



Department of the Army
Volume 2007

Defense Civilian Intelligence Personnel System Occupational Structure

March 2012

SUMMARY of CHANGE

AP-V 2007

Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure

This Army Policy Volume, dated 17 July 2009, is revised to reflect the below changes.

- Adds references to delegation of position classification authority (Enclosure 1, reference (d) and Enclosure 3, para 1.d.)
- Removes references to pay bands and adds references to the grades (throughout)
- Clarifies Commander responsibilities (Enclosure 2, para 7.g.)
- Clarifies commander responsibilities to appoint a DCIPS Position Management Officer (Enclosure 2, para 7.e.)
- Removes references to conversion and replaces with guidance on maintaining position structures (Enclosure 3, para 2.)
- Added DCIPS grading standard for GG graded positions (Enclosure 3, Appendix D)
- Added a checklist for alignment (classification) appeal packages (Enclosure 3, Appendix G)
- Added a memo format for a formal request for reconsideration of alignment appeal (Enclosure 3, Appendix H)
- Replaces the term classification with alignment (throughout)
- Adds clarifying terminology to glossary (glossary)
- Ensures consistent usage of terminology in regards to DCIPS (throughout)
- Makes administrative editorial changes (throughout)

Department of Army DCIPS Policy

VOLUME 2007 – Defense Civilian Intelligence Personnel System Occupational Structure

1. Purpose

a. *Overall Policy.* Refer to Department of Army (DA) Policy-Volume 2001 (AP-V 2001), Defense Civilian Intelligence Personnel System (DCIPS) Introduction (Reference (a)).

b. *This Volume.* In accordance with references listed in Enclosure 1, this Volume establishes Army policies, responsibilities and procedures for the DCIPS Occupational Structure and further supplements and must be used in concert with Reference (b), and Army policy guidance on civilian personnel management. Additional supplementation is authorized except where prohibited.

2. References

See Enclosure 1.

3. Applicability

This policy applies to Army civilian positions, employees or organizations as described in Reference (a) engaged in or in support of an intelligence or intelligence-related mission.

4. Definitions

See Glossary.

5. Policy

It is Army policy that:

a. *Army organizations are responsible for the implementation of and compliance with the Office of the Director of National Intelligence (ODNI) and Department of Defense (DoD) occupational structure policies and programs.*

b. *All DCIPS positions will be structured to provide a balance among mission needs, economy, efficiency of operations, and effective employee utilization.*

c. *Organization structures will be developed to support DCIPS professional development and Equal Employment Opportunity (EEO) goals and principles.*

d. *Positions shall reflect personnel requirements as determined by mission category, work category, work level, grade level and career program.*

e. *The cornerstones of the DCIPS occupational structure are as follows:*

(1) *Accurate position alignment (title, occupational series, work level and grade.*

(2) *Accurate position descriptions.*

(3) *Equal pay for equal work.*

(4) *The participation of functional managers / supervisors in all phases of the development of the DCIPS occupational structure.*

f. Personnel delegated alignment authority or work assignment authority are entrusted to comply and uphold the aforementioned principles.

g. Position structures shall support rank-in-position personnel system construct.

6. Responsibilities

See Reference (a) and Enclosure 2.

7. Procedures

See Enclosure 3.

8. Releasability

Unlimited. This policy is approved for public release.

9. Effective date

This policy is effective immediately.

Enclosures

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2. Responsibilities, *page 6*
3. Procedures, *page 8*
 - A. Mission Categories, *page 10*
 - B. Work Categories, *page 11*
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Glossary

ENCLOSURE 1

REFERENCES

(a) *AP-V 2001, Defense Civilian Intelligence Personnel System Introduction, March xx, 2012*

(b) *DoD Instruction 1400.25, Volume 2007, "DoD Civilian Personnel Management System: DCIPS Occupational Structure, April 17, 2012*

(c) *Intelligence Community Directive Number 652, "Occupational Structure for the Intelligence Community Civilian Workforce," April 28, 2008*

(d) *Assistant Secretary of the Army (Manpower and Reserve Affairs) Civilian Personnel Policy (SAMR-CPP), "Delegation of Position Classification Authority," November 17, 1997*

(e) *Sections 201-219 of title 29, United States Code*

Pre-Signature

ENCLOSURE 2

RESPONSIBILITIES

Responsibilities in this enclosure supplement and must be conducted in concert with those listed in Reference (a).

1. Secretary of the Army

The Secretary of the Army will:

a. Implement the DoD Policy 1400.25-Volume 2007 (Reference (b)) within the DA; issue supplemental guidance as appropriate, monitor DA Programs for compliance with the provisions of this policy, and respond to reporting requirements established by the USD(I).

b. Delegate the authority as appropriate, to implement this policy within Army.

2. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA))

See Reference (a) for role and responsibilities of ASA (M&RA).

3. The Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-1, Assistant G-1 (Civilian Personnel) (AG-1(CP))

See Reference (a) for role and responsibilities of the AG-1(CP).

4. The Headquarters Department of the Army, Deputy Chief of Staff, G-2 (HQDA, DCS, G-2)

The HQDA, DCS, G-2 will establish the alignment program's strategic direction, provide the overall policy framework, and approve policy guidance for administration of DCIPS occupational structure.

5. The Headquarters Department of the Army, Assistant Deputy Chief of Staff, G-2 (HQDA, ADCS, G-2)

The HQDA, ADCS, G-2 will:

a. Provide executive advice and consultation to the HQDA, DCS, G-2 and direct the full spectrum of DCIPS occupational structure programs, policies, and systems through supervision of Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-2, Director, Intelligence Personnel Management Office.

b. Ensure the implementation of DCIPS occupational structure and compliance with policy guidance.

c. Monitor, measure and enforce the ratio of the Work Levels 4 (Senior/GG-14) and 5 (Expert/GG-15) positions (Reference (b)).

d. Serve as the final approval authority for requests for alignment decisions from Commands when a standard position description does not apply (see procedures in enclosure 3, paragraph 1).

6. The Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-2, Director, Intelligence Personnel Management Office (HQDA, ODCS, G-2, IPMO)

The Director of the IPMO will:

- a. Create standardized position descriptions to be used throughout the Army Intelligence Community.*
- b. Analyze DCIPS occupational structure for consistency and, as necessary, initiate consistency reviews and forward any requests for alignment decisions when a standard position description does not exist to the HQDA, ADCS, G-2 for final approval/disapproval.*
- c. Provide guidance to Commanders on DCIPS alignment appeal decisions which may have an impact on Army positions.*
- d. Monitor and ensure compliance with controls on the ratio of Work Levels 4 (Senior/GG-14) and 5 (Expert/GG-15) positions as directed by Reference (b).*

7. Commanders of the Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs) and the Administrative Assistant to the Secretary of the Army (AASA)

Commanders will:

- a. When published, use the standardized position descriptions created by HQDA ODCS, G-2 IPMO for all Army Intelligence personnel job alignment.*
- b. Submit requests for alignment decisions to HQDA, ODCS, G-2 IPMO when a published standard position description does not apply (see enclosure 3, paragraph 1).*
- c. Exercise alignment responsibilities as delegated in reference (d).*
- d. Manage Command alignment programs and establish supplemental alignment guidance, where permitted.*
- e. Manage the functions and positions within their purview in a manner that optimizes productivity, organizational effectiveness, and cost-efficiency while meeting mission requirements. This may include designating a management official to serve as the DCIPS Position Management Officer. The Position Management Officer will resolve difficult position structure, manpower, reorganization, or budget problems. If no Position Management Officer is designated, the commander will serve in this capacity.*
- f. Monitor and ensure compliance with controls on the ratio of Work Levels 4 (Senior/GG-14) and 5 (Expert/GG-15) positions directed by Reference (b).*
- g. Commanders may delegate occupational structure authority, as appropriate, in accordance with HQDA, G-2, Delegated Civilian Human Resources (CHR) Authorities*

8. Assistant Deputy Chief of Staff, G-1, Civilian Human Resources Agency (CHRA), Civilian Personnel Advisory Centers (CPACs)

CHRA, CPACs will provide occupational structure guidance to activity commanders, supervisors and managers.

