

Special Edition EYE Newsletter DCIPS Transition

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From the Desk of Mr. James T. Faust, HQDA ADCS, G-2



First and foremost, I want to take this opportunity to thank you for all that you are doing in support of the Army and Army Intelligence. Each and every one of you plays a critical and integral role in defending our nation. Thank you for your continued dedication and commitment.

Secondly, I want to provide you with an update on the Defense Civilian Intelligence Personnel System (DCIPS) and outline our way ahead for the coming months. As many of you are aware, an independent study found that while the fundamentals of DCIPS as a human capital management system were sound, the implementation of pay-for-performance was flawed. After receiving these findings, the Secretary of Defense decided to transition DCIPS from a pay-banded structure to a graded structure in all Defense Intelligence Components except for the National Geospatial-Intelligence Agency.

The decision to transition was made for three reasons. First, implementing a new pay-for-performance system was a distraction to our top priority, which was to fight and win our two wars in Iraq and Afghanistan. Second, we heard you and the challenges of implementing an enterprise system in a diverse DoD Intelligence Community and culture. And finally, we decided that transition to a graded system would cause the least amount of disruption, as it would allow DCIPS to maintain all of its key features with the exception of the pay-banded structure.

Therefore, we will be transitioning DCIPS from a pay-banded structure to a graded structure on 25 March 2012. The core elements of DCIPS will remain intact, including the occupational structure, our performance management system, performance-based bonuses as well as opportunities for Joint Duty Assignments throughout the Intelligence Community.

The central goals of DCIPS have always been to encourage greater collaboration and unification across the IC and to continually develop and sustain a high-performance workforce. These goals are not going to change upon transition. Transition does not mean that DCIPS is going away; transition is an opportunity for us to improve a system that works for our unique Army Intelligence community.

Currently, we are working to support transition efforts across all of our commands. Your managers and supervisors, along with your human resources (HR) representatives, are in the process of aligning your current position (as well as your salary) to the appropriate grade and step. No employee will lose pay upon transition and you will be notified of your DCIPS grade in March 2012.

In the meantime, please continue to communicate with your command's Transition Manager and visit our newly redesigned Army DCIPS website for detailed transition information (<http://www.dami.army.pentagon.mil/site/dcips/Transition.aspx>).

I appreciate your continued patience as we work to improve our human capital management system to best support you. Thank you for all you do for our Army and Army Intelligence; a team that ultimately enables the Force to see first and understand first in order to act first and WIN DECISIVELY.



Four Facts to Remember About Transition

Why is transition occurring?

The Secretary of Defense made the decision to transition all Defense Intelligence employees currently in DCIPS pay bands, with the exception of those at NGA, to DCIPS grades. His decision was based on input from Components and Department leadership, the Director of National Intelligence, the Director of the Office of Personnel Management, and our congressional oversight committees.

The Secretary's decision does not represent abandonment of DCIPS and its fundamental tenets of unifying the Defense Intelligence Enterprise within a performance-driven culture. However, excluding NGA, future Defense Intelligence base pay increases will not be directly linked to performance and employees will be aligned to the DCIPS graded structure. The core of DCIPS will stay intact, including the occupational structure, common performance management system and bonuses tied to performance.

How does transition impact employees?

Upon transition, all Army DCIPS employees will transition to the DCIPS graded structure. Some employees will be realigned to a new work level (e.g., moving from work level 3 (Senior) to work level 2 (Full Performance)). These employees and their managers/supervisors will have special one-time Performance Management (PM) tasks to complete immediately before and after transition to DCIPS grades (refer to the **"Overview of Transition Impacts to Army DCIPS Workforce"** article).

How does transition affect pay?

Army DCIPS employees will **not** suffer a loss of or decrease in pay upon transition to the DCIPS graded structure.

How does transition affect DCIPS policies?

