

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)

PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____ **APPRAISAL YEAR:** _____

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1601-1603; and E.O. 9397.

PRINCIPAL PURPOSE(S): This form will be completed by employees, rating officials, and higher level reviewers to document the performance objectives, and midpoint, closeout, and annual assessment requirements of the Defense Civilian Intelligence Personnel System.

ROUTINE USE(S): The DoD "Blanket Routine Uses" set forth at the beginning of OSD's compilation of system of records notices apply.

DISCLOSURE: Voluntary.

INSTRUCTIONS FOR COMPLETION OF DCIPS PERFORMANCE APPRAISAL FORM

Cover Sheet: Enter the employee's name (last, first, middle initial) and the evaluation period (year portion of the evaluation period end date).

PART A - Administrative Data.

1. Employee Name: Name of the employee (last, first, middle initial).
2. Social Security Number: Enter last 4 digits of the SSN.
3. Position Title: Enter the title of the employee's position as of the evaluation period start date.
4. Pay Schedule/Occupational Series/Pay Band: Enter the employee's pay schedule, occupational code, and pay band as of the evaluation period start date.
5. Organization: Enter the name of the employee's organization.
6. Duty Station: Enter the duty station where the employee works.
7. Pay Pool ID: Enter the employee's pay pool identification number.
8. Evaluation Period: Enter the start date and the end date of the evaluation period. Typically this is the evaluation cycle start and end date; however, these dates can vary.
9. Evaluation Effective Date: This is the effective date of the closeout, closeout-early annual, or annual evaluation of record.
10. Plan Last Modified: Date the plan was last modified.

PART B - Performance Evaluation Documentation.

To be completed by all parties as appropriate to document the establishment of performance objectives, midpoint review, closeout assessment, and evaluation of record as required. This information will auto-populate when the form is generated from the Performance Appraisal Application (PAA).

PART C - Relevant Organizational Mission/Strategic Goals.

Organizational Mission and Strategic Goals as they apply to an employee's performance.

PART D - Evaluation of Record Summary.

Rating computations are based on performance elements and performance objectives, which may be weighted according to policy in effect for the corresponding evaluation period.

PART E - Performance Elements.

Complete this section to document performance elements and the corresponding employee and rating official assessments. This page should be duplicated for each of the six standard performance elements. When completing an assessment, mark (X) in the box to indicate the type of assessment (e.g., midpoint, closeout, or annual). When multiple assessments are given during the year (e.g., midpoint assessment and evaluation of record), duplicate each element page for each new type of assessment. Only one type of assessment should be documented on each page.

PART F - Performance Objectives.

Complete this section to document performance objectives and the corresponding employee and rating official assessments. This page should be duplicated for each performance objective and type of assessment. When completing an assessment, mark (X) in the box to indicate the type of assessment (e.g., midpoint, closeout, or annual). When multiple assessments are given during the year (e.g., midpoint assessment and evaluation of record), duplicate each objective page for each new type of assessment. Only one type of assessment should be documented on each page.

**DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)
PERFORMANCE APPRAISAL**

(Please read Privacy Act Statement and Instructions before completing this form.)

PART A - ADMINISTRATIVE DATA

1. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>		2. SOCIAL SECURITY NUMBER <i>(Last 4 digits)</i> XXX-XX-	
3. POSITION TITLE		4. PAY SCHEDULE/OCCUPATIONAL SERIES/PAY BAND	
5. ORGANIZATION		6. DUTY STATION	
7. PAY POOL ID			
8. EVALUATION PERIOD	a. START DATE <i>(YYYYMMDD)</i>	b. END DATE <i>(YYYYMMDD)</i>	
9. EVALUATION EFFECTIVE DATE <i>(YYYYMMDD)</i>		10. PLAN LAST MODIFIED <i>(YYYYMMDD)</i>	

PART B – PERFORMANCE EVALUATION DOCUMENTATION

	PERFORMANCE PLAN	MIDPOINT REVIEW	EVALUATION OF RECORD <input type="checkbox"/> Closeout-Early Annual	CLOSEOUT <i>(other than early annual)</i>
EMPLOYEE: <i>Signature:</i>				
<i>Date (YYYYMMDD)</i>				
RATING OFFICIAL <i>Printed Name:</i>				
<i>Signature:</i>				
<i>Date: (YYYYMMDD)</i>				
<i>Communication Method (face-to face, telephone, other)</i>				
REVIEWING OFFICIAL: <i>Printed Name:</i>				
<i>Signature:</i>				
<i>Date: (YYYYMMDD)</i>				

EMPLOYEE NAME: _____ APPRAISAL YEAR: _____

PART C - RELEVANT ORGANIZATIONAL MISSION/STRATEGIC GOALS (Limited to 1400 characters)

Empty space for entering relevant organizational mission/strategic goals.

PART D – EVALUATION OF RECORD SUMMARY

SECTION 1 - Performance Elements

PERFORMANCE ELEMENT	PERFORMANCE ELEMENT RATING <i>(1 – 5)</i>
Accountability for Results	
Communication	
Critical Thinking	
Engagement and Collaboration	
Personal Leadership and Integrity (non-supervisory)	
Technical Expertise (non-supervisory)	
Leadership (supervisors)	
Managerial Proficiency (supervisors)	
AVERAGE PERFORMANCE ELEMENT RATING	

SECTION 2 - Performance Objectives (PAA provides for a maximum of 10 performance objectives)

PERFORMANCE OBJECTIVE	TITLE	PERFORMANCE OBJECTIVE RATING <i>(1 – 5 or NR if not rated)</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
AVERAGE PERFORMANCE OBJECTIVE RATING		

SECTION 3 - Performance Evaluation of Record

Average Performance Element Rating		
Average Performance Objective Rating		
Overall Rating		
Evaluation of Record		

EMPLOYEE NAME: _____ APPRAISAL YEAR: _____

PART E - PERFORMANCE ELEMENTS

PERFORMANCE ELEMENT:

[Empty space for performance element description]

TYPE OF ASSESSMENT:	MIDPOINT REVIEW	EVALUATION OF RECORD	CLOSEOUT (other than Early Annual)
		(including Closeout-Early Annual)	

EMPLOYEE SELF-ASSESSMENT (Limited to 2,000 characters)

[Empty space for employee self-assessment]

RATING OFFICIAL ASSESSMENT (Limited to 2,000 characters)

[Empty space for rating official assessment]

EMPLOYEE NAME: _____ APPRAISAL YEAR: _____

PART F - PERFORMANCE OBJECTIVES

PERFORMANCE OBJECTIVE NO.

TITLE:

LAST MODIFIED ON:
(YYYYMMDD)

PERFORMANCE OBJECTIVE (Limited to 1,000 characters)

TYPE OF ASSESSMENT:

MIDPOINT REVIEW

EVALUATION OF RECORD

CLOSEOUT (other than Early Annual)

(including Closeout-Early Annual)

EMPLOYEE SELF-ASSESSMENT (Limited to 2,000 characters)

RATING OFFICIAL ASSESSMENT (Limited to 2,000 characters)