ENCLOSURE 3

PROCEDURES

1. General structure

a. The DCIPS occupational structure is consistent with ODNI guidance (Reference (c)). It aligns with the ODNI mission and work categories to ensure positions are established and maintained with the focus on accomplishing the DoD intelligence mission.

b. The DCIPS occupational and position structure provides the basis on which organizations operating under a rank-in-position personnel management construct establish workforce requirements against which they may structure their recruitment, retention, and development programs in support of the intelligence mission.

c. The *Army* DCIPS occupational structure provides the foundation for managing the *Army* DCIPS pay structure. The elements consist of: mission categories, occupational groups, work categories, work levels, GG grades, job titles and competencies. (See Appendices A, B, C, D and Glossary for definitions.)

d. *Army DCIPS* GG position grades shall be grouped in accordance with the work category and work level descriptors in Appendices B and C. *Army officials with delegated authority, in accordance with Reference (d)*, shall regularly review positions in accordance with paragraph 3.a.(2) of Enclosure 2 of Reference (b) and ensure they are properly aligned to mission, occupational series, work category, work level, GG grade, title, and competencies based on work requirements.

e. *Commanders shall use the HQDA ODCS, G-2 IPMO standardized job descriptions, when published, to promote equity, efficiency, and effectiveness by consolidating and generically describing and replacing individual position descriptions that are similar or identical. Standardized job descriptions will provide for greater consistency throughout the Intelligence Community (IC).*

f. *When a standard job description exists, but Commanders determine that due to their mission requirements, a unique position description is needed, Commanders must request an alignment decision through their chain of command to the HQDA, ODCS G-2, IPMO. At a minimum, requests for alignment decisions will include:*

- (1) The proposed job description (certified by the responsible management official).*
- (2) An evaluation statement.*
- (3) The supervisor's job description.*
- (4) Job descriptions of the employees supervised (if applicable).*
- (5) Organizational chart.*
- (6) Mission and function statements.*
- (7) A narrative describing why a standardized job description cannot be used.*

g. Position Management

(1) Position Management involves the structuring of positions, functions and organizations in a manner that optimizes productivity, efficiency and organizational effectiveness. Managers should structure positions to form an organization that provides for effective and economical mission accomplishments, considering the following position management principles:

(a) Design positions around required skills and mission essential tasks rather than the personal qualifications of an employee.

(b) Design positions to promote career progression whenever possible, exploring all opportunities to re-engineer jobs downward for entry level and upward mobility purposes to meet affirmative action goals, improve employee morale to reduce turnover.

(c) Avoid establishing deputy positions. If created, such positions will be classified one grade level lower than the supervisor/manager to which they report.

(d) Review organization structures to identify and eliminate positions/organizational elements performing similar functions or duplicate work efforts. Review all vacancies closely for necessity.

(e) Review vacant positions to restructure at the lowest work category, work level, and grade level compatible with mission accomplishment to make maximum use of financial resources.

(f) Whenever possible consider restructuring, designing, and establishing vacant positions for employment opportunities for individuals with disabilities.

(2) Commanders will designate a management official, in writing, who is trained in budget administration and DCIPS occupational structure to serve as the DCIPS Position Management Officer. The Position Management Officer will resolve difficult position structure, manpower, reorganization, or budget problems. If no Position Management Officer is designated, the commander will serve in this capacity. A suggested format for this designation is contained in Appendix E.

h. Alignment Complaint and Appeal Procedures are contained in Appendix F.

2. Maintaining position structures

a. Commanders will maintain an ongoing program to assign all positions to the appropriate mission, occupation, title, work category, work level and GG grade in accordance with mission requirements. Positions aligned to the GG-15 grade will be aligned in accordance to the grading criteria contained in Appendix D to Enclosure 3. Positions will be verified as accurate in accordance with guidance in this policy, prior to assignment of an employee to the Army DCIPS position.

b. Army DCIPS position work level/grade distributions will comply with allocation limits established by the USD(I) for positions at and above the Senior Level of the Professional Work Category. Exceptions to the established allocation limits must be supported through mission-focused workforce analysis and evaluation of Army work against DCIPS alignment criteria.

c. The Army will continue to assign occupational series and titles to DCIPS positions. Upon publication and alignment of the DoD occupational titling practices to the requirements of this DoD DCIPS Occupational Structure, all Army DCIPS positions shall be realigned to occupational groups and titles using the procedures established in this policy.

APPENDIX A TO ENCLOSURE 3

DCIPS MISSION CATEGORIES

1. General

The mission categories in this appendix are derived from those in the National Intelligence Program budget structure. They shall be used to the extent practical to categorize DCIPS occupations or positions performing similar or related missions or functions. For the purposes of this policy, the work performed by civilian employees or required by positions may be classified in a mission category that is different from the funding source of the position. The occupational groups that map to these mission categories may be further defined by the appropriate functional community.

2. DCIPS mission categories

a. Collection and Operations. This category includes occupations or positions whose incumbents engage in the collection and reporting of information obtained from intelligence sources by various means, including human and technical means, as well as occupations whose incumbents engage in intelligence and counterintelligence operations and in technical support of collection and operations.

b. Processing and Exploitation. This category includes occupations or positions whose incumbents engage in the conversion of information collected from various intelligence sources into a form that can be analyzed to produce an intelligence product.

c. Analysis and Production. This category includes occupations or positions whose incumbents engage in the preparation of a finished intelligence product from information obtained and processed from one or more intelligence sources in support of customer requirements.

d. Research and Technology. This category includes occupations or positions whose incumbents engage in basic, applied and advanced scientific and engineering research and development.

e. Enterprise Information Technology. This category includes occupations or positions whose incumbents support an organization's information systems, such as telecommunications, network operations, operation and maintenance of common user systems, and computing infrastructure. Additionally, this category includes occupations or positions whose incumbents engage in assuring the security of DoD or national security systems and information by providing knowledge and technology to suppliers and clients (i.e., those engaged in information assurance).

f. Enterprise Management and Support. This category includes occupations or positions whose incumbents engage in sustaining activities that support an organization, to include human resources, finance, logistics, security, legal, acquisition and other program areas.

g. Mission Management. This category includes occupations or positions whose incumbents engage in the coordination and integration of Intelligence Community-wide requirements, resources and activities.

APPENDIX B TO ENCLOSURE 3

DCIPS WORK CATEGORIES

1. General

Each DCIPS position shall be assigned to a work category according to the criteria below. These required work categories describe broad sets of related occupational groups characterized by common types of work within the DCIPS community. In applying these criteria, the Army shall base decisions on the work category most applicable to the predominant type of work assigned to the position and performed by the incumbent (e.g., primary purpose of the work, required qualifications).

2. DCIPS work categories

a. Technician/Administrative Support. This category includes positions with duties and responsibilities that primarily involve support for the operations and functions of a particular type of work or organizational unit. Such support activities are technical or administrative in nature, and qualifications generally are acquired through practical experience supplemented by on-the-job and/or skills-specific training. Such work tends to have fewer career progression stages and work levels. Positions in this category typically are covered by Reference (e), commonly known as the Fair Labor Standards Act.

b. Professional. This category includes positions with duties and responsibilities that primarily involve professional or specialized work that requires the interpretation and application of concepts, theories, and judgment. As a minimum, all groups in this category require either a bachelor's degree or equivalent experience for entry. However, some occupations in this category have positive education requirements (i.e., a requirement for a particular type or level of academic degree). This work category features multiple career progression stages and work levels.

c. Supervision/Management. This category includes positions with duties and responsibilities that primarily involve planning, directing, and coordinating the operation of units within components; developing and/or executing strategy; formulating and/or implementing policies; overseeing daily operations; and managing material, financial and/or human resources.