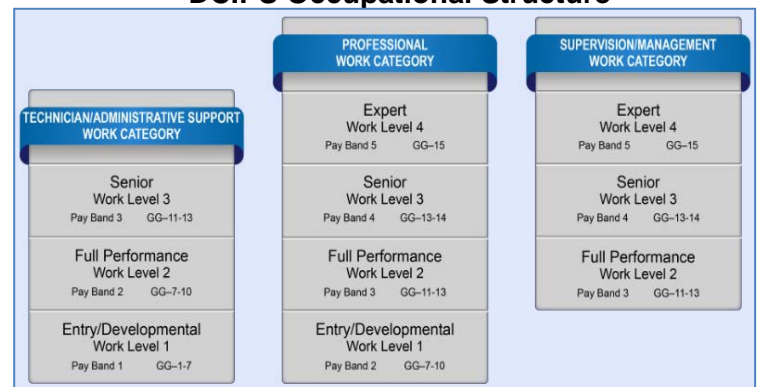
Interim DCIPS policies and guidance will remain in effect until transition occurs. All aspects of DCIPS remain covered under approved Army DCIPS policy issued in 2009.

Transition Process Overview: DCIPS Pay Bands to DCIPS Grades

The entire Army DCIPS workforce will transition from pay bands to grades on **25 March 2012**.

Transition to the DCIPS graded structure will be position-based, which means that you will be assigned to the grade of your assigned position based on the work you perform on a regular and recurring basis, work that represents your position's primary purpose and work that governs your position's primary qualifications and responsibilities. The position alignment process will be conducted by your HR representatives and managers/supervisors before transition and will follow Army Policy Volume 2007 (AP-V 2007), Occupational Structure. Once your grade is determined, you will receive an Employee Notification Letter which will include your new grade and any other changes.

DCIPS Occupational Structure



While it is important to ensure position descriptions accurately reflect the duties and responsibilities being performed, the transition to the DCIPS graded structure is not the vehicle to expand position descriptions (PDs) or correct misassignments. If needed, you may request an alignment appeal after transition.

The graphic above reflects the USD(I) enterprise-wide DCIPS occupational structure. The Army is aligned to the DCIPS Occupational structure, but will follow the general grading standard in AP-V 2007 resulting in all Professional (including Supervision/Management) Work Category General Government (GG)-13 Army DCIPS positions aligning to the Full Performance work level and all Technician/Administrative Support Work Category GG-7 Army DCIPS positions aligning to the Entry/ Developmental work level.



Overview of Transition Impacts to the Army DCIPS Workforce

Upon transition, all Army DCIPS employees will transition to the DCIPS graded structure. Some employees will be realigned to a new work level (e.g., moving from work level 3 (Senior) to work level 2 (Full Performance)). If you are an employee who will be realigned to a new work level, you and your manager/supervisor will be responsible for completing special **one-time** Performance Management (PM) tasks immediately before and after transition to DCIPS grades as outlined below. Overall, however, the impact to PM activities will be minimal for most Army DCIPS employees, as the majority of employees will transition from their pay band to the aligning DCIPS grade without a change in work level. If required, your command may provide you with supplemental guidance on key PM activities (e.g., key dates).

