



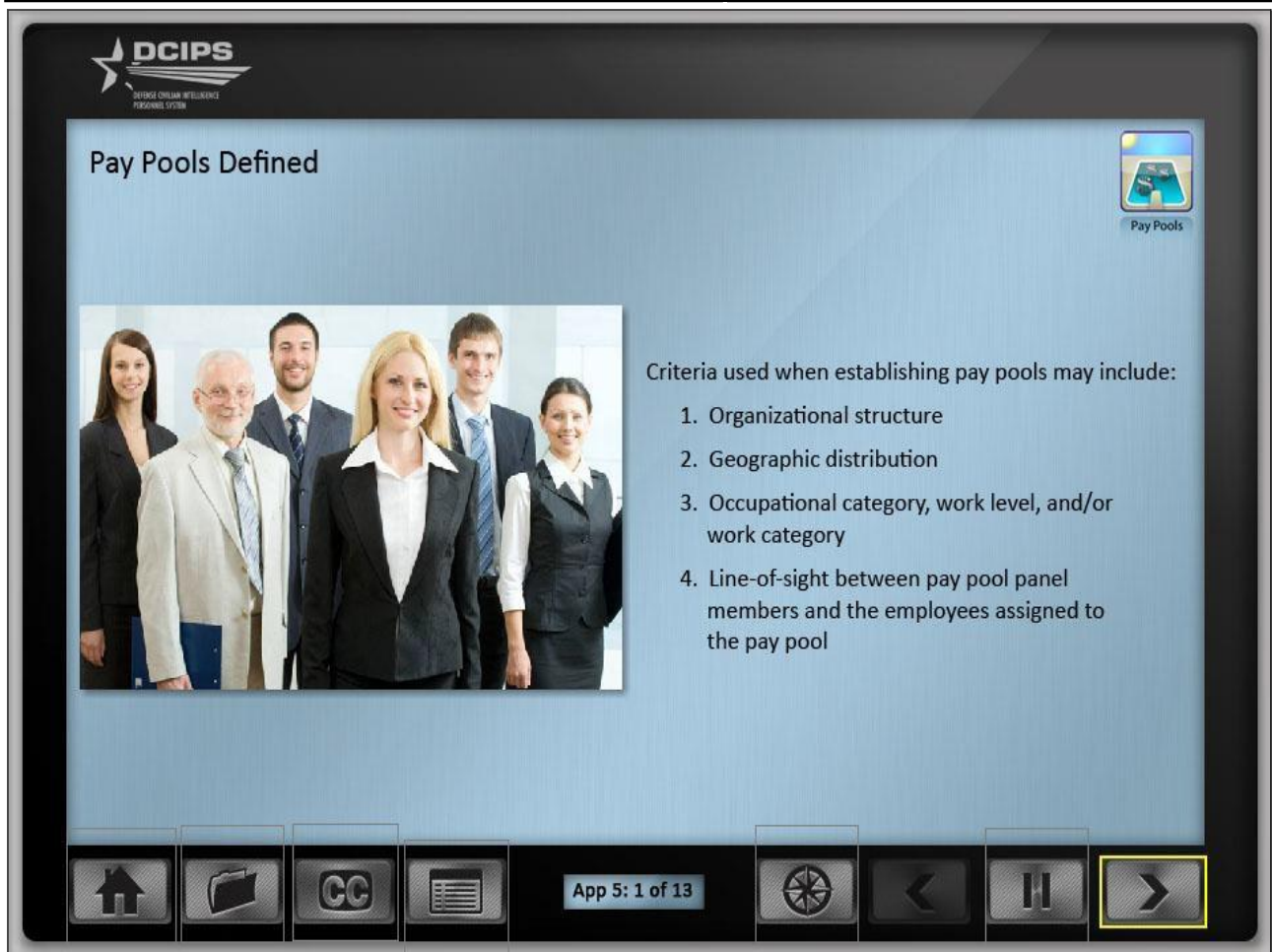
DCIPS 101

Pay Pools

DCIPS 101 – Pay Pools

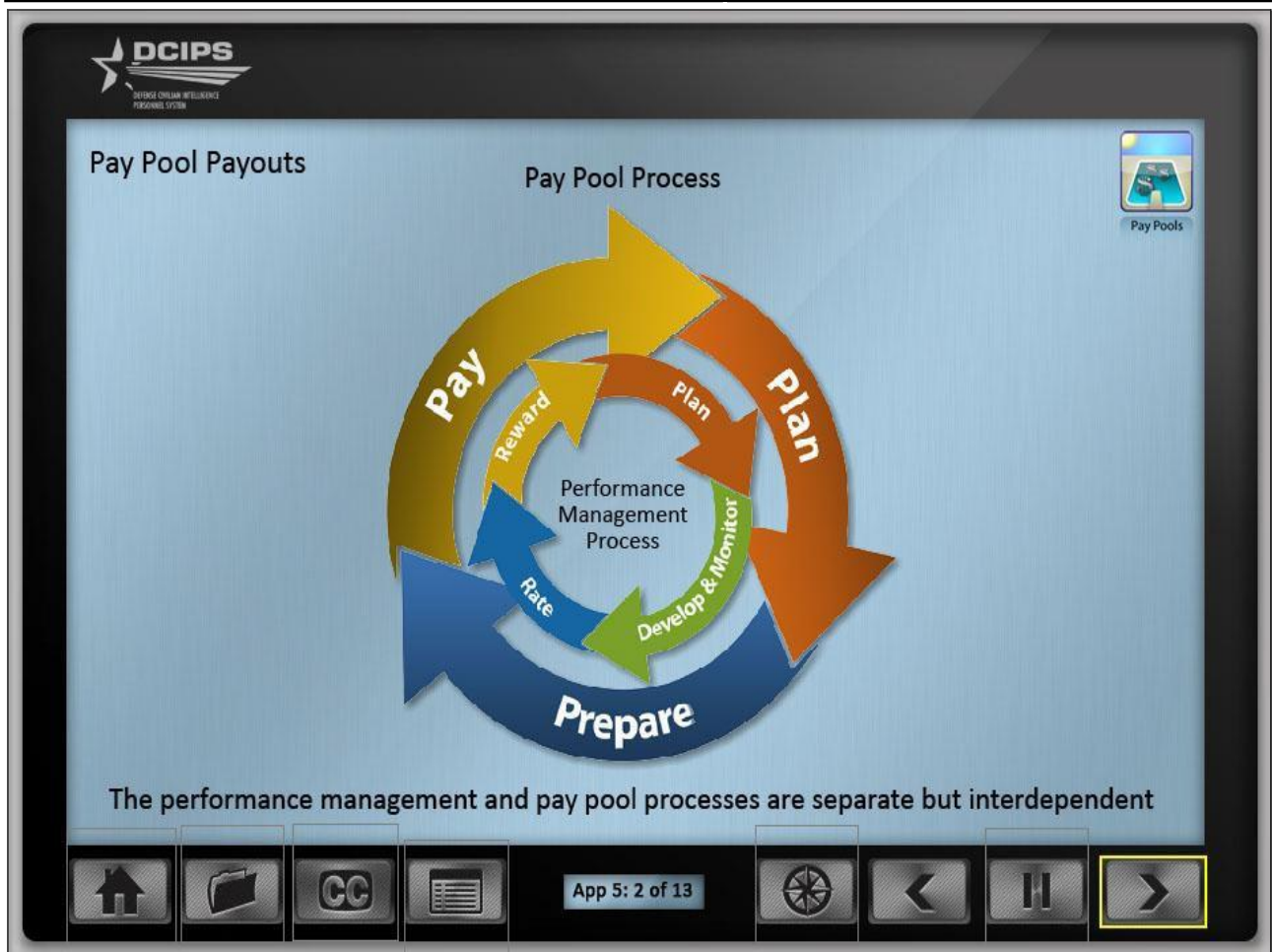


A DCIPS pay pool is a group of employees who share in the distribution of a predetermined budget for performance-based recognition. As a DCIPS employee, you will be assigned to a pay pool within your Component early within the performance evaluation period, in the first phase of the pay pool process.

