



Leader Training Roadmap

The standard evaluation period for DCIPS runs from October 1 through September 30 of each year, although some components' dates vary slightly because the USD(I) has granted exceptions. Timeframes listed for the training courses are general guidelines and should be confirmed with your HR office. These training events are not mandatory. These courses may be delivered through web based training (WBT) or instructor led training (ILT).

If you have been assigned to a pay pool or have pay pool responsibilities, your organization has mandatory training requirements. See your HR office for the training required as a pay pool participant.

- Initial training and prerequisites
 - DCIPS 101 (WBT)**—Highlights the key elements of DCIPS; A prerequisite to all training.
 - Introduction to DCIPS for Leaders: Achieving Results, Accomplishing Mission (ILT)**—Targets senior executives and leaders who must understand and use the performance management regulations and processes.
- August/September: Performance Planning Process
 - The Key to Leading Your Mission (WBT)**— Reviews critical roles for leaders in establishing, communicating, and implementing a strategy to guide performance ratings.
- September/October: Establish and Reinforce Rating Consistency
 - Achieving Consistency in Performance Evaluating and Rating (ILT)**— Reinforces the concepts and practices of consistently evaluating and rating performance.
 - *Even though you will not be evaluating and rating performance until the end of the evaluation period, it is best to discuss this early so everyone has a common understanding and inconsistencies can be addressed early.*
 - *It is a 'best practice' that leaders with responsibilities within DCIPS and with subordinate rating and reviewing officials participate in this workshop to oversee and ensure consistency early and often.*
- October/November: Understanding Pay Pools
 - DCIPS Pay Pools, Performance, and You (WBT)** – Explains how performance management and the pay pool process are designed to ensure that employees are appropriately recognized and rewarded.



Leader Roles and Responsibilities

Your general roles and responsibilities under DCIPS may be helpful in understanding the suggested training schedule. Also, you should familiarize yourself with DoDI 1400.25-Volume 2011, DCIPS Performance Management, in order to better understand the system, its processes, and your role. Your general roles and responsibilities may include:

Performance Management Performance Review Authority (PM PRA). *A senior employee or board within the chain of supervision of employees included in the rating and performance management processes for the organization, responsible for oversight of the performance management process. PM PRA provides merit system oversight of the rating under its purview, ensures compliance with merit principles, and resolves individual employee requests for reconsideration of ratings.*

Pay Pool Performance Review Authority (PP PRA). *The Head of the DoD Component with DCIPS positions, in his or her capacity of providing oversight of pay pool processes. The PP PRA provides oversight of the pay pool processes of an entire DoD Component with DCIPS positions to ensure consistency in the application of principles and criteria, and approves payouts.*

Pay Pool participant. *If you are assigned one of these roles, you will have additional training from your component. Seek guidance from your HR office and see DoDI 1400.25- Volume 2012 for additional information.*

PM PRA general roles and responsibilities:

1. Oversight of performance evaluations conducted under his or her purview to ensure the consistency of DCIPS performance management practices within DoD components with DCIPS positions.
2. Ensuring compliance with merit system principles and prevention of conflicts of interest in the establishment and operation of pay pools.
3. Final independent review of employee evaluation of record when challenged by an employee (see DoDI 1400.25-Volume 2011, section 9 of enclosure 2 for procedures).
4. Reviewing the End of Year Evaluations of Record: October/November
 - Concurrent with the reviewing official's action, all evaluations of record are forwarded to the PM PRA for final review to ensure consistency across supervisors and reviewing officials and compliance with applicable laws and regulations.
 - The PM PRA completes the performance evaluation review process not later than 45 days following the end of the evaluation period.
 - *When the PM PRA determines there are inconsistencies requiring action, the PM PRA should try to resolve the discrepancies with the accountable reviewing officials. The PM PRA must consult with legal counsel to ensure their actions conform to law.*
 - *Where appropriate, the PM PRA may suggest corrective action prior to approval of ratings by the reviewing officials to ensure the integrity of the performance evaluation process.*
5. Approving the Performance Evaluations of Record: November
 - The PM PRA must approve the evaluations prior to the rating official communicating it to the employee.



Leader Roles and Responsibilities

- If the employee chooses to formally challenge the evaluation of record, the formal reconsideration of the rating is by the PM PRA. The PM PRA should seek guidance from your component's HR office and legal counsel, where appropriate.
- Procedures for reconsideration are in DoDI 1400.25- Volume 2011, Enclosure 2, page 28.

PP PRA general roles and responsibilities:

1. Provide final approval for pay pool recommendations.
2. Perform a summary review prior to effecting results of all performance-based compensation decisions for pay pools for which the PP PRA is responsible to assess conformance to policy guidance and equity across pay pools.
3. May return a pay pool's payout decision results to the pay pool manager for remediation if the situation warrants, consistent with applicable law and the provisions of DoDI 1400.25- Volume 2012.