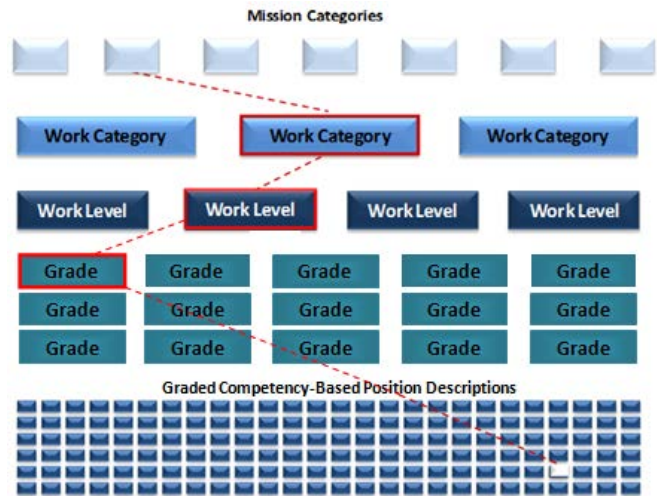
Employees that <u>are not</u> changing work levels	Employees that <u>are</u> changing work levels
<p>You should be notified as soon as practicable that the DCIPS performance objectives and performance elements will remain in place and there will be no break in accountability. Please note that a closeout evaluation will not be required for those that are not changing work levels; however, your old pay plan and pay band will still appear on your DCIPS evaluation of record at the end of the FY12 PM period.</p> <p>Complete the Midpoint Review as appropriate. Transition will occur around the Midpoint Review process time period; therefore a Midpoint review should be done if you are not changing work levels to document performance for the FY12 Performance Management (PM) period performed prior to the transition date. You (along with your rating official and reviewing official) should follow the standard Midpoint Review procedures per AP-V 2011, DCIPS Performance Management.</p>	<p>You need to complete a special DCIPS closeout performance evaluation to document your accomplishments (within the FY12 DCIPS performance evaluation period) at your work level NLT 24 March 2012. The standard Performance Management annual cycle still applies. Please review to AP-V 2011 for specific guidance*.</p> <p>Work with your manager/supervisor as he/she establishes new performance objectives aligned to your new work level. Performance plans must be documented in the PAA Tool, approved by your reviewing official, and then communicated to you. If there is no access to the PAA Tool (e.g., deployed foreign locations), a hard copy of the DD Form 2906D may be used.</p> <p>Summary of special closeout performance evaluation process:</p> <pre> graph TD A[Employees complete written self-assessment using PAA Tool and transfer assessments to their rating officials.] --> B[Rating officials complete assessments, assign ratings and forward completed evaluations to reviewing officials.] B --> C[Reviewing officials review all closeout performance evaluations for consistency and congruence and forward them to the PM Performance Review Authority (PRA).] C --> D[The PM PRA conducts a statistical review of all closeout performance evaluations prior to final approval by the reviewing officials to ensure consistency across rating officials and reviewing officials.] D --> E[After the PM PRA review has been completed, the reviewing officials approve the closeout performance evaluations.] E --> F[Once approved, rating officials communicate final closeout performance evaluations to employees.] </pre> <p>*Note: During year-end, rating officials must consider the special DCIPS closeout evaluation (in accordance with Army DCIPS policy governing closeouts and their commands' PM business rules) when determining the employees' annual DCIPS evaluation of records.</p>



DCIPS PM policies and procedures will remain in place. A copy of the AP-V 2011 can be obtained at <http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V%202011.pdf>. Organizations with Army DCIPS employees must continue to follow the Army DCIPS PM guidance applicable to those employees even after transition is completed. DCIPS performance plans must be in place for all eligible Army DCIPS employees within 30 days of the beginning of the performance evaluation period (no later than 30 October of each performance management cycle).

Understanding the DCIPS Alignment Process

The manual individual position-based transition process makes no assumptions in regard to the accuracy of employees' current position description alignments to the DCIPS occupational structure. Each position within the Army DCIPS workforce will be reviewed by HR representatives in consultation with your manager/supervisor to determine the position description's accuracy of your current duties and responsibilities. DCIPS alignment determinations are based on the duties and responsibilities of the position as well as the qualifications required by the duties and responsibilities. On certification of the duties and responsibilities by your manager, your position will be aligned (classified) to mission category, work category, occupational series and title, work level and grade in accordance with the requirements of AP-V 2007, Occupational Structure. Once your grade has been determined, you will receive an Employee Notification Letter making you aware of your new grade.



Mission Category	Work Category	Work Level	Occupational Series	Job Titling
<ul style="list-style-type: none"> Broad categorizations of work that are common across the IC. Categories: Collections and Operations; Processing and Exploitation; Analysis and Production; Research and Technology; Enterprise Information Technology; Enterprise Management and Support; Mission Management. 	<ul style="list-style-type: none"> Broad sets of related occupational groups categorized by common types of work within the DCIPS Enterprise. Three DCIPS work categories: Supervision/Management; Professional; Technical/Administrative Support. 	<ul style="list-style-type: none"> Work in terms of increasing complexity; span of authority and/or responsibility; level of supervision (received or exercised); scope and impact of decisions; work relationships associated with a particular work category. Four DCIPS work levels: Entry/Developmental; Full Performance; Senior; Expert. 	<ul style="list-style-type: none"> Represents groups of positions (in specific job series) that share common technical qualifications; competency requirements; career paths; progression patterns. 	<ul style="list-style-type: none"> Labels assigned to each position to identify the sets of work activities; specialized tasks; competencies required to do a specific job.

