

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 690-401

Headquarters
United States Army Installation Management Command
Europe
Sembach, Germany

26 July 2019

Civilian Personnel

Defense Civilian Intelligence Personnel System Performance Management and Performance-Based Compensation Policy

For the Commander:

HARTMUT H. RENK
Brigadier General, GS
Chief of Staff

Official:



SCOTT T. CHANCELLOR
Chief, Army in Europe
Document Management

Summary. This regulation assigns responsibilities and establishes policy and business rules for USAREUR's execution of its Defense Civilian Intelligence Personnel System (DCIPS) performance management and performance-based compensation programs.

Applicability. This regulation applies to all USAREUR DCIPS civilians, their supervisors, and units with DCIPS civilians.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without approval of the Office of the Deputy Chief of Staff (ODCS), G2, HQ USAREUR.

Suggested Improvements. The proponent of this regulation is the ODCS, G2, HQ USAREUR (mil 537-2311). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G2 (AEIN), Unit 29351, APO AE 09014-9351.

Distribution. This regulation is available only electronically and is posted in the Army in Europe Library & Publishing System at <https://www.aepubs.eur.army.mil/>.

CONTENTS

SECTION I GENERAL

1. Purpose
2. References
3. Explanation of Abbreviations and Terms
4. Scope

SECTION II APPOINTMENTS, ROLES, AND RESPONSIBILITIES

5. USAREUR Deputy Commanding General, Mobilization and Reserve Affairs
6. DCIPS Pay Pool Manager
7. DCIPS Pay Pool Panel Members
8. DCIPS Pay Pool Data Administrator
9. Reviewing Officials
10. Rating Officials
11. Supervisors who are not Rating Officials
12. Command PRA Advisors

SECTION III USAREUR DCIPS PERFORMANCE MANAGEMENT POLICY

13. USAREUR DCIPS Performance Management Policy
14. USAREUR DCIPS Performance Management Process

SECTION IV USAREUR DCIPS PERFORMANCE COMPENSATION POLICY

15. USAREUR DCIPS Performance Compensation Policy
16. USAREUR Pay Pool Business Rules

Glossary

SECTION I GENERAL

1. PURPOSE

This regulation—

a. Assigns responsibilities and establishes procedures and business rules for USAREUR's execution of the Defense Civilian Intelligence Personnel System (DCIPS).

b. This regulation will be used in conjunction with DOD and Department of the Army (DA) policies and guidance.

2. REFERENCES

- a. DOD Instruction (DODI) 1400.25, Volume 2011, DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management.
- b. DODI 1400.25, Volume 2012, DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance-Based Compensation.
- c. Army Policy, Volume (AP-V) 2006, DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System Compensation Administration.
- d. AP-V 2011, DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System Performance Management.
- e. AP-V 2012, DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System Performance-Based Compensation.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. SCOPE

- a. USAREUR will execute DCIPS performance management (PM) and performance-based compensation (PBC) using a single pay pool (PP) ([glossary](#)) for all USAREUR-assigned DCIPS employees. Units that are employing DCIPS personnel include HQ USAREUR, 21st Sustainment Command, 10th Army Air and Missile Defense Command, and U.S. Army NATO Brigade. The DCIPS employees in the 66th Military Intelligence Brigade and the United States Army Network Enterprise Technology Command (NETCOM) Tactical Command Post are administered separately under the United States Army Intelligence and Security Command and NETCOM DCIPS programs, respectively.
- b. The USAREUR CG delegates USAREUR command performance review authority (PRA) to the USAREUR Deputy Commanding General, Mobilization and Reserve Affairs (DCG-M&RA), who will serve as the DCIPS PM and PP PRA for the command ([glossary](#)).
- c. All USAREUR DCIPS employees and units with DCIPS employees will use the DCIPS PM and PBC systems. Individual performance objectives should align to the goals and objectives of DA and USAREUR, providing a basis for measuring individual performance for the accomplishment of objectives.

SECTION II APPOINTMENTS, ROLES, AND RESPONSIBILITIES

5. USAREUR DEPUTY COMMANDING GENERAL, MOBILIZATION AND RESERVE AFFAIRS

- a. Delegated by the USAREUR CG to serve as the command PM PRA ([glossary](#)), the DCG-M&RA assumes the following responsibilities:

(1) Oversee the command PM process to ensure the consistency of PM policies within U.S. Army intelligence and nonintelligence organizations with DCIPS employees.

(2) Establish the command PM PRA structure.