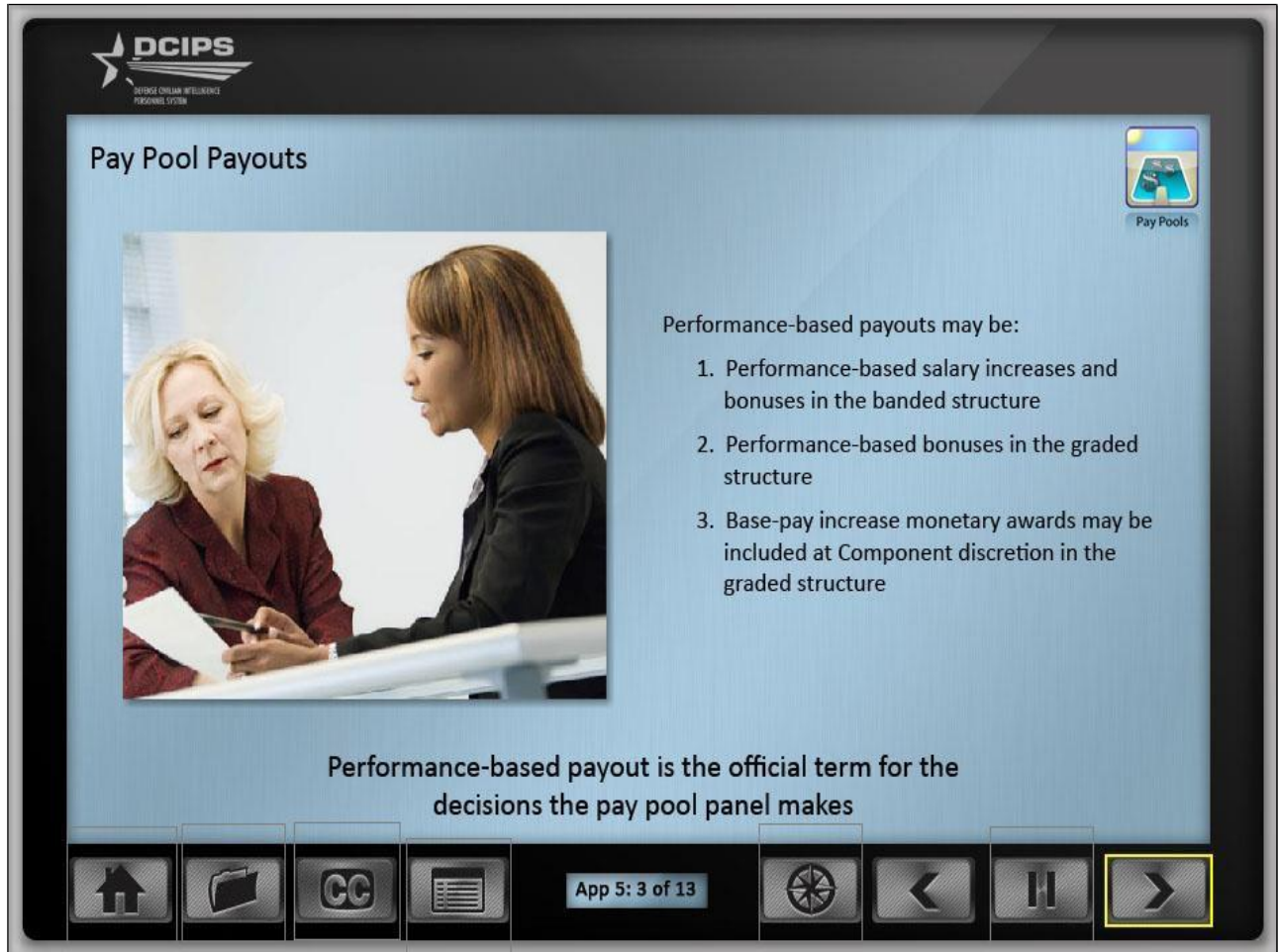


The structure of your pay pool is up to your Component. Generally though, a pay pool has between 25 and 75 members. The criteria used when establishing pay pools may include, but are not limited to:

- Organizational structure
- Geographic distribution
- Occupational category
- Work level, and/or work category
- Line-of-sight between pay pool panel members and the employees assigned to the pay pool.