APPENDIX C TO ENCLOSURE 3

DCIPS WORK LEVELS

1. General

The Army shall use the following work level descriptions to describe and align DCIPS work in each of the work categories established in Appendix B. Positions at the full performance, senior, or expert work levels may also be defined as supervisors or managers, if appropriate, based on the functional role the positions are designed to fulfill. *Each work level denotes a common level of difficulty, responsibility, and qualification requirements; such as entry, full performance, senior or expert level.*

2. DCIPS work levels

a. Entry/Developmental. In the professional and the technician/administrative support work categories, work at this level includes learning and applying basic procedures and acquiring competencies through training and/or on-the-job experience. Positions in the technician/ administrative support work category at this level may involve independent performance of duties. Technician/administrative support positions should be placed in this work level when their primary function is the execution of established office procedures and standard program practices, and when typical career patterns for the occupation do not extend to the complexity, variety, and scope of work level 2.

b. Full Performance. Work at this level involves independently performing the full range of non-supervisory duties assigned to the employee. Employees at this level have successfully completed required entry-level training or developmental activities either within the employing organization or prior to joining the organization. Employees at this work level have a full understanding of the technical or specialty field, independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Within established priorities and deadlines, full performance employees exercise independent judgment in selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Actions at this level may have impact beyond the work unit and, as a result, employees at this level typically collaborate internally and externally with their peers.

c. Senior. Work at this level involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in the technical or specialty field. Receiving broad objectives and guidelines from the supervisor, senior employees independently handle a wide range of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Following broad objectives and guidelines, employees act independently to establish priorities and deadlines within expectations established by the supervisor and exercise individual judgment to choose alternative guidelines to complete assignments. Employees may lead and coordinate special projects, teams, tasks, and initiatives and may be required to build and utilize collaborative networks with key contacts within and

outside of their immediate organization. Actions at this level are likely to have an impact beyond the employee's immediate organization.

d. Expert. Work at this level involves an extraordinary degree of specialized knowledge or expertise to perform highly complex and ambiguous assignments that normally require integration and synthesis of a number of unrelated disciplines and disparate concepts. Employees at this level set priorities, goals, and deadlines and make final determinations on how to plan and accomplish their work. The Army relies on employees at this level for the accomplishment of critical mission goals and objectives and, as a result, employees may lead the activities of senior and other expert employees, teams, projects, or task forces. Employees at this level create formal networks involving coordination among groups across the IC and other external organizations.

3. Applying DCIPS work levels to the supervision / management work category

a. Supervision. Work of this type involves planning, directing, assigning, leading, and monitoring the work of the unit; hiring or selecting employees; and managing and appraising employee and organizational performance; disciplining employees; resolving employee complaints, and supporting the development of employees. Supervisors make decisions that impact the resources (people, budget and material) of the work unit, ensure the technical quality and timeliness of the work produced by employees in the unit, and collaborate with supervisors across the organization in unstructured situations.

b. Management. Work of this type involves supervision of other subordinate managers and/or supervisors and/or direction of units, functions, or projects that may be staffed by civilian or military personnel. Managers are responsible for justification, direction, and allocation of resources (people, budget, material) across the organization through one or more levels of supervision, and for setting organizational goals, objectives, and priorities. They handle highly complex, sensitive, or ambiguous challenges facing the organization(s); interact with, influence, and persuade high-ranking officials within and outside the organization, agency, and other external organizations; and make decisions that have an impact within and outside of the immediate organization and agency.

APPENDIX D TO ENCLOSURE 3

DCIPS GRADING STANDARD (DGS) FOR GG GRADED POSITIONS

1. Introduction and purpose

a. DCIPS organizations using the GG grade structure shall use the guidance in this appendix to assign GG grades to nonsupervisory and supervisory/managerial positions following assignment of the DCIPS work category using guidance contained in Appendix B, and work level using guidance contained in Appendix C.

b. The DGS for GG positions is the standard for assigning grades in the alignment of all DCIPS positions in the GG grade structure, grades GG-1 through GG-15. The standard is derived from the Primary Grading Standard for the Office of Personnel Management Factor Evaluation System, and has its origins in the grading standard used to classify positions under the Department of Defense Civilian Intelligence Personnel Management System (CIPMS). This standard consists of two parts. Part I provides grading criteria for nonsupervisory positions; Part II provides standards for assigning grades to supervisory/managerial positions.

c. *In addition, due to the diversity in Army's intelligence and security missions and functions and the need for ensuring equal treatment throughout the Commands supplementary alignment guides based on the DGS will be used to align Army DCIPS positions. The Army Occupational Guides (AOGs) and additional supplementary guidance is available for specific intelligence and intelligence-related series and provide alignment guidance for non-supervisory and supervisory positions.*

2. Part I

a. *Grading Criteria for Nonsupervisory DCIPS Positions.* Grading criteria for nonsupervisory DCIPS positions assesses five job-content factors that when appropriately applied and summed allow for consistent placement of DCIPS positions into the DCIPS work level and GG structure across occupations and work categories. For each factor below, a degree of difficulty and its associated point total is assigned to a position. See Table 1 for DCIPS nonsupervisory grade conversion.

Factor A Essential Knowledge. This factor measures the nature and extent of information or facts that employees must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply this knowledge.

Degree A-1 – 5 Points

The work requires knowledge of simple, routine, or repetitive tasks or operations that typically include step-by-step instructions and require little or no previous training or experience; and skill to operate simple equipment requirement little or no previous training or experience.

Degree A-2 – 15 Points

The work requires knowledge of basic or commonly used rules, procedures, or operations that typically require some previous training or experience; and basic skills to operate equipment requiring some previous training or experience, such as keyboard equipment or reproduction equipment.

Degree A-3 – 20 Points

The work requires knowledge of a body of standardized rules, procedures, or operations requiring considerable training and experience in order to perform the full range of standard clerical and non-clerical assignments and resolve recurring problems; and the skill, acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations

Degree A-4 – 30 Points

The work requires knowledge of an extensive body of rules, procedures, or operations requiring extended training and experience in order to perform a wide variety of interrelated or non-standard procedural assignments and resolve a wide range of problems. Work also requires a practical knowledge of standard procedures in a technical field, requiring extended training or experience, in order to perform such work as adapting equipment, when this requires considering the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources

Degree A-5 – 40 Points

The work requires knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methods of a professional or administrative occupation and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures; or, in addition to the practical knowledge of standard procedures in Degree A-4 above, practical knowledge of technical methods to perform assignments such as carrying out limited projects which involve use of specialized, complicated techniques

Degree A-6 – 60 Points

The work requires knowledge of the principles, concepts, and methods of a professional or administrative occupations as previously described that has been supplemented either by: (a) skill gained through job experience to permit independent performance of recurring assignments, or (b) expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures in the occupation that are significantly more difficult and complex than those covered by degree A-5; or (c) practical knowledge of a wide range of technical methods, principles, and practices

similar to a narrow area of a professional field and skill in applying this knowledge to such assignments as the design and planning of difficult, but well-precedence projects

Degree A-7 – 80 Points

The work requires knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments; and/or a comprehensive, intensive, practical knowledge of a technical field and skill in applying this knowledge to the development of new methods, approaches, or procedures

Degree A-8 – 95 Points

The work requires a mastery of one or more professional or administrative fields. The employee at this level applies experimental theories and new developments to problems not susceptible to treatment by accepted methods; makes decisions or recommendations significantly changing, interpreting, or developing important policies and programs

Degree A-9 – 115 Points

The work requires a mastery of a professional or administrative field in order to generate and develop new hypotheses and theories. The employee at this level is a leading authority in the specialty not only within the Department or joint organization, but also throughout the Defense establishment and the Intelligence Community

Factor B – Guidelines. This factor measures the nature of the guidelines used (e.g., regulations, procedures, precedents, methods, techniques and forms of governance over the work) and the degree of interpretation required of these references, including judgment and originality

Degree B-1 – 10 Points

Specific, detailed guidelines covering all important aspects of the assignments are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor

Degree B-2 – 25 Points

Procedures for performing the work are established and a number of specific guidelines are available. The number and similarity of guidelines and work situations required the employee to use judgment in locating, selecting, and applying the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Adaptability and versatility are required to meet changing work situations

Degree B-3 – 50 Points

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as

the policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Degree B-4 – 70 Points

Administrative policies and precedents are applicable but are stated only in very general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies .

Degree B-5 – 95 Points

Guidelines are broadly stated and nonspecific, such as broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as an authority in the development and interpretation of guidelines .

Degree B-6 – 115 Points

Guidelines are virtually non-existent. Precedents are obscure or not available. Originality, creativity, or extensive experience are required to deal with or to plan theoretical, experimental, or complex programs of such advanced and novel character that new concepts and methods must be developed. The lack of guidelines requires the employee to develop definitive plans and heads pioneering efforts to solve problems that required an extension of theory .

Factor C – Scope of authority and effect of decisions. This factor covers the relationship between (1) the nature of the work (e.g., purpose, breadth, and depth of assignments) and (2) the effect of the work products or services both within and outside the organizational element. Effect also measures such things as whether the work output facilitates the work of others, provides timely service of a personal nature, or impacts on the adequacy of research conclusions.

Degree C-1 – 15 Points

The employee takes or recommends actions on routine assignments or portions of special assignments where errors in decisions or commitments can be readily detected and corrected. The primary consequence of error is localized loss of time.

Degree C-2 – 30 Points

The employee makes decisions on the application of established procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may results in loss of time in other organizational units .

Degree C-3 – 50 Points

The employee makes decisions based on the interpretation of regulations and practices and initiates actions that affect various organizational units. Commitments that do not

involve interpretation of policy or the setting of precedents may have an adverse effect upon the activities of the assigned element. Errors could prove costly in terms of delay and waste of time and resources within the element.

Degree C-4 – 70 Points

The employee makes decisions and initiates actions that involve the interpretation of policy or the setting of precedents. The employee makes authoritative determinations and advises on technical problems. Decisions and commitments often involve large expenditures of resources and have a strong impact on important programs.

Degree C-5 – 90 Points

The employee makes recommendations and decisions that materially affect the scope and direction of large, complex, and significant programs or technical and scientific activities of crucial importance to the Component's, Department's or Intelligence Community's mission. Commitments may result in the initiation of major programs or the cancellation or modification of existing major programs.

Factor D – Work Relationships. This factor includes contacts with persons not in the supervisory chain, and is based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the degree to which the employee and those contacted recognize their relative roles and authorities. Also considered by this factor are the purposes of the contacts, which ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

Degree D-1 – 5 Points

Person-to-person work relationships occur, but generally are of an incidental nature and do not constitute a significant part of the work.

Degree D-2 – 15 Points

Person-to-person work relationships are a regular and necessary part of the job and are for the purpose of giving or obtaining factual information that is easy to convey and simple to understand.

Degree D-3 – 35 Points

Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

Degree D-4 – 55 Points

Person-to-person work relationships are for the purpose of giving or obtaining information on non-routine problems requiring not only explanation or interpretation of facts but also discussion and inferences in order to gain concurrence or persuade to action.

Degree D-5 – 75 Points

Person-to-person work relationships are for the purpose of discussing policy matters and major changes in program emphasis in order to provide authoritative advice on their effect and feasibility, to gain necessary cooperation and support, or to persuade to action.

Degree D-6 – 95 Points

Person-to-person work relationships are for the purpose of securing acceptance or indispensable support of, or explaining and defending, policies and programs that represent the most controversial or crucial phases of the Department, Intelligence Community, and/or joint organization's programs. Personal contacts are typically with high-ranking officials at national or international levels, with executives of large industrial firms or with specific policy makers and senior staff of other Departments and/or joint organizations or the Intelligence Community.

Factor E – Supervision Received. This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the method for reviewing completed work.

Degree E-1 – 5 Points

The supervisor makes specific assignments that are accomplished by clear, detailed, and specific instructions. As the employee gains familiarity with the work, instructions are not detailed for repetitive tasks, but the employee's responsibilities remain clearly defined. The employee works as instructed and consults with the supervisor as required on matters not covered in the original instructions. The supervisor maintains control through review of the work for accuracy, adequacy, and adherence to instructions and established procedures.

Degree E-2 – 20 Points

The supervisor maintains control over work through checking for accuracy, adequacy, and adherence to instructions. Instructions given to the employee are well defined, but the employee may recommend modifications to those instructions if the assignment is new, difficult, or unusual. The employee carries out routine assignments but unforeseen problems and unusual situations may be referred to the supervisor for help or decisions.

Degree E-3 – 35 Points

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, previous training, or accepted practices in the occupation. Finished work is review for accuracy, quality, and compliance with more complex instructions and guidelines.

Degree E-4 – 55 Points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines and projects. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise and interpreting policy in terms of established objectives. The supervisor is kept informed of progress and any controversial matters. Finished work and methods are reviewed for accuracy and effectiveness and for compliance with complex instructions and guidelines.

Degree E-5 – 75 Points

The supervisor generally provides only administrative direction, with assignments made in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. The supervisor is kept informed of significant developments. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility, effectiveness, or expected results and for its contribution to the overall project or program.

Degree E-6 – 95 Points

Assignments are made in terms of overall organization mission and policies. The employee selects objectives, plans, and methods independent of any review. Delegated authority is complete. Broad policy questions or major problems of coordination are resolved in conference with advisors and/or personnel of other Component elements. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities. Results of completed work are considered as technically authoritative and are normally accepted without significant change.

Degree E-7 – 115 Points

The employee is often the most authoritative professional in a particular field with the Department, Intelligence Community, and/or joint organization. The work is generally considered to be pioneering in a particular specialty. Supervision is virtually nonexistent. The independence of action inherent at this level is hampered only by the constraint on the availability of funds or other resources and/or major program goals and national priorities.

Table 1. DCIPS Nonsupervisory Grade Conversion*

Technician/Administrative Work Category	Total Points	GG Grade Level	Professional Work Category
Entry and Developmental Work Level / Pay Band 1	0-19	1	Entry/Developmental Work Level / Pay Band 2
	20-29	2	
	30-44	3	
	45-79	4	
	80-104	5	
	105-129	6	
	130-159	7	
Full Performance Work Level / Pay Band 2	160-179	7	Full Performance Work Level / Pay Band 3
		8	
	180-204	9	
Senior Work Level / Pay Band 3	205-224	10	Senior Work Level / Pay Band 4
	225-244	11	
	245-294	12	
	340-379	13	Expert Work Level / Pay Band 5
		14	
	380-424	15	

* When applying this grade conversion chart, all work is classified first to the Work Category and Work Level using the guidance contained in this volume, and then to the appropriate GG grade based on this conversion chart. (IAW 1.c., supplementary AOGs and guidance will be used to align work to the appropriate GG grade.)

The Army is aligned to the DCIPS Occupational structure, but will follow the general grading standard resulting in all Grade 13 Army DCIPS employees aligned to the Full Performance level and all Grade 7 DCIPS employees aligned to the Entry/ Developmental work level.

3. Part II

a. *DCIPS Supervisory Positions.* The following are the Factor and Degree descriptors for DCIPS Supervisory and Managerial positions. When applying the grading guidelines below, they should be applied in the context of the total job. For those positions with mixed supervisory and non-supervisory responsibilities, the final grade of the position should be assigned based on the level of work in the position that represents the preponderance of the responsibility of the position. See Table 2 for DCIPS supervisory/managerial position grade conversions.