(3) Establish annual guidance and procedures for the PM review process.

(4) Notify employees no later than 90 days before the end of a rating cycle of their PM PRA structure.

(5) Provide independent review of and decision on formal reconsideration requests of evaluations of record when challenged by employees.

(6) Ensure compliance with merit system principles and prevention of conflicts of interest in the establishment and operation of PM reviews.

b. Delegated by the USAREUR CG to serve as the command PP PRA, the DCG-M&RA manages the PBC program (a PP process to determine performance-based bonuses and base-pay increase monetary awards ([glossary](#))) and establishes supplemental guidance where permitted. As the PP PRA, the DCG-M&RA's responsibilities include the following:

(1) Provide oversight of the PP processes and final approval of PP recommendations. (PPs are required to convene within commands to determine performance-based bonuses and base-pay increase monetary awards for their DCIPS employees based on their annual DCIPS evaluation of record. The annual convening of DCIPS PPs is not discretionary when a command employs DCIPS employees.)

(2) Propose changes to the command PP PRA structure and adjustments to the designations of PP managers and PP panel members no later than 90 days before the end of the evaluation period.

(3) Review, approve, and publish command PP business rules before the end of the evaluation period.

(4) Approve performance-based bonuses and base-pay increase monetary awards for employees nominated by PP managers, ensuring conformance to policy guidance and equity across the PP.

(5) Consolidate and conduct a review of the results of all organizational PP decisions to assess conformance to policy guidance, equity, and potential adverse effects. The DCG-M&RA may return a PP's payout decision results to the PP manager for remediation if PP recommendations are not in accordance with policy and guidance.

(6) Approve PP payout decisions for employees nominated by PP managers.

(7) Certify in writing the results of PP decisions and report these results to the DA G-2 before official payout.

c. This regulation serves as official delegation of authority to the DCG-M&RA to serve as the command PM and PP PRA. A copy of this regulation will be provided to the Director, Intelligence Personnel Management Office (IPMO), Office of the Deputy Chief of Staff (ODCS), G-2, HQDA. The USAREUR CG will remain cognizant of and accountable for all actions taken pursuant to the delegated authorities.

d. The PRA must be regularly available during the fall rating period to conduct systematic review and validation of command DCIPS performance appraisals.

6. DCIPS PAY POOL MANAGER

The USAREUR G2 serves as the command DCIPS Pay Pool Manager (DPPM) ([glossary](#)). When the USAREUR G2 position is vacant, the Special Assistant to the USAREUR G2 serves as the DPPM. Any further assignment may be made in writing by a PRA appointment memorandum. The DPPM will execute responsibilities in accordance with established Army policies.

7. DCIPS PAY POOL PANEL MEMBERS

A DCIPS pay pool panel (DPPP) ([glossary](#)) comprises a group of managers who typically share chain-of-command responsibility for employees assigned to a PP. Under the leadership of a DPPM, DPPP members participate in the annual performance-based compensation decision-making process for the employees assigned to the PP.

a. The command DPPM ([para 6](#)) chairs the USAREUR DPPP. Besides the DPPM, the USAREUR DPPP comprises the following officials:

- (1) Special Assistant to the USAREUR G2.
- (2) USAREUR Deputy G2.
- (3) Chief, G2X Human and Counterintelligence Division, ODCS, G2, HQ USAREUR.
- (4) Chief, G2 3/5/7 Division, ODCS, G2, HQ USAREUR.
- (5) Chief, Intelligence Support Division, ODCS, G2, HQ USAREUR.

b. One rotational, senior-level DCIPS supervisor from USAREUR major subordinate commands (MSCs) with DCIPS employees, if available, may be invited by the DPPM to participate in the DPPP. Any travel will be at the expense of the individual's command.

c. No alternate DPPP members exist. The DPPP will proceed with members present, as long as the DPPM or alternate DPPM is present to conduct the DPPP.

8. DCIPS PAY POOL DATA ADMINISTRATOR

The DCIPS Personnel Liaison Specialist, ODCS, G2, HQ USAREUR, is appointed as the USAREUR DCIPS Pay Pool Data Administrator (PPDA). The PPDA is responsible for overseeing and supporting the PM and DPPP processes, to include operating the Compensation Workbench (CWB) ([glossary](#)) and the DCIPS Payout Analysis Tool, and will confirm the status of all performance evaluations.

9. REVIEWING OFFICIALS

a. Reviewing officials (RvOs)—

(1) Serve as the approving officials ([glossary](#)) for each DCIPS employee's performance plan and evaluation within their purview.

