

November 2012 EYE Newsletter

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



This edition of the EYE Newsletter focuses on gearing up for a successful Fiscal Year 2013. This process starts with identifying goals and partnering with your supervisors, managers and Civilian Intelligence Transformation Manager's (CITM) to obtain those goals. Success and progress are truly a partnership. Last edition we provided several articles in the EYE newsletter to offer guidance and clarification on performance management milestones, and a checklist on creating an Individual Development Plan, IDP. Within this edition you will find next steps on bringing your IDP to life.

Your command's CITM is your liaison to the HQDA, G-2 Intelligence Personnel Management Office (IPMO) as well as your primary resource for all issues and questions relating to Defense Civilian Intelligence Personnel System as well as broader human capital issues—please contact your CITM with any questions pertaining to these areas.

Looking over the horizon, the New Year is a fresh start for everyone and an opportunity to work toward goals that we set for ourselves and help those around us succeed as well. Please take a moment to remember the greater mission, those that we serve, all of the soldiers that serve us and allow that to motivate us all.

Let's enjoy this Holiday Season and finish the year strong!

REMINDER: CITMs play a critical role in our decentralized and geographically diverse Army organization by gaining, sharing, and influencing what is being developed by our IPMO staff. Succeeding in intelligence workforce transformation requires a strong collaborative partnership between the functional and human capital communities at all echelons. Your commands CITM is your liaison to IPMO as well as your primary resource for all questions, issues or concerns relating to DCIPS as well as the broader Human Capital issues- Please contact your CITM with questions, suggestions or issues pertaining to these areas.

Be sure to check out FAQ's for more info on this topic!

Getting to know your CITM

Do you know who your CITM is?

If not, we can help you identify and connect with them, first please contact your command Human Resources Representative who will know exactly who your CITM is. CITM's have access to the most up to date information regarding DCIPS, they often have attended trainings on DCIPS that make them a great resource for all employees!

Let us know how your CITM has been helpful to you! We may share the successful story in an upcoming EYE. Send your positive CITM experience to our DCIPS inbox with subject: "CITM Experience".

usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil

Fort Huachuca Civilian Personnel Advisory Center (CPAC) Notes:

Introducing the Army Benefits Center-Civilian's (ABC-C's) Newest Benefit Tool: eRetirement

We understand that retirement is an important milestone in your life. Now the ABC-C is excited to offer the new eRetirement web application located in the Employee Benefits Information System (EBIS). This tool will allow you to fill out your retirement application with ease!



Effective 29 October 2012, if you are an Army serviced employee within one year of retirement, you can fill out your retirement application on our secure website. First, you will need to logon to our website at <https://www.abc.army.mil> with your Common Access Card (CAC) and select the EBIS icon or web link. You will then enter your Social Security Number (SSN) and Personal Identification Number (PIN).

Once you have accessed the EBIS website, click on the eRetirement button. You will need to complete all the forms listed. Once you have finished, simply print off each form individually, review closely, and sign any applicable forms. Lastly, send your forms to the ABC-C at *301 Marshall Avenue, Fort Riley, Kansas 66442*. A representative will review your application closely and send you a letter stating we have received your application.

If you have any questions on eRetirement, please contact a knowledgeable Benefits Counselor at 1-877-276-9287 from 6:00 am to 6:00 pm CT.

Electronic Official Personnel Folder

The Official Personnel Folder (OPF) is a file containing records that covers a civilian Federal employee's entire employment history. The Office of Personnel Management and your Human Resources (HR) Office use these documents to make decisions about employee rights, benefits and entitlements throughout your career. In Fiscal Year 2012, Department of Army converted all Appropriated Fund (AF) and Non-Appropriated Fund (NAF) Official Personnel

The EYE Newsletter is a publication of the IPMO. For more information, please visit <http://www.dami.army.pentagon.mil/site/dcips/index.aspx> or contact the Army G-2 Intelligence Personnel Management Office (IPMO) at usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil.