Factor A – Guidelines. This factor measures the degree to which judgment and originality play a role in the supervisor’s role assignment. It is the availability and degree to which they apply, or the degree to which guidelines are absent, that determines the level of independent judgment and initiative in a supervisory position.

Degree A-1 – 15 Points

The supervisor works in strict adherence to guidelines, and deviations must be authorized by the immediate supervisor.

Degree A-2 – 35 Points

The supervisor works in adherence to guidelines but may use some independent discretion in locating and selecting the most appropriate guidelines or references.

Degree A-3 – 55 Points

The supervisor uses judgment, resourcefulness, and initiative in adapting and applying guidelines, and is responsible for analyzing results and recommending changes to deal with the more difficult or unusual assignments.

Degree A-4 – 75 Points

Guidelines exist, but the supervisor must use judgment and ingenuity to interpret the intent of these guides. The supervisor may be required to make major or novel adaptations to existing guides in order to accomplish the mission.

Degree A-5 – 95 Points

Guidelines have only limited application in the most significant areas of work supervised. The supervisor exercises a very high degree of originality and sound judgment in formulating, evaluating, and monitoring the organization's programs in instances where new concepts or technologies are developed, where there are no precedents and/or guidelines on which to base or predict expected results, and where few if any existing guidelines can be used to develop appropriate criteria, methods, procedures, and techniques. Inherent in a position at this level are the exercise of judgment and ingenuity in guiding personnel in the analysis of unique problems and the development of new and improved techniques and methods for accomplishing the organization's mission.

Degree A-6 – 115 Points

The only available guidelines are broad statements of policy, and precedents are obscure or non-existent. A supervisor at this level has full and final technical responsibility for the work of the organization and is responsible for developing plans and programs related to pioneering efforts. The limited guidelines pose a significant and continuing requirement for high level of ingenuity and originality in order to lead and supervise the organization.

Factor B – Scope and Variety of Operations. This factor is intended to measure the extent to which size, workload, and variety of functions of the organization supervised contribute to the difficulty of the supervisor's position.

Degree B-1 – 25 Points

The supervisor is responsible for supervising the day-to-day work of an element in which the operations are well defined and work methods are firmly established. Only one kind of work is normally represented. The supervisor directs work-flow, guides employees in the application of established procedures, assigns new or additional work when required, trains new employees, and initiates personnel actions. The supervisor reviews work in progress or upon completion of compliance with instructions and overall quality.

Degree B-2 – 65 Points

The supervisor is responsible for planning and supervising the work of work unit for which the programs and objectives are clearly defined and the organizational structure fully established. At this level of supervision more than one kind of work may be present, requiring an additional body of knowledge, and moderate variations in workload may be imposed on the supervisor due to cyclic fluctuations. The supervisor plans work flow and makes work assignments, adjusting workloads and adapting or modifying procedures to alleviate backlogs or delays. The supervisor reviews completed work for technical adequacy and for compliance with instructions and is responsible for the quality and quantity of completed work.

Degree B-3 – 95 Points

The supervisor is responsible, directly or through subordinate supervisors, for organizing, planning and directing the work program of an organization for which program objectives and limitations are established. At this level of supervision, a greater variety of work and activities requiring frequently shifting work assignments and diversified occupational specialties exists. The supervisor may be required to alter the organizational structure of the element and work methods to meet changes in requirements and shifts in workload. The supervisor assigns and reassigns personnel and consults with superiors on major technical and administrative problems. He or she is responsible for the effective use of assigned personnel and for the quality and quantity of work produced.

Degree B-4 – 125 Points

The supervisor is responsible for directing and coordinating diverse work programs through intermediate levels of supervision. Within the framework of policy, the supervisor determines organizational structure and approves work plans and methods in order to efficiently and economically manage personnel and material resources. At this level, additional supervisory problems may exist such as subordinates located in widely separate locales; frequent changes to assignments and deadlines; frequent, often abrupt and unexpected changes in work assignments and goals; a wide variety of distinct occupations; or supervision of shift operations.

Work at this level requires the supervisor to be constantly adjusting to the unpredictable consequences of added pressure.

B-5 – 150 Points

The manager is responsible for executing a primary mission of the organization by managing and administering a group of major work programs. The supervisor is fully accountable for the economy and efficiency of operations, for compliance with U.S. and Component policy, and for the attainment of program goals and objectives. The variety and nature of the work supervised is often at the technical frontiers of not only the Component, but the Intelligence Community and the Department.

Factor C – Work Relationships. This factor measures the difficulty of attaining work goals and objectives through personal contacts within and outside the organization, and the nature, frequency, and purpose of person-to-person relationships required by the duties of the position.

Degree C-1 – 15 Points

Contacts are with personnel in the supervisor's immediate organization and are either so highly structured or of such an incidental nature that they do not play a role in overall performance.

Degree C-2 – 35 Points

Person-to-person work relationships are required but are not essential in the overall daily performance. Contacts at this level would normally be within the supervisor's organization to explain changes in work patterns or to explain deviations in work processes or methods.

Occasional coordination with other elements having a similar mission relationship may occur if guidelines or instruction require joint coordination to avoid backlogs or delays.

Degree C-3 – 55 Points

Contacts are a regular and necessary part of the function and are generally to clarify or give facts or information in which the subject matter requires some interpretation. At this level, most contacts are within the supervisor's own assigned organization; however, occasional contacts may be with external organizations whose missions differ considerably from the supervisor's.

Degree C-4 – 75 Points

Daily contact is required with personnel in a wide variety of Activity organizations having mission-related activities and occasionally with operating personnel within the Intelligence Community. The purpose of contacts at this level is to resolve non-routine problems affecting the overall activities of the organization. At this level, the supervisor must persuade or influence others to gain concurrence on major issues that affect the supervisor's organization.

Degree C-5 – 95 Points

Person-to-person work relationships are for the purpose of justifying, demanding, negotiating, or settling matters involving significant or controversial issues. Contacts are generally with highranking officials both within and outside the supervisor's organization. The supervisor is expected to provide authoritative advice and guidance, to be

spokesman for the organization, and be able to win support for the organization's programs.

Degree C-6 – 115 Points

Person-to-person work relationships are to negotiate or solve issues relating to the most significant programs of the organization. The supervisor must defend controversial or critical long-range plans of the organization, frequently at the highest levels of the Component, with ranking officials of other Intelligence Community or Government agencies, or with executives of corporations having dealings with the Component.

Factor D – Supervision Exercised. This factor measures the degree to which the supervisor is responsible for the various facets of technical and administrative supervision or management; his or her involvement in such things as work planning and organization, work assignment, and review, and the exercise of supervisory personnel functions. This is, in effect, an expression of the extent of supervision received from higher levels and the extent of the supervisor's own responsibility for the work produced.

Degree D-1 – 25 Points

At this level, the supervisor performs only basic supervision, such as ensuring that work schedules are met, that staffing is adequate to accomplish assigned tasks, and that adequate equipment and supplies are available for employees. The supervisor reviews work in progress or upon completions, explains any special instructions, and ensures that new employees are given proper training to perform the work. The supervisor also oversees attendance and leave, approves sick and annual leave and vacation schedules, and evaluates the performance of subordinates through the DCIPS or other appropriate Intelligence Community performance appraisal systems. Any controversial or disciplinary measures are referred to higher level supervisors for adjudication.