The pay pool process step of “pay” governs the Reward Phase of the performance management process. When the performance evaluation period is complete and the final Performance Evaluations of Record are recorded, the pay pool process step of “pay” can commence. The performance management and pay pool processes are separate but interdependent.

The screenshot shows a tablet interface for the DCIPS Pay Pools application. At the top left is the DCIPS logo. The main title "Pay Pool Payouts" is in the upper left. On the right is a small icon labeled "Pay Pools". The central area contains a photograph of two women in business attire reviewing documents. To the right of the photo is a list of performance-based payout options. Below the photo and list is a summary statement. At the bottom is a navigation bar with icons for home, folders, CC, a list, a progress indicator showing "App 5: 3 of 13", a compass, and navigation arrows. The rightmost arrow is highlighted with a yellow border.

DCIPS
DISTRICT OF COLUMBIA
INCENTIVE PAY SYSTEM

Pay Pool Payouts

Performance-based payouts may be:

1. Performance-based salary increases and bonuses in the banded structure
2. Performance-based bonuses in the graded structure
3. Base-pay increase monetary awards may be included at Component discretion in the graded structure

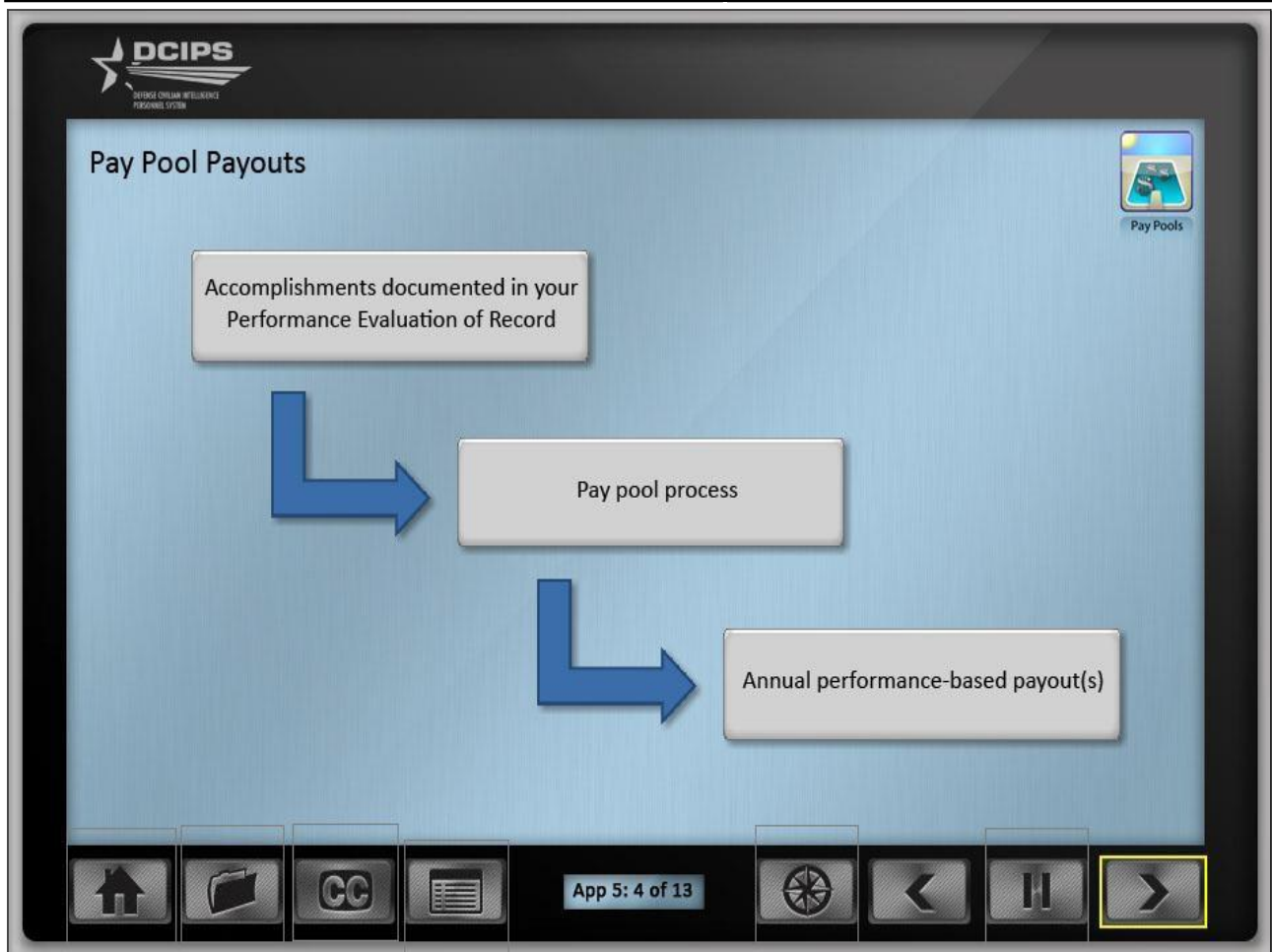
Performance-based payout is the official term for the decisions the pay pool panel makes

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Performance-based payout is the official term for the decisions the pay pool panel makes. The payouts may be performance-based salary increases and bonuses, if you are an employee assigned to pay pools in an organization operating under the banded structure, or bonuses if you are an employee assigned to pay pools in an organization operating under the graded structure.

