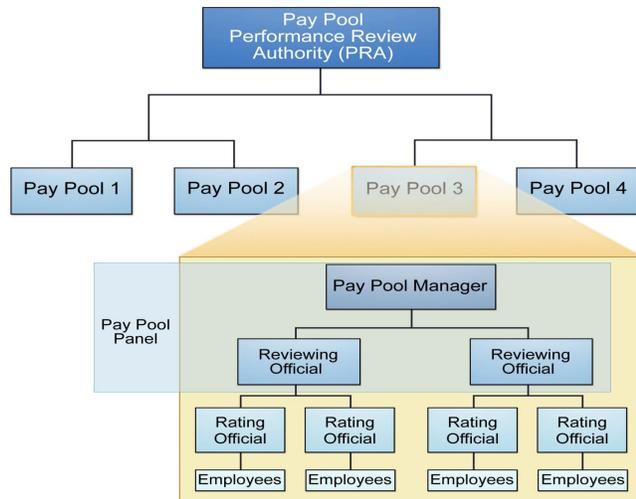
How Can I Learn More about Pay Pools?

We provided some key concepts about pay pools on the previous page. For more information, please refer to the resources listed below.

1. **_DCIPS Pay Pools, Performance, and You_** -- This web-based course explores the pay pool and performance management processes and illustrates how they are integrated; discusses the major activities that take place during the processes; examines the roles and responsibilities of employees, rating and reviewing officials, pay pool managers, and the Performance Review Authority; and looks at how performance-based increases and bonuses are determined. Access this online course: **http://dcips.dtic.mil/training.html**

2. **_DCIPS Pay Pool Toolkit Par I_** -- The DCIPS Pay Pool Toolkit Part I is a collection of documents and briefings that will help Army's functional and HR communities learn more about the DCIPS pay pool process. Some of the documents included in the toolkit are:

   o   Pay Pools at a Glance

   o   Pay Pool Roles and Responsibilities Fact Sheet

   o   Performance-Based Payout Fact Sheet

   o   Pay Pool FAQs

3. **_DCIPS Pay Pool Advisor Guide_** -- This resource is a working guide for pay pool advisors to use during the mock pay pool process (March/April 2010) and the final pay pool process (October 2010). The topics covered in the Pay Pool Advisor Guide include key players and their responsibilities, getting started (w/ what?), what to look out for (where? In the pay pool?), and keeping the pay pool on track. Resources in this guide include a pay pool timeline, action plan, checklists, sample nondisclosure agreement, tips for conducting high-impact meetings, and strategies for utilizing different communication styles. The guide can be found on the USD(I) website **http://dcips.dtic.mil/training.html** and will also be included in the DCIPS Pay Pool Toolkit Part I.

DCIPS Helpful Hints
• In the months ahead, new information will be coming out about pay pools. Take every opportunity to learn more about this process to help clarify any questions/concerns you may have.   • Visit the Army DCIPS website on a weekly basis   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**