

## DCIPS Performance Evaluations – Early Closeout and Early Annual Closeout Fact Sheet

### Overview

**Closeout Performance Evaluations** are required under DCIPS when there is a change of the rating official, reassignment or promotion of the employee, or when an employee is on a temporary assignment under the supervision of someone other than his or her rating official for 90 calendar days or more. Closeout Performance Evaluations are required when the rating official and employee relationship has existed with an approved performance plan for a period of at least 90 calendar days. Closeout Performance Evaluations are used to inform the Final Evaluation of Record for the evaluation period and are shared with the new supervisor to ensure that contributions for that time period are considered in the employee's Final Evaluation of Record.

**Closeout Performance Evaluations may become the Final Evaluation of Record**, rather than input in developing the Final Evaluation of Record, in circumstances where the Final Evaluation of Record cannot be completed. As such, Closeout Performance Evaluations completed with less than 90 calendar days left in the performance period become the Final Evaluation of Record, and the employee is informed that the closeout will become the Final Evaluation of Record, in accordance with Volume 2011.

**Narrative descriptions** of contributions are required under DCIPS if the employee has been on an approved performance plan for fewer than 90 calendar days. In these cases, rating officials should complete a brief narrative description of an employee's accomplishments during the interim or temporary assignment or deployment. This narrative is provided to the employee's permanent rating official. The employee's permanent rating official takes the narrative into consideration when completing the employee's Evaluation of Record.

### Situations Requiring a Closeout Performance Evaluation

Closeout Performance Evaluations are required in the following situations:

- Employee's current supervisor will no longer be their supervisor and the employee has been on an approved performance plan for at least 90 calendar days
- Employee is in a new position, including:
  - Promotion
  - Change in work category
  - Change in occupation or job series
- Employee is leaving the Component
- Employee is going on extended leave of absence or deployment

Closeout Performance Evaluations are provided to the new rating official. Rating officials must consider information contained in all closeout performance evaluations when determining the annual evaluation of record.

### Administrative Reconsideration

- Employees may not submit Closeout Performance Evaluations or narrative descriptions for reconsideration. An employee may only submit their Final Performance Evaluation of Record for reconsideration.
- In the event the Closeout Performance Evaluation becomes the employee’s Final Evaluation of Record (because it is an Early Final Evaluation of Record) the employee is entitled to be informed of applicable reconsideration timelines and processes.

### DCIPS Performance Evaluation Requirements

The chart below summarizes the types of Closeout Performance Evaluations, when they are used, and their requirements.

Action Required	Time on Performance Plan	Time of Year	Required
<b>Closeout Performance Evaluation</b>	90 calendar days or More	01 Jan – 30 June (90 or more calendar days before end of performance period)	<ul style="list-style-type: none"> <li>• Full narrative</li> <li>• Numeric rating</li> </ul>
<b>Closeout – Early Final Evaluation of Record</b>	90 calendar days or More	Approximately 03 July – 30 Sept (less than 90 calendar days left in performance period)	<ul style="list-style-type: none"> <li>• Full narrative</li> <li>• Numeric rating (used for Employee’s Final Evaluation of Record)</li> </ul>
<b>Narrative only</b>	Less than 90 calendar Days	All year	<ul style="list-style-type: none"> <li>• Brief narrative</li> </ul>