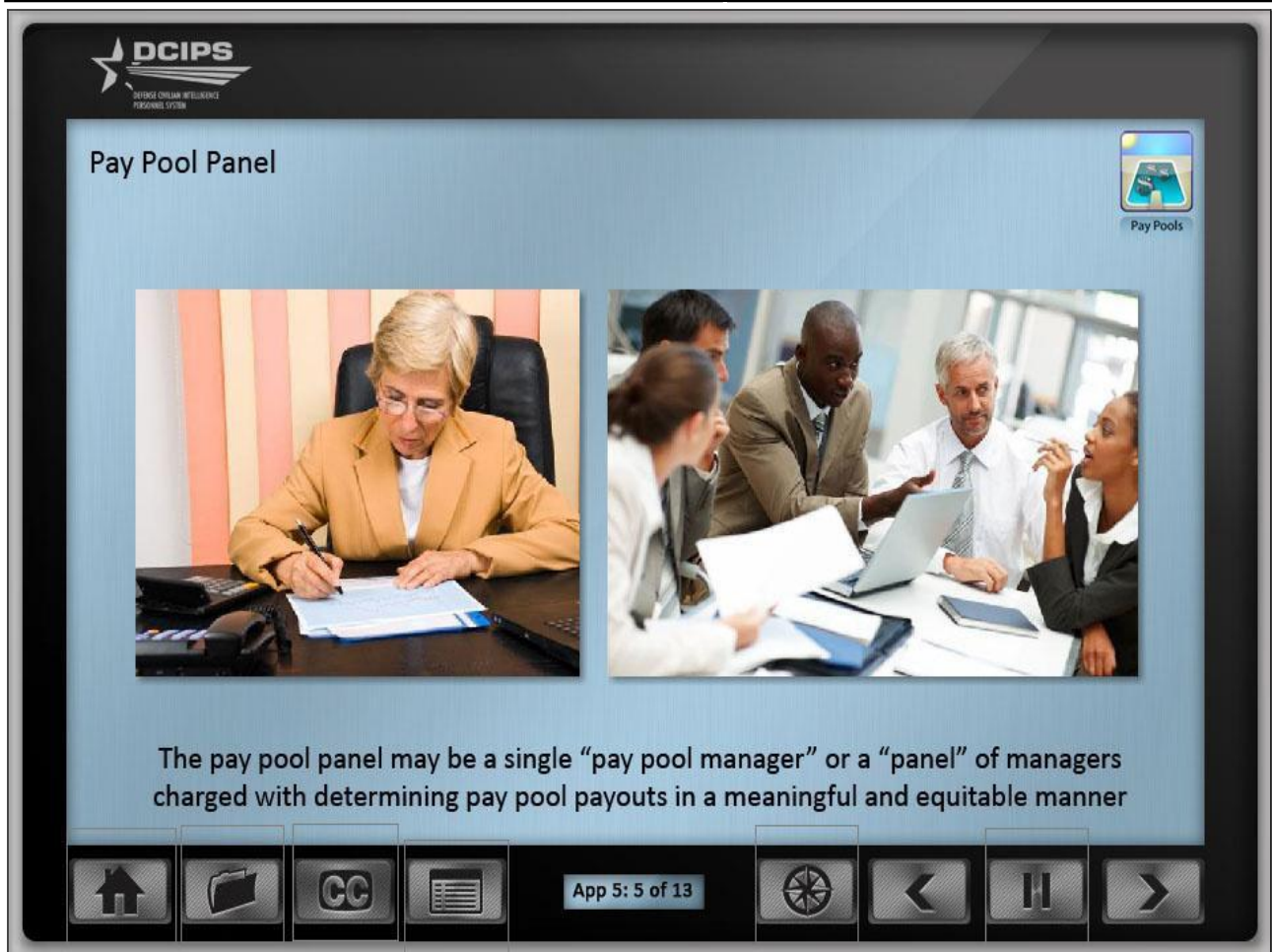
At Component discretion, base-pay increase monetary awards may be included in the pay pool process for those operating under the graded structure.