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Folders from paper to digital format. Official Personnel Folders are now stored in the Electronic Official Personnel Folder (eOPF). The eOPF is an electronic version of the paper OPF, providing web-enabled access for Federal employees and HR staff to view OPF documents.

The eOPF is stored electronically in a secure central repository. Access to records is highly controlled, just as it was with hardcopy OPFs. There is a comprehensive audit trail for all user activity. HR and personnel systems provide an automated interface with the eOPF. Since the eOPF includes the ability for simultaneous viewing of documents from different sites, it enables the employee and HR specialist to access the records at the same time.

Over the next several months employees will be given access to eOPF through a phased roll out. The phased roll out is necessary to ensure that the user support staff can provide adequate support to employees during initial account setup and system access. Initial roll out for the Defense Civilian Intelligence Personnel System (DCIPS) community is scheduled for the week of 12 Feb 2013.

Accessing your eOPF will be simple and convenient and will no longer require an appointment with your CPAC. To access your eOPF, you will need an eOPF ID and password, which may be retrieved using the eOPF Self Service feature. Information on this feature, as well as other information regarding eOPF can be found at <http://cpol.army.mil/library/general/eOPF/>.



The eOPF includes several features, including search and print capabilities, as well as the ability to download documents. As new documents are added to your eOPF, you will receive an email notifying you of the change. The eOPF system contains a help feature for questions or concerns of a technical nature; e.g. inability to open documents, and/or questions related to your user account. You can access the online Help link in the upper right hand corner of each eOPF screen. You may also contact the eOPF Help Desk at 1-888-275-8518 or via email at eOPF_hd@telesishq.com.

Once the system is rolled out and you are able to login and access your record, any questions or concerns related to the content of your eOPF (i.e. missing documents, incorrect documents, etc.) should be directed to your servicing Civilian Personnel Advisory Center (CPAC) or Non Appropriated Fund HR Office. Expect to see more information as we get closer to the roll out date.

FEHB OPEN SEASON



This is the time of year to ensure that you have the right health, dental or vision insurance for you and your family. It is also time to consider the money you can save on your out-of-pocket medical and dependent care expenses for 2013.

Federal Benefits Open Season begins Monday, 12 November 2012 and run through midnight on Monday, 10 December 2012.

Click here for more information: <http://www.opm.gov/insure/openseason/index.asp>

Performance Management Online Training Reminder

DCIPS web-based courses are available to anyone with access to the internet, and may be especially useful for those employees that are deployed. These courses are presently available on USD(I)'s DCIPS public webpage (<http://dcips.dtic.mil/training.html>) and the Army DCIPS website under the training section within their respective DCIPS lifecycle functional area, found here: (<http://www.dami.army.pentagon.mil/site/dcips/lifecycle.aspx>).



Suggested DCIPS performance management (PM) training relevant to the current PM cycle includes the following:

• FY13 Planning Phase

iSuccess: Writing SMART Performance Objectives and a Self Report of Accomplishments – A step-by-step approach for writing SMART performance objectives, also addressing performance elements, and a self report of accomplishments. (<http://dcips.dtic.mil/iSuccess/>)

Overcoming Challenges in Writing Performance Objectives – A one hour, interactive, self-paced course provides tips, tools and strategies for writing effective performance objectives. The course explores possible solutions to common challenges learners may encounter when writing objectives. (<http://dcips.dtic.mil/wpo/index.html>)

Setting Performance Expectations - A one hour, interactive, self-paced course for leaders and managers/supervisors that explains how to translate generic, higher-level standards in the elements into meaningful expectations for different jobs and individual employees. The course features sample discussions between managers and employees on behavioral performance expectations, illustrating effective and ineffective behaviors. (<http://dcips.dtic.mil/se/settingExpectations.htm>)

• FY12 Rating Phase

DCIPS Pay Pools, Performance, and You – Explains how performance management and the pay pool process are designed to ensure that employees are appropriately recognized and rewarded. (<http://dcips.dtic.mil/ppy/>)