Degree D-2 – 65 Points

At this level of supervision, the supervisor typically:

- Plans work schedules and sequences of operations for assigned personnel, ensuring that deadlines are met and that there is even flow of work;
- Revises work schedules to meet changes in workload, including use of overtime or alternate work schedules;
- Gives special instructions on difficult or different operations, answering technical questions about the work;
- Informs higher level supervisors of anticipated vacancies, increases in workload, or other circumstances requiring replacement or additional staff;

- Informally recommends promotions, reassignments, and recognition and rewards for outstanding performance;
- Resolves employees' informal complaints that are within his/her jurisdiction, contacting higher levels of supervision for information and correction of unsatisfactory conditions;
- Directs on-the-job training for employees and provides back-up skills by cross training;

- Advises employees of the performance requirements of their positions and provides ongoing feedback on progress toward meeting requirements;
- Holds correcting interviews with employees and refers disciplinary problems to higher level supervisors;
- Prepares formal evaluations of employee performance and provides feedback on the evaluation;
- Explains to employees the main features and general procedures of promotion plans, training programs, and other opportunities, and seeks answers to more technical questions from higher level supervisors or staff specialists;
- Informs employees about the policies, procedures and goals of management as they relate to the work of the organization.

Degree D-3 – 95 Points

The supervisor at this level has authority to plan for and make changes in the organization of work in order to achieve efficient and economical operations within allowable budget, staffing levels, and policies established by higher organizational levels. While the normal work situation typically provides sources to which the supervisor can turn for advice and assistance on particularly difficult and out-of-the-ordinary technical problems, the supervisor does have substantial responsibility for the technical soundness of work, including the authority to define work quality standards and to prepare and issue internal instructions and procedures for work accomplishment. In addition to responsibilities for keeping employees and higher level supervisors informed of administrative, budgeting and personnel matters that affect them, the supervisors at this level have authority to prepare formal and follow-up actions for most supervisory personnel functions, including providing the primary input for promotions and award recommendations.

Degree D-4 – 125 Points

At this level the supervisor has full technical responsibility for the work of the organization and oversees an organization through one or more levels of subordinate supervisors. In addition to the authority to make changes in the organization of work within allowable budget and established policy, the supervisor has the authority to develop plans and schedules that guide subordinate supervisors in meeting program goals, objectives, and broad priorities established by higher level management. The supervisor establishes quality standards and internal instructions and procedures, and establishes operating guidelines to coordinate activities of subordinate supervisors in all substantive and management areas. The supervisor at this level approves, modifies, or rejects personnel actions initiated by subordinate supervisors.

Factor E – Complexity of work supervised. This factor measures the nature, level, and difficulty of the nonsupervisory work being supervised or managed. The degree level selected for this factor should represent the highest full-performance level of nonsupervisory work found in the subordinate work unit.

- Degree E-1 – 35 Points Supervises grades GG-1 through GG-4
- Degree E-2 – 40 Points Supervises grades GG-5 and GG-6

- Degree E-3 – 45 Points Supervises grades GG-7 and GG-8
- Degree E-4 – 50 Points Supervises grades GG-9 and GG-10
- Degree E-5 – 55 points Supervises grade GG-11
- Degree E-6 – 60 Points Supervises grade GG-12
- Degree E-7 – 65 Points Supervises grade GG-13
- Degree E-8 – 70 Points Supervises grade GG-14
- Degree E-9 – 75 Points Supervises grade GG-15

Table 2. DCIPS Supervisory Grade Conversion Table

Supervision Management Work Category	Total Points	GG Grade Level	Supervision Management Work Category
Technician/Administrative Work Category / Senior Work Level / Pay Band 3	228-249	11**	Professional Work Category / Full Performance Work Level / Pay Band 3
	250-289	12	
	290-344	13	
	345-394	13	Professional Work Category / Senior Work Level / Pay Band 4
		14	
	395-444	15	Professional Work Category / Expert Work Level / Pay Band 5

Note: DCIPS supervisory and managerial work is considered to be professional work, and begins at the second (full-performance) work level in the professional work category. Positions that are found to have point totals less than the minimum shown on this chart are to be aligned using the DCIPS nonsupervisory grading criteria. ***In certain circumstances and prior to conversion to DCIPS pay bands, Army's mission supported the use of supervisors at the Professional and Technician/administrative work categories in grades lower than GG-11. In circumstances where an Army DCIPS employee is performing supervisory work determined by application of Part II of the DGS to be lower than GG-11, the position will be aligned at that lower grade. Application of Part II of the DGS to these positions warrants sound application from a position management perspective for mission efficiency and cost effectiveness.*

- When applying this grade conversion chart, all work is aligned first to the Work Category and Work Level using the guidance contained in this volume, and then to the appropriate GG grade based on this conversion chart. *(IAW 1.c., supplementary AOGs and guidance will be used to align work to the appropriate GG grade.)*

**Note: The appropriate work level for GG-13 grade will be determined by applying the DCIPS grading standard as outlined in this appendix. Additional guidance may be published to ensure the standard is being applied correctly.*

Pre-Signature

APPENDIX E TO ENCLOSURE 3

SAMPLE FORMAT FOR DESIGNATION OF POSITION MANAGEMENT OFFICER

(Letterhead)

(DATE)

MEMORANDUM FOR XXXXXXXXXXXXXXXX

SUBJECT: DCIPS Position Management Officer Designation

1. According to AP-V 2007 Occupational Structure, (DATE), the **(organizational title), (name)** is designated to perform, in addition to his (or her) other duties, the functions of DCIPS Position Management Officer for the (command).
2. As DCIPS Position Management Officer, he (or she) will act for the Commander to—
 - a. Continually survey the position structure trends of the activity and direct appropriate action by line managers and staff when appropriate to correct past actions, modify future trends, or both.
 - b. Commit staff resources for the study and execution of proposed reorganizations.
 - c. Resolve any differences between line managers and staff in the realignment of organizational structures, the adoption of transitional plans to achieve these structures and if necessary an alternate means of acquiring additional budgetary resources.
 - d. Direct any action required to implement the DA DCIPS position management policy as prescribed in Army Interim DCIPS Policies.
3. Delegation of these functions to the Position Management Officer does not supersede nor affect the exercise of authority by the persons delegated by the Commander to perform functions such as the alignment and evaluation of civilian positions and assignment of manpower spaces.

(Signature Block)

APPENDIX F TO ENCLOSURE 3

ALIGNMENT COMPLAINT AND APPEAL PROCEDURES

1. Alignment appeals

Army DCIPS employees may appeal the pay plan, title, occupational series, work category, work level and/or grade of their officially assigned position at any time without fear of reprisal or future prejudice. An employee may file a formal appeal at any time; but should first consider the informal complaint process. When an alignment decision results in realignment of a position at a lower grade level, or a reduction in pay, the affected employee must be formally notified in writing. This notice must inform the employee that an appeal must be filed within 15 calendar days of the personnel action to preserve entitlement to retroactive benefits.

2. Restrictions

Army DCIPS employees may not file an informal alignment complaint or initiate appeal procedures on the following:

- a. Inclusion in or exclusion from DCIPS.*
- b. Accuracy of job descriptions. Accuracy will be resolved between the employee and the supervisor. If necessary, the Activity Commander or Position Management Officer will decide on current and future duties and responsibilities assigned to the position. This decision will be final.*
- c. Content of DCIPS alignment or OPM classification standards and guides or wage schedules and rates.*
- d. Proposed changes to occupational structure.*
- e. Alignment of a position based on comparison with other positions rather than with published standards or guides. Management officials, in conjunction with the advice from servicing CPAC advisors, must ensure that alignment decisions for similar, identical or related positions are consistent with applicable alignment guidance or appeal decisions.*
- f. Alignment of a position which has already been the subject of an appeal, unless there has been a change in the governing alignment standard, the major duties, or KSAs required by the position.*

3. Employee Representatives

- a. Employees may designate a representative, in writing, to assist in preparing and presenting an informal alignment complaint or position alignment appeal.*
- b. Management will determine the acceptability of the representative proposed by the employee by verifying the representative is not in a position that:
 - (1) Would cause a conflict or apparent conflict of interest or position (for example, anyone in the supervisory or managerial chain of command above the position in question, or a member of CHRA).*
 - (2) Would have official duties that do not allow release because of priority needs of the Government.*
 - (3) Would result in unreasonable costs to the Government if released.**

c. The organization will not initiate security clearance process for clearing a designated representative. If the representative does not have the proper clearance, the employee may take one of the following actions:

- (1) Choose a representative with the proper clearance.
- (2) Forgo representation.
- (3) Allow the case to proceed without the representative being allowed to challenge or otherwise comment on the classified information.

