



DEPARTMENT OF THE MARINE CORPS  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

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From: Assistant Director of Intelligence, Headquarters, U.S.  
Marine Corps  
To: Intelligence Workforce  
Subj: PERFORMANCE REVIEW AUTHORITY LETTER TO THE WORKFORCE

1. As we in Marine Corps Intelligence complete our third year under DCIPS, our process continues to evolve. We will ensure that we have a system that meets our organizational and workforce needs, while adhering to policy and USDI guidance. Examples in FY11 include introduction of a staggered performance cycle and the transition to grades and steps.

2. Bonus Pools have also been an evolving process based on both lessons learned and the realities of the fiscal environment. For the FY11 performance cycle, transition to grades and steps will not affect Bonus Pool deliberations because this performance cycle was completed in pay bands. In addition to the Government-wide freeze on pay that will be in effect through 2012, the Office of Personnel Management capped the budget for civilian awards at 1% of aggregate salaries of which USDI mandated the use of .8% for bonus, reducing Marine Corps Intelligence bonus budgets from the 1.9% of salaries used last year. As the pool of funds available is drawn down, our goal is to continue to recognize significant contributions with meaningful bonus amounts. For this performance year's bonus pools, the top third of eligible employees will receive a bonus.

3. In addition, for the first time since 2007, Quality Step Increases (QSIs) are available during the Bonus Pool cycle. QSIs represent a one-step equivalent raise. Although included in our overall performance management process, QSIs do not count against our Bonus Pool funds; however, Department of Defense guidance restricts component spending on QSIs. Component Commanders will review the pool of employees achieving "outstanding" ratings who are eligible for a QSI and recommend awardees. Bonus pools will be provided this information for use during their deliberations. The final determination on award of QSIs lies with the PRA based on available funds. Employees receiving a QSI are not eligible for a bonus.

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4. Staggered performance cycles for Non-Supervisors and Supervisors were implemented as a pilot this summer, bringing greater accountability to the performance management process. The resultant two-level Performance Review Board increases the transparency of the deliberations and enhances the feedback provided.

5. Change is challenging, especially when coupled with the current economic environment and our operational tempo. We will continue to maintain our high standards, provide meaningful and timely feedback to employees, and meet the needs of our Marines.



K. M. DOLAN  
By direction