Requesting a Transition Alignment Appeal

Post-transition to DCIPS grades, you may appeal the alignment (classification) of your position without fear of reprisal or future prejudice. You may appeal assignment of your mission category, work category, work level, occupational series, title, or grade of your position. You may submit an alignment appeal using the alignment complaint and appeal procedures process as described in AP-V 2007 (Appendix F to Enclosure 3).

The EYE Newsletter is a publication of the IPMO. For more information, please visit <http://www.dami.army.pentagon.mil/site/dcips/index.aspx> or contact the Army G-2 Intelligence Personnel Management Office (IPMO) at DCIPS@mi.army.mil.





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You may not request appeal of the content or accuracy of your position description, the accuracy of an alignment (i.e., classification) standard, an organization's *proposed* alignment decision, the alignment of a position to which you are detailed, or the alignment of a position to which you are not officially assigned. Position description content or accuracy concerns will be resolved by your supervisor, as your supervisor is responsible for assigning work and certifying the accuracy of position description content. In addition, your supervisor is responsible for communicating alignment complaint and appeals procedures to you.

Overview of Pay Setting for the DCIPS Transition

It is important to note that you will **not** lose pay upon the transition from pay bands to grades. In some cases, you may receive a pay increase (see table below). Please work with your supervisory and command HR representatives should you have specific questions regarding how pay is set with transition. The GG Pay Plan can be accessed at:

<http://dcips.dtic.mil/documents/2012%20DCIPS%20Pay%20Bands%20and%20Grades.pdf>.

If...		Then:
Your base pay aligns to a step for the grade assigned...		<i>Your base pay will not change at transition.</i>
Your base pay falls between steps for the grade assigned...		<i>Your base pay will be increased to align to the higher step.</i>
Your base pay falls below the Step 1 of the grade assigned...		<i>Your base pay will be increased to match the Step 1 of the grade.</i>
Your base pay falls above the Step 12 range for the grade assigned...		<i>Your base pay will not be changed and retained pay procedures will apply.</i>

Transitioning to DCIPS Grades- FAQs

As we continue our preparations for transition, it is important that the Army DCIPS workforce remains informed while also taking advantage of opportunities to engage in activities such as the town hall sessions and communicating with your manager/supervisor. These face-to-face dialogues are intended to facilitate an open exchange of information and are an opportunity for you to voice your opinions about the DCIPS system.



Your manager/supervisor is responsible for being as familiar as possible, as well as clearly communicating DCIPS policies and updates to you. You are strongly encouraged to visit the Army DCIPS website in order to understand the purpose and benefits of the DCIPS Human Capital personnel system as well as to keep informed of all DCIPS transition activities.

The redesigned Army DCIPS homepage is your primary source for all up-to-date Army DCIPS employee information and where you can access many frequently asked questions (FAQs) pertaining to transition as well as DCIPS as a whole. Please review the FAQs on the Army DCIPS website at: <http://www.dami.army.pentagon.mil/site/dcips/FAQ.aspx>.

Additionally, some of the FAQs from the Army DCIPS Transition Technical Guidance are included below (Appendix C of the Total Army Comprehensive DCIPS Transition Plan). Please refer to this guidance for additional FAQs (<http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan.pdf>).

**1. What does the “transition to DCIPS grades” mean?**

The Defense Civilian Intelligence Personnel System (DCIPS), the personnel system covering the Department of Defense (DoD) Intelligence Community (IC), will change from pay bands to grades. All other elements of the DCIPS occupational structure will remain the same: mission categories, work categories, occupational series, work level and title. After transition to a graded system, bonuses, and not salary increases, will continue to be tied to performance management.

2. When and how will I be informed of my new grade?

All Army DCIPS employees will be provided information in a standard template (an Employee Notification letter) of their new grade, their salary, as well as the mission category, work category, work level, grade and step well in advance of the 25 March 2012 transition date.

3. I have not had any changes to my position since the Army converted to DCIPS pay bands. Is my DCIPS grade simply the grade that I held at the time of conversion?

