



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
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WASHINGTON, DC 20310-1000

DAMI-CP

MAY 15 2012

**MEMORANDUM FOR DIRECTOR, HUMAN CAPITAL MANAGEMENT OFFICE,
UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE**

SUBJECT: Army DCIPS Developmental Program

1. Reference Department of Defense Instruction (DoDI) 1400.25, Volume 2005, Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement, 3 Mar 12.
2. In accordance with the reference above, DoD Components with DCIPS positions are required to seek approval and establish career development programs for employees in the Professional Work Category. The Army seeks to comply with this requirement for the Army DCIPS community by adopting the Department of the Army's Intern Program as its DCIPS developmental program.
3. The objective of this program is to establish a planned intake of personnel with high potential to meet Army staffing needs. Furthermore, this objective plans for their development and progression by providing personnel with the knowledge, skills, and abilities required to advance and successfully perform in target level positions within a specific Career Program.
4. The framework applying to the Army DCIPS community aligns with the referenced DoDI and is provided below:
 - a. All positions in the Professional Work Category will be assigned to an Army Career Program.
 - b. Each Career Program identifies requirements, including training, competencies, and target end grade level. All Career Programs support developmental progression from the entry/developmental work level to the full performance work level.
 - c. Employees are selected through a competitive process at the entry/developmental level with an advertised target grade at the full performance level. Employees are informed at the time of their initial appointment of requirements and expectations of development and progression.

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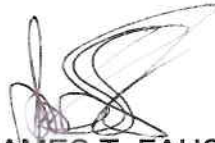
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d. Once appointed to an entry/developmental position, employees may be advanced noncompetitively to the established target grade upon meeting developmental benchmarks, performance requirements, and other requirements, as applicable, established for the career program or specifically for the employee. In accordance with the referenced DoDI, time in grade is not used as criteria for advancement.

e. The Army Intern Program ensures a planned development of civilian members of the force through a blending of progressive and sequential work assignments, formal training, and self-development for individuals as they progress. The program also provides an orderly approach to technical, professional, and leadership training and development similar to the system currently used by the military.

5. Request your approval to proceed, as noted above, to prevent any lapse in ability to make appointments into the entry/developmental work level in the Professional Work Category, retroactive to Army's transition to the DCIPS graded structure. My staff will work with the Army G-1 staff on updates to the Army Intern Program policy and guidance. When completed, a copy will be provided. We understand that in the adoption of the Army Intern Program, there is inherently the commitment to apply DCIPS policy to DCIPS positions, specifically DoD DCIPS Policy Volume 2005 and Volume 2006.

6. The Office of the Deputy Chief of Staff, G-2 point of contact for this action is Ms. Yolanda Y. Watson, (703) 695-2443; email: yolanda.y.watson.civ@mail.mil.



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