DCIPS 101 – Pay Pools

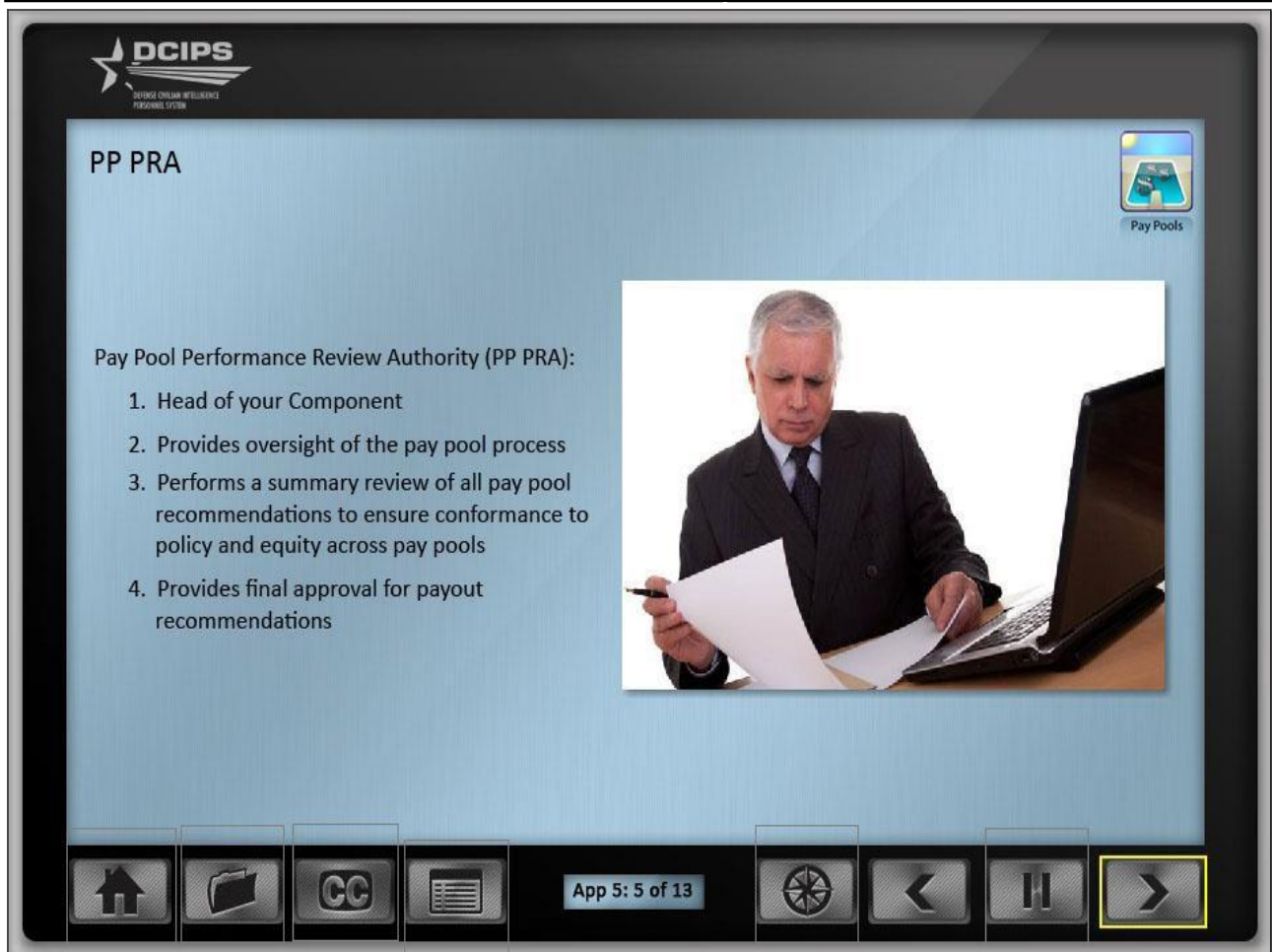


DCIPS uses the pay pool process to link individual accomplishments as documented in Performance Evaluations of Record to performance-based payouts. By design, the pay pool process recognizes higher performance with greater rewards.

DCIPS 101 – Pay Pools

A screenshot of a software interface titled "Pay Pool Panel". In the top left corner is the DCIPS logo. In the top right corner is a small icon of a pool table with the text "Pay Pools" below it. The main area contains two side-by-side photographs: the left one shows a woman in a tan blazer sitting at a desk and writing on a document; the right one shows a group of four people (three men and one woman) in business attire gathered around a table, looking at a laptop. Below the photos is a text box that reads: "The pay pool panel may be a single 'pay pool manager' or a 'panel' of managers charged with determining pay pool payouts in a meaningful and equitable manner". At the bottom of the interface is a navigation bar with several icons: a home icon, a folder icon, a "CC" icon, a list icon, a status indicator showing "App 5: 5 of 13", a compass icon, and three arrow icons for navigation.

The pay pool panel may be a single “pay pool manager” or a “panel” of managers charged with determining pay pool payouts in a meaningful and equitable manner. Prior to the pay pool process commencing, you should be provided information about your pay pool. In the event this information is not shared with you, ask your Rating Official.

The screenshot shows a presentation slide within a software interface. At the top left is the DCIPS logo. The slide title is "PP PRA". Below the title is a list of four duties for the Pay Pool Performance Review Authority (PP PRA). To the right of the list is a photograph of a man in a suit sitting at a desk, looking at a document. The software interface includes a bottom toolbar with icons for home, folder, CC, list, a status bar showing "App 5: 5 of 13", and navigation buttons (back, forward, etc.). The forward button is highlighted with a yellow border.

PP PRA

Pay Pool Performance Review Authority (PP PRA):


1. Head of your Component
2. Provides oversight of the pay pool process
3. Performs a summary review of all pay pool recommendations to ensure conformance to policy and equity across pay pools
4. Provides final approval for payout recommendations

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A unique role in the pay pool process is the PP PRA. This refers to the Pay Pool Performance Review Authority. The PP PRA is the Head of your DoD Component and he or she provides oversight of the pay pool process.


Specifically, the PP PRA will perform a summary review of all pay pool payout recommendations to ensure they conform to policy and equity across pay pools and will provide final approval for payout recommendations.

DCIPS 101 – Pay Pools





The DCIPS logo is located in the top left corner of the presentation slide, featuring the same stylized star and text as the main header.

Pay Pool Funding





A small icon in the top right corner of the slide depicts a blue pool table with a yellow ball, labeled "Pay Pools".

A photograph showing three business professionals (two men and one woman) in a meeting. They are seated around a dark table, looking at documents. The man on the right is writing on a document. The woman in the center is looking at the documents. The man on the left is seen from the back, looking towards the other two.

The annual planned funding levels for performance-based payouts are established by September 30 of the performance year and approved by the USD(I)




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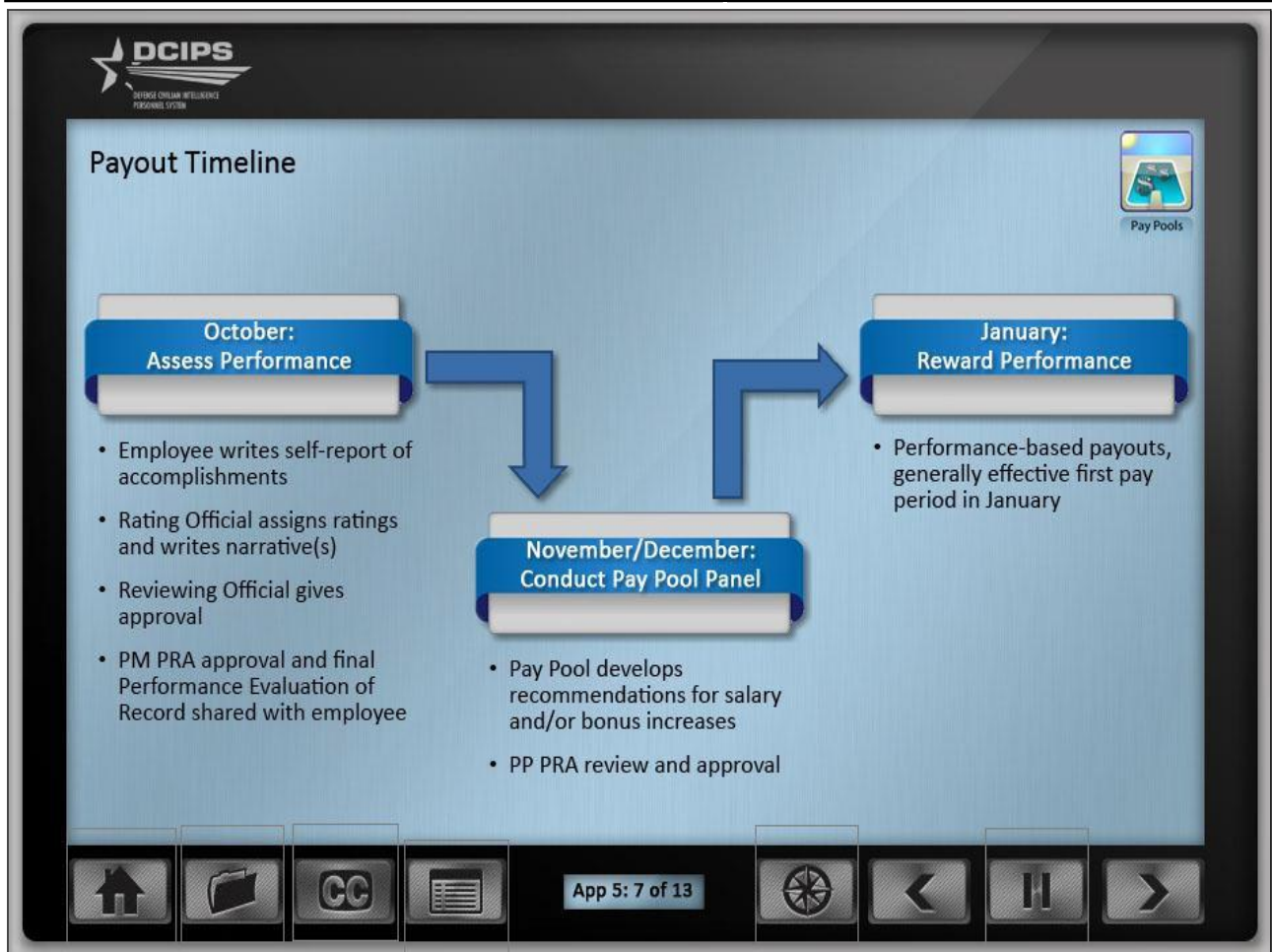
(Read slide for information.)