(2) Are critical to ensuring the fairness and success of the DCIPS program.

(3) Are responsible and will be held accountable for ensuring the accuracy of PM within the subordinate organizations for which they serve.

(4) Will execute their functions and responsibilities in accordance with Army policy.

b. Within USAREUR, RvOs will—

(1) Promote confidence in the objectivity and fairness of the command DCIPS program.

(2) Manage employee expectations regarding ratings and PBC, promoting a common understanding among employees and managers that a summary "Successful" rating is awarded when performance objectives and elements have been achieved, as expected based on the performance plan. In addition, RvOs will ensure meaningful and fair distinctions among employee performance across the rating spectrum.

(3) Meet periodically with other RvOs and subordinate rating officials (RtOs) to discuss DCIPS PM intent, equity in establishing performance expectations, and consistency in the rating process. RvOs will also counter inflationary trends within the DCIPS PM system.

(4) Ensure established command timelines and suspenses are met.

(5) Ensure supervisors and subordinate employees conduct annual DCIPS refresher training.

10. RATING OFFICIALS

RtOs are responsible and will be held accountable for effectively managing the performance of assigned employees. They also play a key role in ensuring the accuracy and fairness of the DCIPS program. In addition to Army-identified functions and responsibilities, USAREUR DCIPS RtOs will—

a. Manage employee expectations regarding ratings and PBC, promoting a common understanding among employees and managers that a summary "Successful" rating is awarded when performance objectives and elements have been achieved, as expected based on the performance plan. In addition, RtOs will make meaningful and fair distinctions among rated employee performance across the full rating spectrum.

b. Convene periodically with RvOs and other RtOs to discuss equity in establishing performance expectations and consistency in the rating process. Furthermore, they will collaborate with RvOs to complete performance evaluations. RtOs will also counter inflationary trends within the DCIPS PM system by accurately evaluating performance in accordance with DCIPS standards.

c. Meet established command DCIPS timelines and suspenses.

d. Counsel employees on career development and training opportunities. Also, they will ensure employees create a 3-year individual development plan (IDP) ([glossary](#)) in Go Army Education every year.

11. SUPERVISORS WHO ARE NOT RATING OFFICIALS

Supervisors who are not directly rating subordinate DCIPS employees will—

a. Ensure they maintain an ongoing dialogue with the RtO regarding an employee's performance during the performance evaluation period.

b. Participate with the RtO in the completion of closeout or interim evaluation of records.

c. Participate with the RtO in the completion of closeout or interim evaluations on employees under their supervision for whom they are not the RtO.

NOTE: Supervisors will normally be the RtOs for employees under their direct supervision. However, under unusual circumstances, RtO responsibilities will be assigned to an official in the chain of command above the immediate supervisor.

12. COMMAND PRA ADVISORS

The following HQ USAREUR personnel and staff offices will provide subject-matter expertise and advice to the command PRA:

a. USAREUR G2.

b. Special Assistant to the USAREUR G2/Career Program 35 (CP-35 (Intelligence)) Career Program Manager.

c. DCIPS Personnel Liaison Specialist/Data Manager, ODCS, G2, HQ USAREUR.

d. Civilian Personnel Division, ODCS, G1, HQ USAREUR.

e. Office of the Judge Advocate.

f. Office of the Inspector General.

g. Equal Employment Opportunity Office.

SECTION III

USAREUR DCIPS PERFORMANCE MANAGEMENT POLICY

13. USAREUR DCIPS PERFORMANCE MANAGEMENT POLICY

USAREUR will adhere to the PM concept, process, and policy laid out in DOD and Army DCIPS documentation. The DCIPS PM process consists of three distinct phases: performance planning, managing performance throughout the evaluation period, and evaluation of performance at the end of the performance evaluation period. The command PM PRA will complete the performance evaluation review process in accordance with USAREUR timelines, but no later than 45 days after the end of the rating period.

a. Communication. Communication between RtOs and employees is critical to the success of the DCIPS PM process; therefore, communication between the employee and the supervisor regarding the content of and expectations in the performance plan is critical to setting the tone for the annual PM process. Although ongoing communication is encouraged throughout the entire performance cycle, three mandatory performance conversations will occur throughout the performance cycle: (1) the initial dialogue, (2) a midpoint performance review, and (3) a final evaluation review. RtOs should document the conversations, and employees should confirm and acknowledge receipt of the documentation in the Performance Appraisal Application (PAA) tool. Employees should not wait for the RtO to schedule an appointment in the event a mandatory suspense is approaching. Instead, they should take the initiative and make an appointment with the RtO.

b. Training. DCIPS employees and their RtOs and RvOs are required to complete DCIPS training annually. General DCIPS training information, course synopses, and specific training roadmaps for employees, supervisors, and senior leaders are on the DCIPS training website at <http://dcips.defense.gov/Training/>.

