



INTELLIGENCE

OFFICE OF THE UNDER SECRETARY OF DEFENSE
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JUN 11 2013

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, NATIONAL SECURITY AGENCY/CENTRAL
SECURITY AGENCY
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
DIRECTOR, DEFENSE INTELLIGENCE AGENCY
DIRECTOR, NATIONAL RECONNAISSANCE OFFICE
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
DIRECTOR, DEFENSE SECURITY SERVICE
DIRECTOR, MISSILE DEFENSE AGENCY
DIRECTOR, DEFENSE PRISONER OF WAR/MISSING IN
ACTION PROGRAM OFFICE
DIRECTOR, DEPARTMENT OF DEFENSE CONSOLIDATED
ADJUDICATION FACILITY
CHIEF OF STAFF, OFFICE OF THE UNDER SECRETARY OF
DEFENSE FOR INTELLIGENCE

SUBJECT: Defense Civilian Intelligence Personnel System Performance Management
Close-out Guidance for 2013

As you prepare your components for the close-out of the fifth annual Defense Civilian Intelligence Personnel System (DCIPS) performance evaluation period, I ask you to remain committed to a rigorous performance management process. In this year of fiscal uncertainty, it is important to emphasize the intrinsic value of performance management. Establishing organizational goals, providing employees with meaningful feedback, identifying development opportunities, and evaluating accomplishments at the individual and organizational level are cornerstones of effective performance management.

Reviews of DCIPS performance management results from past years show a gradual annual increase in performance ratings, and a trend of assigning higher performance evaluation ratings to employees in the higher bands and grades. I believe these matters are worthy of discussion at both the enterprise and component levels to ensure that objectives are appropriate for the employee's work level, and that performance standards are applied appropriately to gauge employee performance in support of their objectives and elements. New for this performance cycle are changes to the performance elements which implement Executive Order 13526 to clarify employee responsibilities for handling classified information. This change also supports requirements in Intelligence Community Directive 651.

As in past years, I encourage you as senior leaders to discuss your expectations and component guidance as well as review last year's results with your direct reports before your



organizations engage in the year-end performance evaluation process. DCIPS provides tools in the form of policy, performance standards, training, and communication materials in addition to information on prior year results that can assist in these discussions. The website, <http://dcips.dtic.mil> is your portal for resources to assist your organization. My staff is also available to assist you with unique or specific issues or training requirements that you may have.

Maintaining a rigorous performance management process that supports mission success is essential in a performance culture such as ours. My point of contact is Mr. Timothy Clayton, Director, Human Capital Management Office at (703) 604-1124 and is authorized to provide additional guidance and policy clarification, as necessary.

A handwritten signature in black ink, appearing to read "Michael G. Vickers". The signature is fluid and cursive, with the first name "Michael" being larger and more prominent than the last name "Vickers".

Michael G. Vickers

cc:
Director of National Intelligence
Deputy Assistant Secretary of Defense for Civilian Personnel Policy