4. Informal Complaint Process

An employee may request an informal review at any time to his or her immediate supervisor. The requested review is limited to the employee's officially assigned position. The informal review can be oral or written; however, issues concerning retroactive pay will not be based on oral complaints. The supervisor will discuss the matter with the employee and explain the evaluation of the position. The supervisor may request assistance from the servicing CPAC Advisor. The supervisor must resolve the informal complaint process within 15 calendar days. As a result of the supervisor's decision:

- a. If the employee is satisfied, no further action need be taken, and the supervisor will document the decision.
- b. If a change in pay plan, title, occupational series, and work level and grade is necessary, the supervisor will notify the employee of the change, in writing and the change will be effective within 4 pay periods from the date of the decision.
- c. If the employee is not satisfied, he or she may file a formal appeal within 15 calendar days of the decision on the informal review.

5. Formal Appeal Process

Army DCIPS managers and supervisors, in conjunction with the servicing CPAC advisor, will provide employees with all required documentation for the formal process appeal, information on formal appeal procedures and explain position management and alignment decisions.

a. The employee's appeal must be submitted, in writing, to the servicing CPAC advisor. Items required for alignment appeal packet submission are listed in Appendix G and a sample format request is in Appendix H.

b. The CPAC advisor will ensure two copies of the completed case file is forwarded to the appropriate Commanders for decision. Case file will include items listed in Appendix G, as appropriate). Classified documents will not be attached.

(1) When the employee's organization belongs to a different command than the servicing CPAC Advisor (e.g. Fort Sam Houston, Texas IMCOM employee and Fort Huachuca servicing CPAC) the appellate authority is vested in the chain of command existing in the employee's organization.

(2) The employee or the employee's representative will be given the opportunity to review the material and may add further comments or information.

c. Commanders, have initial decision authority for alignment appeals, except for appeals relating to positions at the command headquarters, in which case the HQ

ADCS, G-2 is the first and final appellate authority for such positions. The HQ DA ADCS, G-2 is the first and final appellate authority for alignment appeals filed regarding a DCIPS standardized job description. Commander will ensure that decisions are coordinated with both the Career Program Manager or Activity Career Program Manager and the Civilian Human Resources Director. Appeal decisions will normally be made within 30 calendar days of receipt. If a decision cannot be made within that period, the employee will be notified in writing of the expected date of decision and the reasons for the delay. If the appeal is later forwarded to the HQDA, ADCS, G-2 for decision, an additional 30 calendar days begins upon receipt at that office. Similarly, the HQDA, ADCS, G-2 will inform the employee when a decision is delayed and of the reasons for the delay.

(1) If a decision is made within the specified timeframe, The Commander will notify the employee of the decision in writing. The notice will contain an analysis of the major duties, responsibilities, and qualification requirements of the position as they relate to the applicable alignment criteria. The notice will also advise that in order to continue the appeal, the employee or his or her representative must submit a reconsideration request in writing. A reconsideration request sample format is in Appendix J.

(2) If a reconsideration request is submitted, this request must be received by the ACOMs, ASCCs, DRUs (to include the U.S. Military Academy) and the Principal Officials of the HQDA, their staffs and other elements, FOAs, SSAs and those DRUs headed by other than a Commander (to include the U.S. Army Acquisition Support Center) which rendered the initial decision within 15 calendar days of the date of the original decision memorandum. The reconsideration request must contain specific reasons why the employee disagrees with the original decision.

(3) Upon receipt of a reconsideration request, the commander will forward two copies of the request, case file and decision memorandum to the HQDA ODCS, G-2 IPMO, (DAMI-CP), WASH, DC 20310-1000. A sample format is in Appendix J.

(4) The HQDA ADCS, G-2 (or designee) is the final appeal authority for Army DCIPS employees. A sample format is in Appendix K.

d. Copies of all formal appeal decisions will be sent to the HQDA ODCS, G-2 IPMO.

e. Effective dates.

(1) If an alignment is changed as the result of an appeal, the change will not be retroactive, but will be made effective in the prospectively, not later than four pay periods after the appeal decision is made.

(2) Appeal decisions will be applied retroactively to the date of the adverse action **only** for corrective actions based on a decision that reverses, in whole or in part, a downgrading or other alignment action that results in (a) an employee's compensation being reduced or (b) a demotion, if the appeal was filed timely.

f. Cancelling an appeal.

(1) A position alignment appeal will be canceled upon written request by the employee or in the event an employee leaves a position which is under appeal.

(2) If an employee does not furnish information within the time stated by the requesting authority, the appeal may be canceled. As an alternative, the appellate authority may decide the case based on available information. When an appeal is canceled, both the activity where the case originated and the employee will be notified.

g. Reopening an appeal.

(1) The appellate level that first decided an alignment appeal may independently decide to reopen the appeal. An appeal may also be reopened by the HQDA ADCS, G-2.

(2) No alignment appeal may be reopened after being canceled due to the appellant's failure to submit requested information within the time allowed. An exception to this rule is made when the employee can show that circumstances beyond his or her control prevented timely submission of the information. No alignment appeal may be reopened after the decision has been made, unless the employee presents new and material evidence. Any such request must include the employee's certification that he or she became aware of the new evidence no earlier than 10 calendar days prior to submission of the request.

(3) An employee may submit a special request to reopen an appeal directly to the IPMO, if he or she charges either improper action by the appellate authority, or that the appeal decision contradicts previous decisions made by echelons above the appellate authority.

Pre-Signature

APPENDIX G TO ENCLOSURE 3

CHECKLISTS FOR ALIGNMENT (CLASSIFICATION) APPEAL PACKAGES

1. *Employee alignment appeal checklist.*

- a. *Name, mailing address, and office telephone number (commercial and DSN).*
- b. *Duty station including installation, branch, and section.*
- c. *Unclassified official position description to include PD number and alignment (title, series, mission category, work category, work level, and grade). If classified, the CPAC Advisor will add a statement to that effect and give the location where the position description may be reviewed and the clearance level required.*
- d. *Job alignment requested (title, series, mission category, work category, work level, and grade).*
- e. *Information to support the alignment appeal request. Classified documents will not be attached.*
- f. *Name of employee's representative, if any.*

2. *CPAC Advisor will add the following information to the employee's appeal.*

- a. *An unclassified copy of the appellant's current official job description and brief evaluation statement containing the rationale for the alignment decision.*
- b. *An unclassified copy of the supervisor's job description (military or civilian) and evaluation statement.*

Note for a. and b.: If classified, the servicing CPAC Advisor will add a statement to that effect and give the location where the position description may be reviewed and the clearance level required in reviewing.