(1) To complete training, all personnel must create accounts on the Advanced Global Intelligence Learning Environment Learning Management System (AGILE LMS) website at <https://www.agile.mil/i.html>. Individuals must select “Intelligence” when queried regarding their employment status and follow the directions.

(2) All personnel must complete “DCIPS 101” web-based training (course USDI-DCIPS-DCIAE) through the AGILE LMS ((1) above) no later than 31 March of each year and provide a certificate of completion to the USAREUR DCIPS Data Manager.

(3) New employees must complete “iSuccess: Writing SMART Performance Objectives & Self Report of Accomplishments” web-based training (course USDI-DCIPS-DCIHE) through the AGILE LMS ((1) above) and provide a certificate of completion to the USAREUR DCIPS Data Manager.

(4) New RtOs and RvOs are required to complete “Evaluating Performance and Preparing Performance Narratives” web-based training (course USDI-DCIPS-DCICB) through the AGILE LMS ((1) above) and provide a certificate of completion to the USAREUR DCIPS Data Manager.

(5) New military RtOs and RvOs are required to also complete “Introduction to DCIPS for Military Supervisors” (available at <http://dcips.defense.gov/Training/>) on their arrival in USAREUR and provide a certificate of completion to the USAREUR DCIPS Data Manager.

(6) Other supplemental training courses on various aspects of DCIPS are available through AGILE LMS and are highly encouraged.

c. Career Development. Each DCIPS employee is required to maintain an IDP that covers a minimum of 3 years. The IDP should be reviewed at least once annually during the initial PM counseling. The plan should include mandatory training, developmental training and desires, and mid- to long-term career objectives. To capture CP-35/DCIPS training requirements for the next fiscal year, copies of IDPs must be submitted to the USAREUR DCIPS/CP-35 Career Program Manager no later than 31 March.

d. Command PM PRA Oversight. During the performance rating process, the command PM PRA will—

- (1) Ensure that he or she has access to the correct documentation to complete the PRA review and has the ability to request additional supporting documentation from the RtO or RvO.
- (2) Determine inconsistencies in the application of PM policy, processes, or performance standards when reviewing draft ratings, and discuss said discrepancies with the accountable RvO.
- (3) Ensure RtOs and RvOs have taken all DCIPS closeout evaluations, accumulated during the performance year, into account when determining the final rating of record. The command PRA may request to review all DCIPS closeout evaluations throughout the performance evaluation cycle.
- (4) Ensure no forced distribution of ratings occurs.

14. USAREUR DCIPS PERFORMANCE MANAGEMENT PROCESS

The end-of-year performance evaluation is prepared by the RtO and provides the official documentation of the performance evaluation period. If done in the manner prescribed in DCIPS policy, the formal performance evaluation contains no surprises and simply provides an official record of the ongoing performance dialogue between the RtO and the employee that has taken place over the course of the evaluation period.

a. Responsibility and Availability. USAREUR DCIPS employees, RtOs, and RvOs are responsible for completing their portions of the performance appraisal in the PAA tool on time. Effective planning ensures all required suspenses are met. In addition, during the PRA review period, which may last up to 3 weeks in late October and early November, RtOs and RvOs must be capable of responding to PRA email communications and adjusting evaluations on the PAA tool. It is therefore highly recommended that RtOs and RvOs who are on TDY carry a CAC-enabled U.S. Government laptop with them.

b. Employee Self-Report of Accomplishments. Employee self-assessments should address accomplishments objective by objective and element by element in a coherent, organized, and easy-to-follow manner. Employees should address training accomplished, results achieved on objectives, impact on the USAREUR mission, and whether and how any issued rating-year PM guidance was met. All input must be completed annually by the established suspense date in September.