DCIPS 101 – Pay Pools

The screenshot shows a tablet displaying the DCIPS Pay Pools application. At the top left is the DCIPS logo. The main title "Pay Pool Funding" is in the upper left. A central image shows hands writing on a document with a bar chart. Below the image, text states: "The Head of your Component has the flexibility to allocate the pay pool budget to individual pay pools in the manner that best supports Component mission". A small "Pay Pools" icon is in the top right. The bottom navigation bar includes icons for home, folder, CC, list, a status bar showing "App 5: 6 of 13", a compass, and navigation arrows (back, pause, forward). The forward arrow is highlighted with a yellow border.

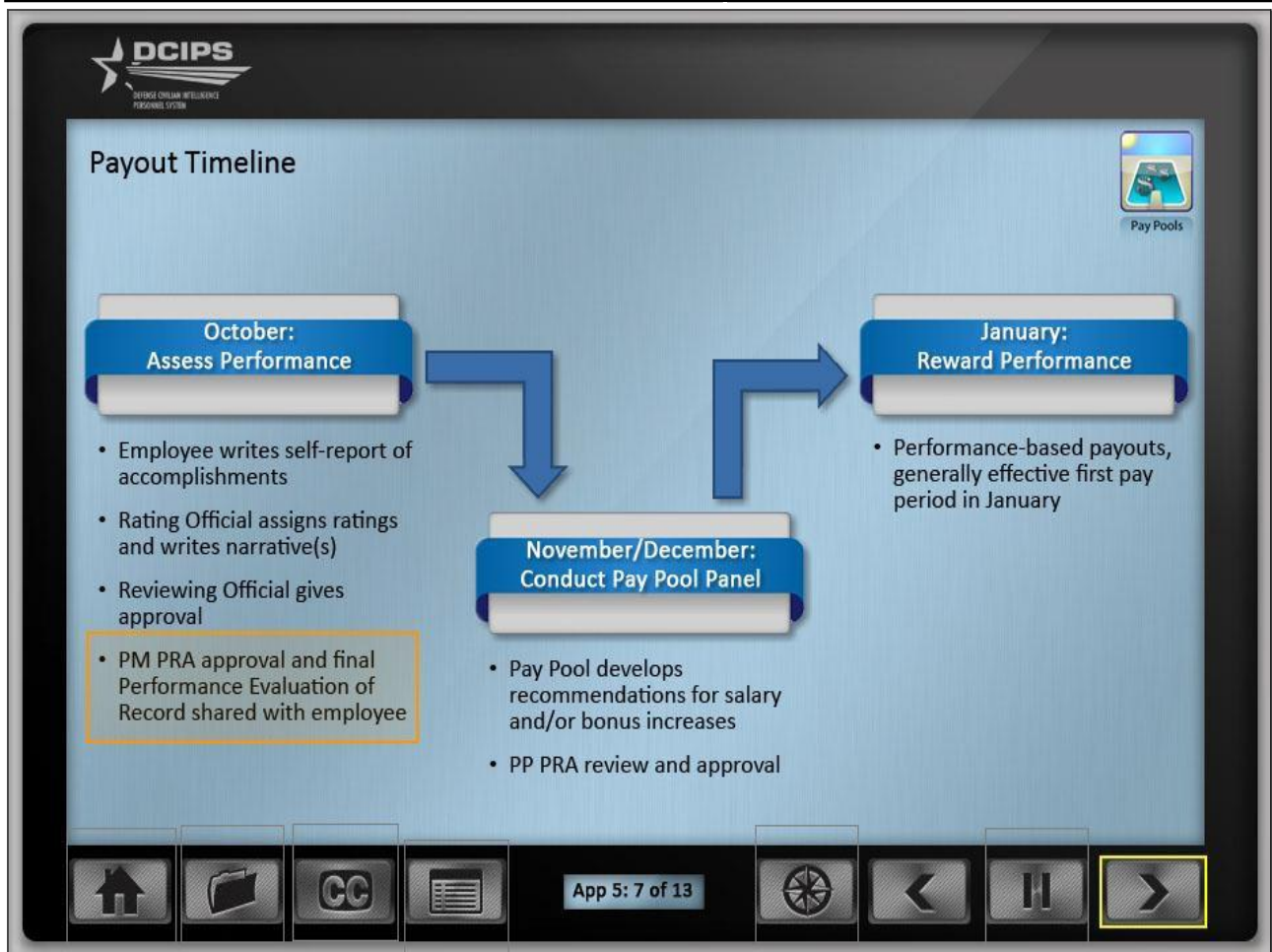
Once funding has been determined, the Head of your Component has the flexibility to allocate the pay pool budget to individual pay pools in the manner that best supports Component mission.