How to Hold a Formal Feedback Review - A one hour self-paced course for organizational leaders and managers that outlines the steps to take when preparing for the feedback review, during the feedback review, and after the feedback review. It further describes how effective performance management throughout the performance evaluation period helps facilitate the final performance discussion. The course includes videotaped models of effective performance feedback sessions. (http://dcips.dtic.mil/ffr/Final_Feedback_Review.htm)

“Leadership and Learning are indispensable to each other!” – John F. Kennedy

Performance-Based Bonus (PBB) Program Overview

The PBB program is the Army DCIPS annual performance-based rewards program. The PBB program links employee performance to bonuses—with the greatest bonus amounts going to those who make the greatest contributions. Evaluations of record directly affect an employee's eligibility to receive a PBB and are used to determine and distribute PBBs. Under DCIPS, an employee's evaluation of record (numerical value between 1 and 5) determines eligibility for a PBB. PBB program bonus deliberations will begin after 15 November for the performance period covering 1 October 2011 - 30 September 2012.

Under this new program, Army DCIPS employees may be eligible for a DCIPS Quality Increase (DQI), DCIPS Sustained Quality Increase (DCIPS DSQI), or a PBB.

PBBs will:

- Acknowledge significant mission contributions
- Provide larger bonuses for higher levels of performance

PBB Eligibility:

- Employees eligible for PBBs must meet or exceed a "successful" rating of at least 2.6 (employees rated as unacceptable or minimally successful are not eligible for a PBB)
- Those eligible for DQIs must follow ACOM, DRUS, ASCC, or HQ's reported methodology previously reported to IPMO which was either a percentage of top performance based upon evaluation of record ranging from 1% -10%, or a current DCIPS rating or "outstanding".
- Employees who receive a DQI will not be eligible for a PBB
- Bonus distribution generally should not exceed 50% of the eligible population
- The budget for the PBB program in FY12 is 0.8% of **total** non-DISL/DISES employee aggregate salaries; an additional 0.2% is available for bonuses or lump sum monetary awards.

Performance-Based Bonus Terms

Bonus- One-time monetary reward based on an employee's performance for that performance year as part of the PBB program. The purpose of a bonus is to provide meaningful reward for the highest levels of employee performance and/or work accomplishments within the context of the pay band/work level.

Bonus Board- A group of Bonus Group Managers or senior intelligence officers who typically share chain-of-command responsibility for employees assigned to a Bonus Group. They are responsible for conducting the annual PBB decision-making process under the leadership of a Bonus Group Manager.

Bonus Group- A logical aggregation of employees within Army for the purpose of making annual PBB decisions. The organizing construct for a Bonus Group may include consideration of Division, Directorate, organization or region of assignment, occupation, or other organizing criterion involving a common mission focus.

Bonus Group Manager- An individual typically in an employee's chain-of-command assigned to a Bonus Group, responsible for conducting the annual PBB decision-making process.

Command Performance-Based Bonus Performance Review Authority (PBB PRA)- Provides oversight of the PBB processes and approves all PBB decisions. Commanders may further delegate the authority to approve PBBs no lower than to Major Subordinate Command Commanders (Colonel -06 and above, or civilian equivalent).

DCIPS Quality Increase (DQI)- DQI is a base-pay increase monetary award in the form of an increase in an employee's pay from one step of the grade of the employee's position to the next higher step of that grade. Commands may use a DQI to reward employees deemed initially eligible and who have not received a base-pay increase monetary award of any type within the preceding 52 consecutive weeks from the effective date of the award. Command discretion may be used to provide additional criteria for this award.

DCIPS Sustained Quality Increase (DCIPS SQI)- . The award consists of a base-pay increase monetary award in the form of an increase in an employee's pay of two steps at their current grade. Commands may use the DCIPS SQI to reward employees who were deemed initially eligible for consideration for a base-pay increase monetary award for 3 consecutive years, the current and two preceding performance evaluation cycles. Employees who have received an "Outstanding" level rating for the past 2 consecutive years are eligible for consideration.