c. RtO Evaluation of Performance. All evaluations of performance should begin with the assumption that the employee's performance has been at the "Successful" level, meaning that the starting point for the assessment of each objective and element is a rating of "Successful/3." Then individual performance objective and performance element ratings should be adjusted, based on the standards established in the Intelligence Community Performance Standards in enclosure 5 of [reference 2d](#). If the RtO believes that the employee's self-report on an objective or element is an accurate evaluation of the accomplishment, he or she may agree with the self-report and merely add a short, clarifying narrative that describes the effects of the employee's work on the organization's goals and objectives. The RtO should then assign a rating value to the objective or element. When the employee and RtO evaluations differ in accomplishments, the RtO will address the differences in the evaluation of the objectives and in the end-of-year performance dialogue. Generally, RtOs will have approximately 2 weeks to complete evaluations for submission to the RvO.

d. RvO Evaluation of Performance. RtOs will forward their completed performance evaluations to the RvOs. The purpose of including the RvO in the performance evaluation is to make sure that the RtO has considered the perspective of the RvO's vantage point over several raters to ensure there is common understanding and interpretation of expectations and standards across the organization. The RvO will review numerical and narrative ratings provided by the supervisor for (1) consistency with guidance provided by the RvO at the beginning of the performance evaluation period, (2) congruence between the numerical ratings assigned and the supporting narrative, (3) consistency across RtOs within the RvO's organizational elements, (4) compliance with merit system principles, and (5) adherence to other relevant guidance and policy. If the RvO does not agree with the narrative or numerical ratings, the RvO should return the performance evaluation to the RtO. If unable to resolve any disagreement, the RvO may direct a change in the rating necessary to ensure consistency in the application of standards and guidance within the RvO's authority. Once the RvO accepts the narrative and numerical ratings, he or she will forward the evaluation to the PM PRA for final review. Once the final review is complete, the RvO concurs and returns the evaluation to the RtO for approval in the PAA tool. RvOs will have approximately 5 workdays to review evaluations. Evaluations should therefore be reviewed immediately on receipt in the PAA tool box to allow time for any required adjustments. At no time before the PRA's final review of the appraisals should their contents be discussed with the rated employees.

e. PM PRA Review of Performance Evaluations of Record. The PM PRA will review all evaluations of record to ensure consistency across RtOs, or supervisors, and RvOs as well as compliance with applicable laws and regulations. To accomplish this, the Special Assistant to the USAREUR G2 and the DCIPS Data Manager will schedule several tentative review sessions with the PRA and prepare the data or evaluations, or both, for PRA review. In general, the first PRA session will focus on statistics and macro data associated with the evaluations to assess equity and inflation issues. Followup sessions will focus on changes in the statistics and data, as well as on specific reviews of performance objectives, self-assessments, and specific rating justifications. When the PM PRA determines that inconsistencies exist that require action, the PRA will try to resolve the discrepancies with the responsible RvO. If the PM PRA is not satisfied with the ratings because they do not meet the DCIPS intent and standards or do not comply with published guidance, he or she may suggest corrective action, including changes to narratives and to individual objective or element ratings.

f. Closeout Evaluations. When an RtO is no longer an employee's rater, he or she will complete a brief narrative description of the employee's performance, accomplishments, and contributions during the current evaluation period and assign numerical ratings in accordance with the end-of-year performance evaluation process. Generally, this situation exists on reassignment or separation of either the employee or the RtO. Closeout performance evaluations will be approved by an RvO and reviewed by the PM PRA before RtO approval in PAA, as with any DCIPS evaluation of record.

(1) A closeout performance evaluation is required only when the RtO–employee relationship has existed with an approved performance plan for a period of at least 90 days. Closeout performance evaluations may, however, be completed for periods of less than 90 days in accordance with command policy or at the request of the employee.

(2) Closeout performance evaluations will be completed for all employees detailed to other organizations or on deployments for periods of 90 days or more. Such evaluations will be completed by a supervisor or manager who is responsible for the employee's work while the employee is on detail or deployment. The completed closeout performance evaluation will be forwarded to the employee's RtO for consideration in the preparation of the annual performance evaluation.

(3) RtOs will consider information contained in all DCIPS closeout performance evaluations when determining the annual evaluation of record for pay-decision purposes.

(4) If a closeout evaluation is completed because of the departure of the employee's RtO and more than 90 days remain in the rating period, a new performance plan must be approved by the new RtO. The performance plan may include objectives that were not completed in the closeout evaluation. The RtO must approve the new plan in the PAA tool no later than 3 July to ensure the mandatory minimal rating period of 90 days.

(5) A closeout evaluation will be considered an early annual evaluation ([glossary](#)) if less than 90 days remain in the annual performance period.