Generally yes, but there will be exceptions. If there have been no significant changes to the duties and responsibilities of your position, you generally should transition to the grade you held at the time of conversion to DCIPS. However, if there have been changes to your position through reassignment, assignment of new responsibilities, or other events, your DCIPS grade at transition will be based on the DCIPS grade assigned to your position of record at the time of transition.

4. How do I know what grade my position will be under DCIPS grades?

At this point, there is no way to specifically know until Army policy decisions are made for alignment at transition and determined the appropriate grade for each position.

5. Are General Grade Equivalents (GGEs) considered when assigning grades?

No. As noted in the DCIPS INTERIM guidance, GGEs were established solely for the purpose of determining waiting periods for periodic increases while under DCIPS INTERIM. They are not an alignment of people or positions. As noted above, the Defense Intelligence enterprise, including the Army, will transition to DCIPS grades using a position-based transition. This means that positions will be aligned to grades based on the work assigned, and employees will be assigned to the grade of their current position.

6. What will happen to periodic increases?

Periodic increases are similar to within-grade increases (WGs) under the GS/GG system, but periodic increases apply only under DCIPS INTERIM. As the Army transitions to DCIPS grades, they will resume paying WGs, and periodic increases will no longer be necessary. Under DCIPS grades, WGs will be paid up to the step 10 of each grade, applying the same waiting periods (one, two or three years) used by the General Schedule.

7. What if my salary does not clearly align to a step once my position and DCIPS grade are determined?

Within the DCIPS graded structure, the salary or pay for Army DCIPS employees must align to a grade and step, with the exception of those employees whose pay is above the step 10. If your pay is above the step 10 of your grade, your pay will remain “as is” without alignment to a step.

8. Does the alignment to the next step change my Date of Last Equivalent Increase (DLEI)?

No. While the Within-Grade Increase Buy-In (WGI Buy-In) did change the DLEI at the time of conversion to DCIPS pay bands, because employees were being bought in to a system that would not have tenure-based step increases, the alignment to a step for the purpose of transition to DCIPS grades will not change the DLEI.

9. When we transition to DCIPS grades, will I be limited in competing for promotions to the next grade, or can I skip a grade or two?

Under DCIPS grades, as with pay bands, promotions are based on qualifications for the position. The natural progression is from one grade to the next; however, employees who are eligible, based on qualifications, experience, knowledge, etc., may apply for any position for which they are qualified.

10. Will we have time-in-grade requirements for promotion under DCIPS grades?

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No. As noted above, DCIPS is a qualifications-based system, and employees are eligible for consideration for new positions based on qualifications, experience, knowledge, etc.

11. How are promotions under DCIPS grades calculated?

Under the DCIPS pay-setting rules, the employee's current rate of base pay is increased by the equivalent of two steps of the employee's current DCIPS grade and the new rate of base pay is established at the next DCIPS grade/step that is equal to or exceeds that rate.

12. What happens to my developmental progression program?

Developmental progression refers to the expected progression of employees assigned to the professional work category in pay band 2, entry and developmental work level (1). This progression provides for the non-competitive progression through the band and "graduation" into the full performance band and work level 2. The plans are Army-specific and will be continued upon transition to DCIPS grades, as they were during the DCIPS INTERIM period. Because developmental progression is Army-specific and often employee-specific, questions should be addressed to your command TM.

DCIPS Resources Key Links

General:

- **USD(I) Defense Civilian Personnel System (DCIPS)**
<http://dcips.dtic.mil/index.html>
- **United States Army Civilian Human Resources Agency (CHRA)**
<http://www.chra.army.mil/>
- **USD(I) GG Pay Plan**
<http://dcips.dtic.mil/documents/2012%20DCIPS%20Pay%20Bands%20and%20Grades.pdf>

Performance Management Resources & Guides:

- **Supplementary Online Training for Supervisors - Writing Performance Objectives**
http://odni.touch-point.net/index_1.html
- **How Do I...A Guide for Completing Key Actions in the DCIPS PAA Tool**
http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/DCIPS-How_Do_I.PDF

Remember to visit the **Army DCIPS** website on a regular basis. We will post all updates pertaining to the DCIPS Interim period as soon as they become available.

NIPRnet: <http://www.dami.army.pentagon.mil/site/dcips/>