Utilizing an Individual Development Plan (IDP)

The IDP is an action plan that specifies development goals which can enhance individual skills, performance and success. It is prepared jointly by you and your supervisor as part of the annual performance planning process that outlines your development objectives. It serves as a formal documented record of agreed-upon developmental activities and planned training. You are required to discuss development and career goals with your supervisor during the performance planning process and review again at midpoint performance feedback.

You should have created your IDP by this time or have a meeting scheduled with your supervisor to discuss your IDP. The next step is putting your Development Plan and goals to work! This can be your best year yet, setting goals and having a detailed and personalized plan in place will be key to your success.

As a reminder: In accordance with Army Policy Volume 2011 (AP-V 2011), Performance Management (<http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V%202011.pdf>), the IDP shall be approved no later than 30 days after the commencement of the performance period (i.e., 30 October 2012). However, if you have not yet completed this step, refer to the following guidance for information on the IDP.

You “own” and drive your IDP. An IDP provides you with the opportunity to identify career objectives and competencies needed to be successful in your career. IDPs may include training, education, individual coaching, work assignments, or other activities designed to improve your capability within your career field.

Connecting with your supervisor for direction on which tool to utilize when creating your IDP is imperative; please make this your first priority. The IDP can be completed online in the Civilian Human Resources Training Application System (CHRTAS) <https://www.atrs.army.mil/channels/chrtas/student/lo gon.aspx?caller=1>. If you do not have access to CHRTAS, you should contact your command’s CITM or servicing CPAC for offline IDP options. There is also an option to complete your IDP in the Army Career Tracker (ACT) that may be utilized if you receive direction and approval from your command to go this route.

“Success often comes to those who have the aptitude to see the way down the road.”

- Laing Burns

Utilizing your IDP

You should now be working on the following questions and plans of action to utilize your IDP:

- Have I identified training courses, deployment options, or other opportunities that I will pursue to gain more experience in needed areas?
- How will I work with my supervisor to be better utilize my capabilities?
- What are my long-term goals? What type of work do I see myself doing in 2 years or 5 years? How am I preparing myself for this future work?
- Categorize and plan according to a calendar specific tasks or additional responsibilities that I will seek out to meet my development goals for the coming year?
- Based on a review of the competencies for my job, these are the areas where I need more experience and/or training:

Lunch to Learn Sessions

Announcing the Official Launch of the Civilian Lunch and Learn (L2) series!

Mark your calendars for the exciting launch of the Civilian ACT L2 (Lunch and Learn Series). Using the brown bag concept, we have developed a series featuring highlights of ACT to support you.

What is ACT?

ACT integrates training, education, and experiential learning into one personalized and easy to use interface. ACT promotes effective performance and professional growth counseling, allowing Supervisors and Mentors to review and manage progress against known career benchmarks for subordinates and mentees. ACT provides a more efficient and effective way to monitor career development where you can establish short and long-term goals with a framework to create an Individual Development Plan (IDP) and a means to track career progression.

If you haven't logged into ACT yet? Do so today at <https://actnow.army.mil>



What is the Civilian L2 Format?

Wednesdays at 1200 EST for just 30 minutes includes: Live Demo and questions. Each week a targeted group will receive invitations. Topics will be repeated in a weekly format. Can't make the Wednesday you are invited to? Simply tune in the next week!! Attached is the full schedule <https://ako.us.army.mil/suite/doc/38279451>

What are the L2 Topics?

1. Creating an IDP
 - o Learn how to set, create, edit, submit, and track IDP goals
 - o See how the IDP can help you map your career and coach and counsel subordinates and mentees
2. Recommendation Kit
 - o Learn how to send targeted career/training recommendations as a Supervisor/Mentor
3. Creating ACT Goals
 - o Learn how to set goals directly from your Professional Development Model (PDM) which incorporates targeted recommendations including from your ACTEDS plans, competencies and more!
4. My Career Dashboard
 - o Learn how to keep track of your career metrics in one place
 - o See how you can keep track of your subordinates/users metrics in the Supervisor Dashboard

What is the L2 Schedule?