(6) Ratings for DCIPS personnel on active military duty, temporary assignment, interim assignment, or under other special circumstances will be prepared in accordance with [reference 2d](#).

g. Modal Ratings. The command PM PRA will approve modal ratings for specially situated employees at the first level of the command PRA review. For employees who fall into one of the covered "special circumstances" categories, performance ratings will be based on the employees' last DCIPS rating of record (a presumptive rating) if not less than "Successful." If an employee does not have a previous DCIPS rating of record, the employee will be assigned a modal rating. A modal rating is the most commonly given rating for other employees under the purview of the same command PRA. The modal rating indicates the most frequently given rating to the tenth decimal place. In cases where more than one mode exists (for example, nine 3.3's and nine 3.4's), the higher rating (that is, 3.4) will be the modal rating. The modal rating can be identified only after all other ratings have been assigned.

SECTION IV

USAREUR DCIPS PERFORMANCE COMPENSATION POLICY

15. USAREUR DCIPS PERFORMANCE COMPENSATION POLICY

The intent of the USAREUR DCIPS PBC Program is to link performance-based bonuses and base-pay increase monetary awards to individual accomplishments, demonstrated competencies, and contributions to organizational results. The purpose of a bonus is to provide a meaningful reward for the highest levels of performance.

a. USAREUR will have a single, unified DCIPS PP that comprises all USAREUR DCIPS employees and, by exception, in-theater Army DCIPS employees administratively aligned to USAREUR.

b. USAREUR will have one DPPP, which will include the members in [paragraph 7](#) and will be overseen by the PP PRA.

c. The USAREUR PP PRA will review and validate all PBC decisions before they are submitted to HQDA.

d. All personnel participating in USAREUR DCIPS PBC activities must complete a nondisclosure agreement (NDA).

e. The USAREUR PPDA will maintain all DCIPS PBC records.

f. USAREUR policy is to include MSC participation in DCIPS PBC processes, as described in [paragraph 7b](#).

16. USAREUR PAY POOL BUSINESS RULES

Business rules help guide how the PP recommendations are reviewed by the DPPM and DPPP members. USAREUR will follow applicable Army core DCIPS PP business rules as part of its process and publish command-specific business rules annually. All members participating in the administration of the PP process must read thoroughly, understand, and agree in writing to all the conditions included in these business rules.

a. USAREUR DCIPS PP Business Rules.

(1) USAREUR DPPP business rules will provide standing operating procedures and command-wide guidance to address command-unique circumstances and ensure fairness and equity. USAREUR business rules may include the following:

(a) Guidance from the ODCS, G-2, HQDA, on priorities for the performance year.

(b) Comparative evaluation of the performance of like-situated ([glossary](#)) employees within a work level and occupation in the PP.

(c) Prorating criteria of a performance-based bonus for partial year performance in the PP.

(d) Other performance-based considerations (for example, receipt of monetary awards during the same rating period, extraordinary achievement of organizational goals, special duties such as deployments) included and approved by the command PP PRA in the overall command business rules.

(2) The USAREUR DCIPS PRA will publish command-specific business rules before the end of the performance year, which is no later than 30 September. Published rules will be provided to the DPPM.

b. Army Core PP Business Rules. Army core PP business rules include the following:

(1) PP deliberations will be conducted in accordance with merit system principles.

(2) The DPPM and DPPP members will comply with all relevant Army DCIPS performance-based compensation as well as with Army DCIPS PP policies, guidance, and procedures.

(3) The command aggregate funding level (percentage) for PPs must be approved in advance and cannot be changed upon commencement of PP deliberations.

(4) PP budgets will not be used to make adjustments to remedy perceived imbalances in salary.

(5) 50-percent rule. No more than 50 percent of the employees in a PP can be awarded a bonus. Adjustments must be made to the threshold rating inside the CWB to accommodate the 50 percent.

(6) The use of time-off awards ([glossary](#)) in lieu of or as a supplement to DCIPS PBC payout is prohibited.

(7) DCIPS employees detailed under a Joint Duty Assignment Memorandum of Understanding (JDA MOU) with less than 90 days remaining in the annual evaluation period will be considered for bonuses by the home organization. Employees detailed under a JDA MOU with at least 90 days remaining in the evaluation period will be assigned to a PP in the gaining organization that will consider them for bonuses.

(8) DCIPS quality increases (DQIs) ([glossary](#)) and DCIPS sustained quality increases (DSQIs) ([glossary](#)) are awarded only during the Army DCIPS PP deliberation process and will not count against the funding or percentage of bonuses awarded. Employees who receive a DQI or DSQI are ineligible for receiving a bonus.