DCIPS 101 – Pay Pools



All performance evaluations are completed and provided to the pay pools prior to initiation of pay pools. Pay pools generally don't begin their deliberations until at least 45 days after the close of the performance evaluation period. Generally pay pools don't begin until the 15th of November. The payout recommendations must be approved by the PP PRA. Once pay pool results are approved, payouts are distributed in early January, generally the first pay period of the new calendar year.

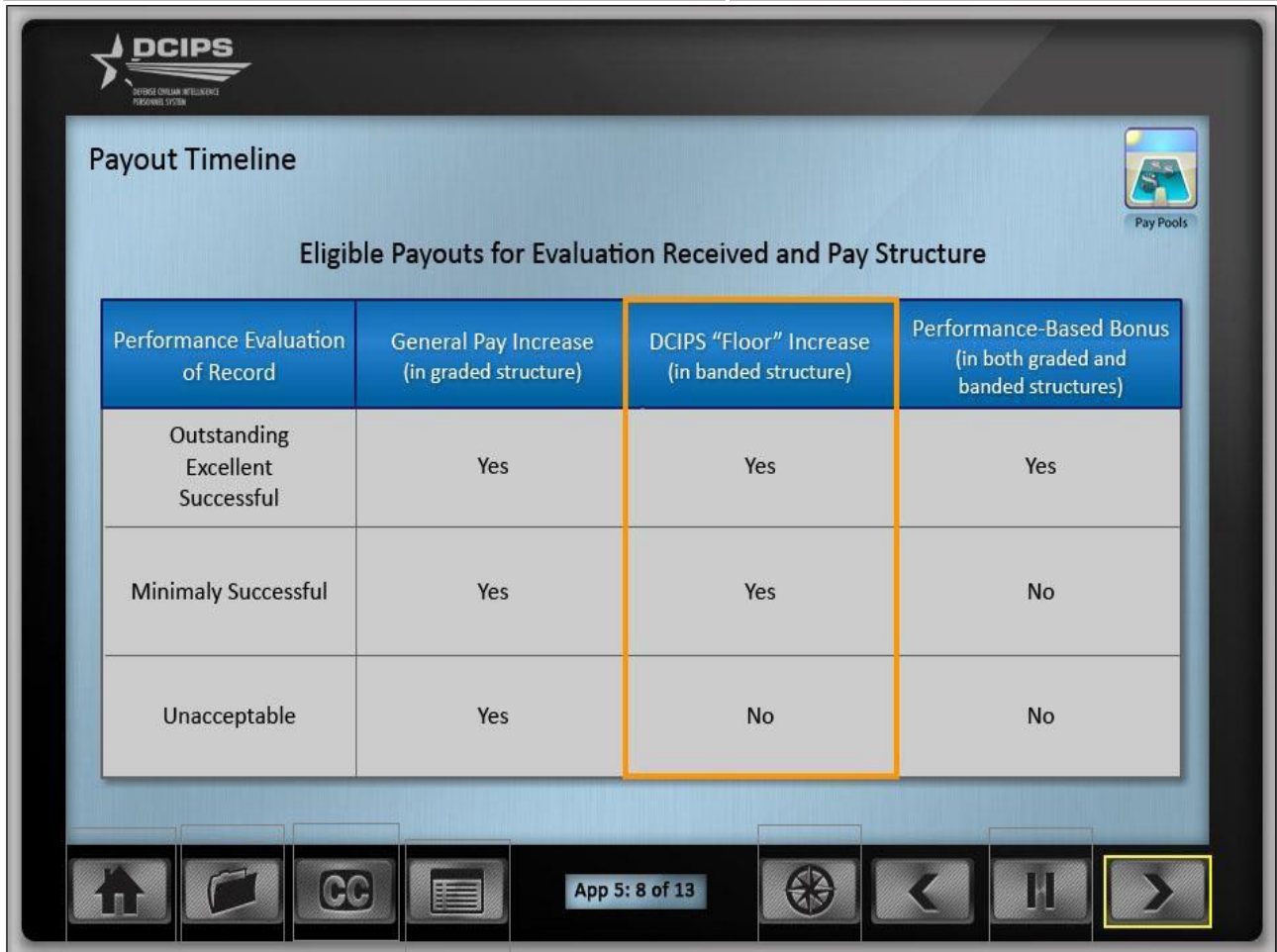
DCIPS 101 – Pay Pools



An important point to clarify pertaining to the pay pool process timeline is that DCIPS Performance Evaluations of Record are finalized prior to the pay pool process.

This helps to reinforce the prohibition on quotas or forced distributions.

DCIPS 101 – Pay Pools



The screenshot shows the DCIPS Pay Pools application interface. At the top left is the DCIPS logo. The main title is "Payout Timeline". Below it is the subtitle "Eligible Payouts for Evaluation Received and Pay Structure". A table with four columns and three rows of data is displayed. The columns are: "Performance Evaluation of Record", "General Pay Increase (in graded structure)", "DCIPS 'Floor' Increase (in banded structure)", and "Performance-Based Bonus (in both graded and banded structures)". The rows represent performance levels: "Outstanding Excellent Successful", "Minimally Successful", and "Unacceptable". The "DCIPS 'Floor' Increase" column is highlighted with an orange border. At the bottom of the screen is a navigation bar with icons for home, folder, CC, list, a status bar showing "App 5: 8 of 13", a compass, and navigation arrows. The rightmost arrow is highlighted with a yellow border.

Performance Evaluation of Record	General Pay Increase (in graded structure)	DCIPS "Floor" Increase (in banded structure)	Performance-Based Bonus (in both graded and banded structures)
Outstanding Excellent Successful	Yes	Yes	Yes
Minimally Successful	Yes	Yes	No
Unacceptable	Yes	No	No

This chart identifies what types of payouts you may be eligible for based on the evaluation received and your pay structure.

For those organizations operating under the DCIPS banded structure, the performance payout “floor” is the minimum performance increase in base salary that an employee performing at the Successful or above levels and otherwise eligible for a performance payout may receive during the annual pay pool process.