Creating ACT Goals	Recommendation Kit	Creating ACT Goals	My Career Dashboard
<ul style="list-style-type: none">• 11/14 1200 EST• 11/21 1200 EST• 11/28 1200 EST• 12/05 1200 EST	<ul style="list-style-type: none">• 12/19 1200 EST• 01/02 1200 EST• 01/09 1200 EST• 01/16 1200 EST	<ul style="list-style-type: none">• 01/23 1200 EST• 01/30 1200 EST• 02/06 1200 EST• 02/13 1200 EST	<ul style="list-style-type: none">• 02/20 1200 EST• 03/13 1200 EST• 03/27 1200 EST• 04/03 1200 EST

How do I Set up a DCO account?

Prior to attending the L2 series, please make sure to set up your DCO account.

Visit: https://www.dco.dod.mil/public/dsp/dco_login.cfm just click on “Register” in the upper left hand corner and register with your CAC. Attendees should set up a DCO account to facilitate participation in the L2 series.

Have additional questions? Email us at act.now@us.army.mil
Secure your seat at a future session now!

November Army DCIPS Puzzle

This edition's puzzle is a word search of some of the article topics included in this November EYE newsletter. Answers to this puzzle will be included in the next newsletter. Good luck!

E G O A L S E W J T E Y I K C
 A C U H C A U H Y T P O L O N
 T H T I T I L M T H K E N P M
 V F O U D N R W Q A N Z O E T
 N E D F P A K R R N V N I N X
 C S T I F E N E B K B E P S N
 D P V E Q H C D T S N O Y E Q
 D L L S R N D G Y G H C M A B
 T A R S Q A W K R I Y L Z S L
 K N O E D S N I S V E W P O O
 P N U C Q O K S D I K H L N A
 W I H C B D Q D J N R D K U O
 A N U U M Q Z A R G U U W H Q
 N G E S N Q G G S U T O H P C
 S P E L E C T R O N I C C M K

**OPEN SEASON
PLANNING
SUCCESS
GOALS**

**ELECTRONIC
ARMY
HUACHUCA
THANKSGIVING**

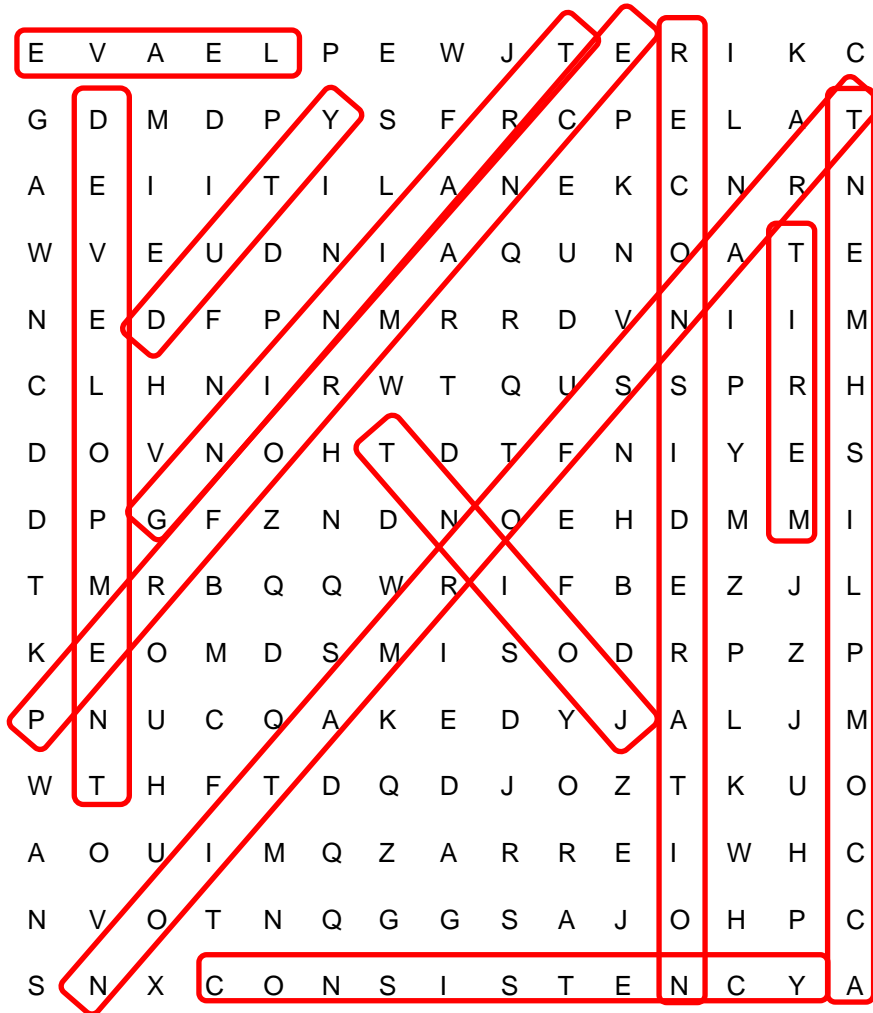
**VETERANS
BENEFITS
RECONSIDERATION
TURKEY**