(9) The DPPM and DPPP members must have completed PP manager training and an NDA. Documentation must be retained on file as part of the PP proceedings in accordance with applicable policy. DPPP members will not disclose this information to employees without prior approval of the DPPM.

(10) Neither the DPPM nor individual DPPP members may participate in, or preside over, the same PP as any of their Family members or relatives.

(11) If there is a disagreement between DPPP members, the DPPM's decision is final.

(12) DPPPs must start and complete with the same members. If panel membership changes, the change must be documented, and the information on this change must be available to the employees in the particular PP.

(13) If a DPPP member's evaluation of record is included in the particular PP, the record must be hidden throughout the process and the member must leave the room while the record is deliberated. If the PPDA's record is being considered, the DPPM or a DPPP member will make all changes to the CWB in the PPDA's absence.

(14) Bonuses generated by the CWB bonus algorithm will be accepted "as is" unless there is justification to propose an adjustment clearly linked to an approved core Army DCIPS business rule or a command (preapproved PP PRA-signed) business rule. All adjustments to the initial bonus recommendations computed by the CWB must be individually justified and documented with an official business rule. The specific business rule used as the basis for the modification must be recorded in the CWB adjustment column.

(15) DPPM and DPPP members must be diligent in making decisions on the basis of substantiated or documented evidence for the rating period under consideration.

(16) Classified material will not be entered into the CWB. If classified material or documentation will be used as the basis for decisions or discussion, the DPPM must ensure that all DPPP members possess the appropriate clearances and that all associated requirements are met.

(17) No DPPP meeting will officially conclude until all records have been considered, the command PP PRA (or designee if delegated) has approved payout, the command PP PRA has certified in writing to the Army PP PRA, and the file is uploaded to DCPDS by the DCIPS PPDA.

(18) All documentation used during the proceedings must be maintained as part of the process and deliberations and will be collected before the adjournment of the PP.

(19) The disposition of the internal records of the PP will be handled in accordance with applicable regulations.

(20) Employees who are no longer covered by DCIPS at the time of the January payout date are not entitled to a performance-based bonus or base-pay increase monetary award.

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AGILE LMS	Advanced Global Intelligence Learning Environment Learning Management System
APO	Army post office
AP-V	Army Policy, Volume [number]
AR	Army regulation
CAC	common access card
CP	career program
CWB	Compensation Workbench
DA	Department of the Army
DA G-2	Deputy Chief of Staff, G-2, Headquarters, Department of the Army
DCG-M&RA	Deputy Commanding General, Mobilization and Reserve Affairs, United States Army Europe
DCIPS	Defense Civilian Intelligence Personnel System
DOD	Department of Defense
DODI	Department of Defense instruction
DPPM	Defense Civilian Intelligence Personnel System pay pool manager
DPPP	Defense Civilian Intelligence Personnel System pay pool panel
DQI	Defense Civilian Intelligence Personnel System quality increase
DSQI	Defense Civilian Intelligence Personnel System sustained quality increase
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
IDP	individual development plan
JDA MOU	Joint Duty Assignment Memorandum of Understanding
mil	military
NDA	nondisclosure agreement
NETCOM	United States Army Network Enterprise Technology Command
ODCS	office of the deputy chief of staff
PAA	Performance Appraisal Application
PBC	performance-based compensation
PM	performance management
PP	pay pool
PPDA	pay pool data administrator
PRA	performance review authority
RtO	rating official
RvO	reviewing official
TDY	temporary duty
U.S.	United States
USAREUR	United States Army Europe
USAREUR CG	Commanding General, United States Army Europe
USAREUR G2	Deputy Chief of Staff, United States Army Europe

SECTION II TERMS

approving official

A management official who has been assigned authority to certify payments resulting from pay pool deliberations. For the purpose of approving the results of the pay-decision process, the approving official will be the command pay pool performance review authority.

Army performance management performance review authority (PM PRA)

According to Army Policy, Volume 2011, an individual who provides oversight of the rating process to ensure consistency in the application of principles and criteria and who resolves employee requests for reconsideration. The PM PRA structure consists of an Army PM PRA (the Assistant Deputy Chief of Staff (ADCS), G-2, HQDA), a command PM PRA (the commander of an Army command, direct-reporting unit, or Army service component command; the Administrative Assistant to the Secretary of the Army; or the ADCS, G-2, HQDA; or their delegates), and any additional subsequent lower levels of structure, referred to as “organizational PM PRAs” (at the level of commander (colonel and above or civilian equivalent) and/or to a panel with a chairperson who reports back to and provides recommendations to the PM PRA) that are established by the command PM PRA.