- c. *A statement, signed by both the employee and supervisor, certifying that the position description completely and accurately describes the position's major duties, responsibilities, and the knowledge, skills and abilities (KSAs). If the employee and supervisor are unable to agree to the position's major duties, responsibilities, and the knowledge, skills and abilities (KSAs), the supervisor will make the final determination as to the accuracy of the position description.*
- d. *If the position is supervisory:*
 - (1) *The position descriptions and evaluation statements for the subordinate positions and*
 - (2) *If the subordinate positions include military or foreign national employees, a list of the equivalent graded or Federal Wage System grade level.*
- e. *A brief evaluation statement containing the rationale for the alignment decision.*

- f. Information on the mission and structure of the organization, including an organizational chart detailing the title, series, mission category, work category, work level, grade, and position number of all positions in the unit, including military positions.*
- g. A copy of the appellant's latest SF-50 Notification of Personnel Action showing appellant's permanent assigned position.*
- h. A copy of the current performance plans for the position under appeal.*

Pre-Signature

APPENDIX H TO ENCLOSURE 3

SAMPLE FORMAT FOR EMPLOYEE REQUEST FOR ALIGNMENT APPEAL

(Letterhead)

(DATE)

MEMORANDUM THRU THE COMMANDER OF INSTALLATION OR ACTIVITY
WHERE EMPLOYEE IS EMPLOYED

FOR SERVICING CIVILIAN PERSONNEL ADVISORY CENTER ADVISOR

SUBJECT: Position Alignment Appeal – **(employee's name)**

1. Reference is made to Army DCIPS Policy
2. I hereby appeal the alignment of the position to which I am now officially assigned. The following information is furnished as required by Appendix G.
 - a. Name, mailing address, and office telephone number (commercial and DSN).
 - b. Duty station including installation, branch, and section.
 - c. Unclassified official position description to include PD number and alignment (title, series, mission category, work category, work level, and grade).
 - d. Job alignment requested (title, series, mission category, work category, work level, and grade).
 - e. Information to support the alignment appeal request. Classified documents will not be attached.
 - f. Name of employee's representative, if any.

(Date received in CPAC)
(Name and title of CPAC official)
(Date received by Command)

(Typed name and signature of employee)
(Date received -- ACPM)
(Name and title – ACPM)

Notes:

This format is to be used by an employee submitting an alignment appeal through DCIPS review channels. The employee may add attachments as desired.

APPENDIX I TO ENCLOSURE 3

SAMPLE FORMAT FOR OFFICIAL RESPONSE TO EMPLOYEE REQUEST FOR
ALIGNMENT APPEAL

(Letterhead)

(DATE)

MEMORANDUM THRU COMMANDER OF INSTALLATION OR ACTIVITY WHERE
EMPLOYEE IS EMPLOYED

FOR (employee's name)

SUBJECT: Position Alignment Appeal Decision – **(employee's name, current pay
plan, title, occupational series, work level, and job number)**

1. The following pertains to the alignment appeal cited above:
 - a. **(Organizational location and activity)**
 - b. **(Date alignment appeal filed)**
 - c. **(Date appeal received by appellate level)**
 - d. **(Alignment requested by employee)**
2. The appeal has been reviewed under the provisions of Army Interim DCIPS Policy. The decision of (Command, as appropriate) is that the position is properly evaluated as: **(pay plan, title, occupational series, and work level)** (Add appropriate remarks relating to standards used in arriving at the evaluation determination or other background information of interest to the employee or local command.)
3. (Give administrative instructions: for example, cite the rule governing the effective date for implementing the appeal decision. The appeal decision effective date is DD MMM YY – See Enclosure 3, Appendix F, paragraph 5.e.)
4. If appeal has been denied, additional reconsideration may be requested through the Commander to the HQDA ADCS, G-2 within 15 calendar days of this memorandum. The reconsideration request memorandum must contain specific reasons why you disagree with the original decision.

FOR THE COMMANDER:

(Appellate authority)

(Signature block)

Encl:
As applicable
CF:
IPMO
Servicing CPAC

APPENDIX J TO ENCLOSURE 3

SAMPLE FORMAT FOR FORMAL RECONSIDERATION REQUEST

(Letterhead)

(DATE)

MEMORANDUM THRU THE COMMANDER OF INSTALLATION OR ACTIVITY
WHERE EMPLOYEE IS EMPLOYED

FOR HQDA ODCS, G-2 IPMO, (DAMI-CP), WASH, DC 20310-1000

SUBJECT: Position Alignment Appeal Decision Reconsideration Request –
(employee's name)

1. In accordance with AP-V 2007 the following information is furnished for your final appeal authority decision:
 - a. Two copies of the employee's reconsideration request with employee's specific reason for disagreement
 - b. Case file
 - c. Decision memorandum See Enclosure 3, Appendix J.
2. Point of contact for this action (Name, Phone, Email)

(Signature block)

APPENDIX K TO ENCLOSURE 3

SAMPLE FORMAT FOR NOTICE OF FINAL DECISION

(Letterhead)

(DATE)

MEMORANDUM THRU (Commander of installation or activity where employee is employed)

FOR (Employee, Job location address)

SUBJECT: Position Alignment Appeal – Final Decision

1. Your position alignment appeal has been reviewed under the provisions of Army Interim DCIPS Policy. Your position found to be properly evaluated as:

(pay plan, title, occupational series, mission category, work category, work level and grade)

2. (Present evaluation rationale which supports the alignment decision. If the ACOM, ASCC, or DRU or G2 decision is agreement with the installation's evaluation statement, it may be certified as the command or HQ rationale.)

3. Based on the discussion above, this headquarters (upholds or denies) your appeal. Your servicing civilian personnel office will advise you of (the action's effective date).

FOR THE COMMANDER:

(Signature Block)

GLOSSARY

DEFINITIONS

Activity

Separate organizational components at various levels of command within a Military Department.

Competencies

The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics needed to perform a type of work or function.

DCIPS Elements

The DCIPS occupational structure elements are listed in the order most useful for understanding each and its relationship to the others, beginning with the broadest designation of mission categories and moving downward through work categories, work levels, and grades, job titles, and competencies that encompass individual positions.

GG Grade

The numerical designation, *grades GG-01 through GG-15* which identifies the range of difficulty and responsibility, and level of qualification requirements of positions *within DCIPS work levels. Work levels consist of one or two or more grades. These GG grades are similar to the General Schedule (GS) grades under title 5, USC, typically used in the excepted service.*

Grade

The numerical designation, GG-1 through GG-15, which identifies the range of difficulty and responsibility, and level of qualification requirements for DCIPS positions.

Job

See position description.

Job Titles

The labels applied by the Defense Intelligence Components to systematically defined sets of work activities that identify specialized tasks and competencies needed to perform a specific job.

Mission Categories

Broad classifications of work that reflect the various DoD Intelligence Component missions and functions and that align to designated budget categories for both the National Intelligence Program and the Military Intelligence Program.

Occupational Groups

One or more functionally related occupations, specialties, families, or classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns.

Occupational Series

A sub-division of an occupational group consisting of positions similar as to specialized line of work and qualification requirements and number such as GG-0132 Intelligence Series.

Pay Band

A single rate range within the DCIPS compensation structure that establishes the range of pay for a work category, occupational group, and work level.

Position

The duties and responsibilities which make up the work performed by an employee.

Position Description

The official description of management's assignment of duties, responsibilities, and supervisory relationships to a position.

Program

Major, ongoing, long-term mission areas for an individual Intelligence activity or agency with many related projects and dedicated resources.

Project

Short term activity or undertaking that supports a program or a subdivision of a program.

Rank-in-position

Personnel management construct in which the organization's position structure establishes workforce requirements at both the occupational and work levels and provides the basis for establishing the title and work level of an employee assigned to a position in the organization.

Standard Position Description (PD)

Standard PDs are proposed and developed by HQDA Principal Officials, MACOMs, FOAs, DRUs, and/or Staff Support Agencies specifically for use within an identified function or organization. They are classified by managers with Delegated Classification Authority or by designated Civilian Human Resources Agency servicing human resources specialists. After standardized PDs are reviewed and established, the initiating HQDA functional program manager, MACOM, or other organization generally releases the position descriptions for implementation. Standardized PDs are developed to consolidate, generically describe and replace a number of individual PDs that are similar or identical.

Ratio of Work Level

The allocation of positions to work levels 3 and 4 will be limited to not more than fifty-five percent of authorized GG strength, with not more than fifteen percent of positions allocated to work level 4.

Work Categories

Broad sets of related occupational groups that are characterized by common types of work; i.e., technician/administrative support; professional; and supervision/management.

Work Levels

General descriptions that define work in terms of increasing complexity, span of authority and/or responsibility, level of supervision (received or exercised), scope and impact of decisions, and work relationships associated with a particular work category.

Pre-Signature