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September Army DCIPS Puzzle Solution

Please see below for the answers to the September EYE Newsletter puzzle.



ACCOMPLISHMENT
DUTY
MERIT
TRAINING

CONSISTENCY
JOINT
PERFORMANCE
TRANSFORMATION

DEVELOPMENT
LEAVE
RECONSIDERATION

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DCIPS Frequently Asked Questions.....where to go?



There are five options available to you when you are seeking answers to your DCIPS questions (listed in recommended order):

- 1.) **Review the Army DCIPS website.** The DCIPS website is your primary source for all up-to-date Army DCIPS employee information. Information found on the DCIPS site include Army policy guidance, the latest EYE Newsletters, DCIPS job aids, links to other Intelligence Community resources and USD(I) decisions, and much more. Frequently asked DCIPS questions such as “Where do I find information on the DCIPS year-end closeout process?” or “What is the policy for hiring veterans?” can be found at: <http://www.dami.army.pentagon.mil/site/dcips/faq.aspx>.
- 2.) **Contact your supervisor.** We encourage you to reach out to your supervisor for answers to DCIPS questions.
- 3.) **Contact your servicing CPAC HR specialist.** Please email or call your servicing CPAC HR specialist for answers to your specific DCIPS inquiries.
- 4.) **Contact your Command Civilian Intelligence Transformation Manager (CITM).** Please e-mail or call the appropriate CITM so that he or she can provide answers to your specific questions. Each Army Command, Army Service Component Commands, Direct Reporting Units and the Administrative Assistant to the Secretary of the Army (for HQ’s DA entities) have appointed a designated individual to serve as the focal point for all DCIPS-related issues within their Command.
- 5.) **E-mail the Army G-2 Intelligence Personnel Management Office (IPMO).** If you haven’t obtained an answer to your question through any of the above methods, use the “Contact Us” link on the DCIPS Home Page to forward a question to the Army G-2/IPMO (usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil).

Do you have a DCIPS question? What would you like to see in the EYE? We will feature answers to your questions in our EYE Newsletter! Please submit questions or suggestions for future EYE article topics to: usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil (subject line: **DCIPS Communications**). We look forward to

DCIPS Resources and Key Links

General:

- **USD(I) Defense Civilian Intelligence Personnel System (DCIPS)**
<http://dcips.dtic.mil/index.html>
- **United States Army Civilian Human Resources Agency (CHRA)**
<http://www.chra.army.mil/>

Performance Management Resources & Guides:

- **Supplementary Online Training for Supervisors - Writing Performance Objectives**
http://odni.touch-point.net/index_1.html
- **How Do I...A Guide to Completing Key Actions in DCIPS Performance Appraisal Application (PAA)**
http://dcips.dtic.mil/documents/How_Do_I_%20Edition_Jul2012_31Jul2012%20Final.pdf

Remember to visit the **Army DCIPS** website on a regular basis. We will post all DCIPS updates as soon as they become available.

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

SIPRnet: <http://www.dami.army.smil.mil/site/dcips/>