Army pay pool performance review authority (Army PP PRA)

According to Army Policy, Volume 2012, an individual who provides oversight of the pay pool processes, conducts a formal analysis of the decision process, and develops an action plan for the next performance year based on the result of that analysis. For the purpose of this regulation, the Assistant Deputy Chief of Staff (ADCS), G-2, HQDA, is designated as the Army PP PRA. The PP PRA structure consists of an Army PP PRA (the ADCS, G-2, HQDA), a command PP PRA (the commander of an Army command, direct-reporting unit, or Army service component command; the Administrative Assistant to the Secretary of the Army; or the ADCS, G-2, HQDA; or their delegates), and any subsequent additional lower levels of structure, referred to as “organizational PP PRAs” (at the level of commander (colonel and above or civilian equivalent) and/or to a PP panel who reports back to and provides recommendations to the PP PRA) that are established by the command PP PRA.

base-pay increase monetary award

An award in which the means of recognition is a salary increase in the equivalent of one or two steps at the employee’s current grade

closeout early annual evaluation

A closeout assessment that is prepared when less than 90 days remain in the annual performance cycle (between the beginning of July and the end of September). A closeout early annual evaluation rating stands by itself and is considered the final rating of record.

Compensation Workbench (CWB)

A tool used by Defense Civilian Intelligence Personnel System organizations to facilitate their pay pool (PP) panel meetings. The CWB is a spreadsheet that contains all the functionality needed to conduct an effective PP to facilitate the administration of PP decisions.

command

For the purpose of this regulation, an Army command, a direct-reporting unit, an Army service component command, the Administrative Assistant to the Secretary of the Army, or the Assistant Deputy Chief of Staff, G-2, HQDA

Defense Civilian Intelligence Personnel System Quality Increase (DQI)

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 in accordance with Army Policy-Volume 2008 and this policy and who have not received a base-pay increase monetary award of any type within the preceding 52 consecutive weeks. Commands may use discretion to provide additional criteria for this award.

Defense Civilian Intelligence Personnel System (DCIPS) Sustained Quality Increase (DSQI)

The highest base-pay increase monetary award available to DCIPS employees within a command. The DSQI is a sustained-performance award reserved to recognize truly exemplary sustained performance. 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 DSQI to reward employees who were deemed initially eligible for consideration under the criteria provided in Army Policy-Volume 2008 and this policy for a base-pay increase monetary award for 3 consecutive years, the current and two preceding performance evaluation cycles. Employees need not have received a DQI during the preceding 2 years. Employees to be awarded a DSQI must have been under the DCIPS performance management system and in the same DCIPS grade for the last 3 years. Time spent under DCIPS bands (National Geospatial Agency positions) may be considered if the employee's current grade was encompassed in the prior band in the same work category. An employee may not receive more than one DSQI during any 3-year period.

Intelligence Community

A coalition of 17 agencies and organizations within the executive branch that work both independently and collaboratively to gather the intelligence necessary to conduct foreign relations and national security activities.

individual development plan (IDP)

A written development plan that covers at least 3 years and that rating officials issue to employees at the beginning of the annual evaluation period. The development of this plan should be a collaborative effort, with the employee submitting a draft plan for approval through Army Career Tracker and Go Army Education. Reviewing officials (RvOs) will review and approve each IDP to ensure its consistency with organizational goals and objectives; appropriateness based on the employee's experience, developmental needs, and pay level; and equity with other IDPs within the purview of the RvO.

like-situated

Refers to employees of identical or similar work category, work level, Defense Civilian Intelligence Personnel System grade, and occupational category.

pay pool

An aggregation of U.S. Army employees with Defense Civilian Intelligence Personnel System positions for the purpose of making annual performance-based compensation decisions. The organizing construct for a pay pool may include consideration of the organization or region of assignment, occupation, or other organizing criterion involving a common mission focus.

pay pool manager

An individual typically in the chain of command of employees assigned to a pay pool, who is responsible for conducting the annual decision-making process for annual performance-based compensation decisions for employees assigned to the pay pool

pay pool panel

A group of managers who typically share chain-of-command responsibility for employees assigned to a pay pool and who participate in the annual performance-based compensation decision-making process under the leadership of a pay pool manager for the employees assigned to the pay pool

time-off award

An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment. Use of a time-off award in lieu of or as a supplement to a performance-based bonus is prohibited.