Army has formally announced that Army employees under the Defense Civilian Intelligence Personnel System (DCIPS) will transition to DCIPS grades (bands are still in the occupational structure and part of the alignment process) on **25 March 2012**.  Detailed transition guidance can be found on the Army DCIPS website at the following link: <http://www.dami.army.pentagon.mil/site/dcips/Transition.aspx>.

**Key Milestones**:

* August 2010 – The Secretary of Defense (SECDEF) decided to transition DCIPS pay banded employees (except for the National Geospatial Intelligence Agency (NGA)) to a general schedule (GS)-like grade and step system and no longer link base pay to performance. This decision was made because implementing a new pay-for-performance system, and ignoring employee concerns, would detract from the highest priority – fighting and winning the wars in Iraq and Afghanistan. However, the core DCIPS principles will remain intact, including the occupational structure, common performance management system and performance-based bonuses.
* May 2011 – The Under Secretary of Defense for Intelligence (USD(I)) provided guidance on the DCIPS way forward and outlined the processes, policies and expectations for the Defense Intelligence Community’s (IC) transition to grades.
* July 2011 – The ASA(M&RA) provided USD(I) with Army’s transition process , the anticipated transition date and estimated costs to transition to DCIPS grades.
* Transition is dependent on Army readiness as outlined in the USD(I) Readiness Tool criteria. Commanders (ACOMs, DRUs, ASCC’s and the AASA’s) and their Transition Managers, as well as the HQDA, DCS G-2 and the Intelligence Personnel Management Office (IPMO) are accountable for transition activities.

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| **Summary of Transition Impacts** |
| **What will change:** | **What won’t change:** |
| Army command HR Representatives will assign a grade for each position according to the Transition Technical guidance. Managers/Supervisors will provide employees with a notification letter of their grade. | The elements of the DCIPS occupational structure will remain: each position will still be aligned to a mission category, work category and work level. |
| Army will follow the DCIPS grading standard occupational structure in Army Policy Volume (AP-V) 2007 but employee positions will still be aligned to a work level.  | The DCIPS performance management system will continue with minimal changes.  Objectives will still be set to work levels, and all employees are rated against the same performance elements. |
| Employees will not lose pay upon transition. DCIPS employees’ salaries will be aligned to a grade and step – pay may stay the same or increase to align to a step. | The Performance-Based Bonus Program will continue to be based on the work level and not the grade. |
| Supervisors of DCIPS employees being aligned to a new work level must complete a closeout performance evaluation immediately preceding the transition and then establish a new performance plan with their new performance objectives aligned to their newly transitioned work level. | Interim DCIPS policies and guidance will remain in effect until transition occurs.  |

**Why DCIPS?**

* DCIPS remains a critical component of Army’s success as it provides the foundation to develop and sustain the high-performance workforce needed to meet our mission objectives. DCIPS helps unify the Defense IC under a common personnel system.
* DCIPS enables Army military and civilian leaders to accomplish the mission of their respective commands by:
	+ Creating a system of human capital policies and management practices that will make the Defense IC and Army Intelligence an attractive place to work and establish them as “employers of choice” for top talent.
	+ Providing for planning, training, education, and diverse assignments (such as Joint Duty Assignments) that support retention and career development.
	+ Establishing clear employee and manager roles and responsibilities and providing for continuous performance evaluation and improvement.
	+ Developing policies and practices in consideration of the Director of National Intelligence (DNI) IC Human Capital Strategy. <http://www.dni.gov/DNIHumanCapitalStrategicPlan18October2006.pdf>
	+ Maintaining a DCIPS workforce that meets high standards, sustains a culture of high performance and is recognized and rewarded (in both monetary and non-monetary ways) for contributions in accomplishing the Army’s mission.

**Transition Process – Position Alignment:**

Transition to the DCIPS graded structure is a two-step process. The first step is to determine the position alignment (i.e., classification) for each position (i.e., mission category, work category, occupational series, work level, grade and title). The second step is to assign the employee to their DCIPS grade on their permanent position of record. .

**DCIPS Pay Band and Grade Alignment\*:**



***\*Please note: This graphic reflects the USD(I) enterprise-wide DCIPS occupational structure. The Army is aligned to the DCIPS Occupational structure and will follow the DCIPS grading standard in AP-V 2007. This will result in all Professional (including Supervision/Management) Work Category 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.***

**What’s Next?**

* Senior Leader engagement is critical to Army DCIPS and the successful transition to grades. Your continued support and commitment as DCIPS champions are essential and reinforces DCIPS importance for the Army.
* As we continue our preparations for transition, it is important that the Army DCIPS workforce remains informed. The HQDA, DCS G-2 encourages you to host activities such as town hall sessions. These face-to-face dialogues are intended to facilitate an open exchange of information and are opportunities for your employees to learn more and voice their perspectives on DCIPS.
* As Army policies are published, we encourage managers/supervisors of Army DCIPS employees to become familiar with these policies, and to communicate them to their Army DCIPS employees.
* Encourage your Army DCIPS employees to visit the Army DCIPS website at <http://www.dami.army.pentagon.mil/site/dcips/> in order to understand the DCIPS Human Capital Lifecycle phases and stay informed about Army DCIPS transition activities.

**What Your Employees Need to Do:**

* Complete DCIPS training as it becomes available.
* Stay informed.  Reach out to Command DCIPS Transition Managers to obtain information. Visit the Army DCIPS website as it is the primary source for all up-to-date Army DCIPS information, with many frequently asked transition questions (FAQs). As information changes, it will be posted to the Army DCIPS website.
* Become familiar with Army DCIPS policies as they are published.

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| **Key Dates** |
| Transition Date: | Employee Notification Deadline: | Special DCIPS Performance Evaluation Close-out Deadline\*: | New Performance Plan Deadline\*: |
| 25 March 2012 | NLT 1March 2012 | NLT 25 March 2012  | Not earlier than \* 11 April 2012 and not later than 24 April 2012(\* allows time for personnel action to process; cannot initiate plan/draft in PAA until thisdate.) |

*\* Denotes key dates for employees who will be aligned to a new work level.*