The screenshot shows a tablet interface for the DCIPS Pay Pools application. At the top left is the DCIPS logo. The main title "Payouts Reward Performance" is centered at the top. Below the title are four square images: a woman in a red shirt looking at papers, a group of three people clapping, two women in business attire talking, and a man in a blue shirt working at a desk. To the right of these images, under the heading "Final points:", is a bulleted list. At the bottom of the screen is a navigation bar with icons for home, folder, CC, list, a compass, back, pause, and a highlighted forward arrow. A status bar in the center of the navigation bar reads "App 5: 9 of 13".

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

Payouts Reward Performance

Pay Pools

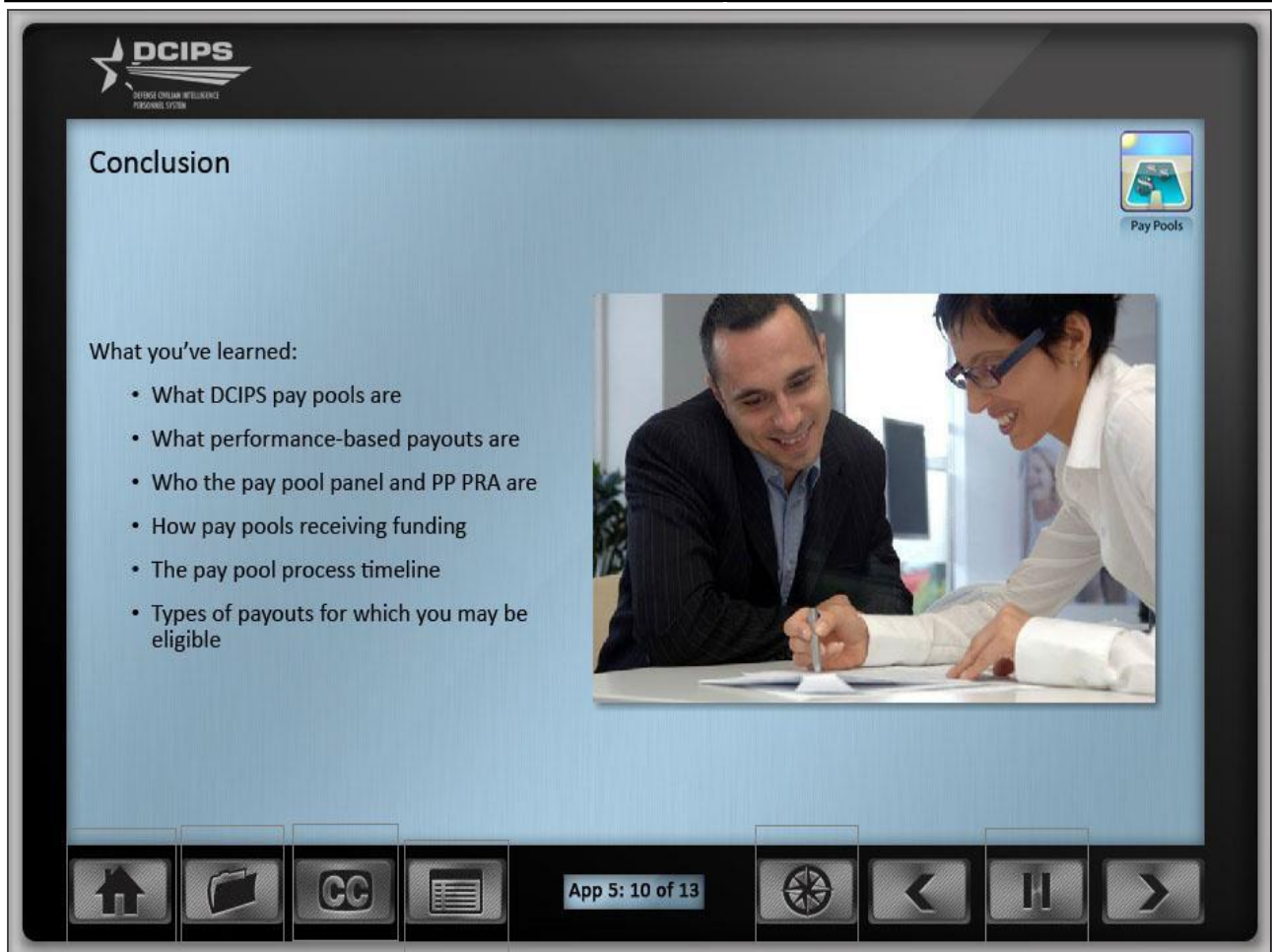
Final points:

- Bonuses are used to reward exceptional performance
- Stay in communication with your Rating Official to ensure:
 - Expectations for your performance are clear
 - That you are working on the most important tasks

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Not every employee in your Component will get a bonus, and even though you may receive a bonus one year, this doesn't mean you will get a bonus in future years.

Your performance-based payouts are based on your performance for the current performance evaluation period, annual pay pool funding, and Departmental and Component-specific guidance. As such, it is important that you stay in communication with your Rating Official to ensure expectations for your performance are clear and that you are working on the most important tasks.

This is a screenshot of a presentation slide titled "Conclusion" from the DCIPS 101 – Pay Pools presentation. The slide has a light blue background. In the top left corner is the DCIPS logo. In the top right corner is a small icon of a pool table with the text "Pay Pools" below it. The main content area on the left lists "What you've learned:" followed by a bulleted list of six items. To the right of the list is a photograph of a man and a woman in business attire smiling and looking at documents on a table. At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, a status indicator "App 5: 10 of 13", a compass, and navigation arrows (back, pause, forward).

DCIPS
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PERSONNEL SYSTEM

Conclusion

What you've learned:

- What DCIPS pay pools are
- What performance-based payouts are
- Who the pay pool panel and PP PRA are
- How pay pools receiving funding
- The pay pool process timeline
- Types of payouts for which you may be eligible

Pay Pools

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In this presentation, we've identified what DCIPS pay pools are, what performance-based payouts are, who the pay pool panel and PP PRA are, how pay pools receive funding, the pay pool process timeline, and the types of payouts for which you may be eligible.

DCIPS 101– Pay Pools



We recommend reviewing all available DCIPS 101 files to gain a better understanding of the different components.