DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)
PERFORMANCE EVALUATION OF RECORD

EMPLOYEE NAME: _____ **PERFORMANCE 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 evaluation requirements of the Defense Civilian Intelligence Personnel System. To ensure all appropriate records on an employee's performance are retained and are available (1) to agency officials having a need for the information; (2) to employees; and (3) to support actions based on the records.

ROUTINE USE(S): To OPM in connection with its personnel management evaulation role in the executive Branch. The Routine Uses found at http://dpclo.defense.gov/privacy/SORNs/govt/OPMGOVT-2.html and http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html apply.

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in the record being misfiled or being unable to be filed in the correct employee file.

INSTRUCTIONS FOR COMPLETION OF DCIPS PERFORMANCE EVALUATION OF RECORD 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/Grade: 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 of Record Documentation.
To be completed by all parties as appropriate to document the establishment of performance objectives, midpoint review, closeout evaluation, and evaluation of record as required.

PART C - Relevant Organizational Mission/Strategic Goals.
Organizational Mission and Strategic Goals as they apply to an employee's performance.

PART D - Performance 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. The Overall Performance Element Rating, Overall Performance Objective Rating, and Overall Rating are rounded to one decimal point. The Performance Evaluation of Record is the whole number evaluation of record and descriptor (e.g., "3 - Successful") converted from the Overall Rating as follows: 4.6 - 5.0 = "5 - Outstanding"; 3.6 - 4.5 = "4 - Excellent"; 2.6 - 3.5 = "3 - Successful"; 2.0 - 2.5 = "2 - Minimally Successful"; <2 on any objective = "1 - Unacceptable".

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

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

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)
PERFORMANCE EVALUATION OF RECORD

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

PART A - ADMINISTRATIVE DATA

1. EMPLOYEE NAME *(Last, First, Middle Initial)*	2. SOCIAL SECURITY NUMBER *(Last 4 digits)*
	XXX-XX-

3. POSITION TITLE	4. PAY SCHEDULE/OCCUPATIONAL SERIES/PAY BAND/GRADE

5. ORGANIZATION	6. DUTY STATION

7. PAY POOL ID

8. EVALUATION PERIOD	a. START DATE *(YYYYMMDD)*	b. END DATE *(YYYYMMDD)*

9. EVALUATION OF RECORD EFFECTIVE DATE *(YYYYMMDD)*	10. PERFORMANCE PLAN LAST MODIFIED *(YYYYMMDD)*

PART B – PERFORMANCE EVALUATION DOCUMENTATION

	PERFORMANCE PLAN	MIDPOINT REVIEW	PERFORMANCE EVALUATION OF RECORD ☐ Closeout-Early Annual	CLOSEOUT *(other than early annual)*
EMPLOYEE: Signature:				
Date *(YYYYMMDD)*				
RATING OFFICIAL Printed Name: Signature:				
Date: *(YYYYMMDD)*				
Communication Method *(face-to face, telephone, other)*				
REVIEWING OFFICIAL: Printed Name:				
Signature:				
Date: *(YYYYMMDD)*				

EMPLOYEE NAME: _____ PERFORMANCE YEAR: _____

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

PART D – PERFORMANCE EVALUATION OF RECORD - SUMMARY
(Please read Instructions for Part D before completing this section.)

SECTION 1 - Performance Elements

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

SECTION 2 - Performance Objectives (maximum of 10 performance objectives)

PERFORMANCE OBJECTIVE	TITLE	PERFORMANCE OBJECTIVE RATING *(1 – 5 or NR if not rated)*
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
OVERALL PERFORMANCE OBJECTIVE RATING		

SECTION 3 - Performance Evaluation of Record

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

EMPLOYEE NAME: _____   PERFORMANCE YEAR: _____

PART E - PERFORMANCE ELEMENTS

PERFORMANCE ELEMENT:

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

EMPLOYEE SELF-REPORT OF ACCOMPLISHMENTS (Limited to 2,000 characters)

RATING OFFICIAL EVALUATION (Limited to 2,000 characters)

Copy _____ of _____

PART F - PERFORMANCE OBJECTIVES

PERFORMANCE OBJECTIVE NO.	TITLE:	LAST MODIFIED ON: *(YYYYMMDD)*

PERFORMANCE OBJECTIVE (Limited to 1,000 characters)

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

EMPLOYEE SELF-REPORT OF ACCOMPLISHMENTS (Limited to 2,000 characters)

RATING OFFICIAL EVALUATION (Limited to 2,000 characters)

Copy _____ of _____