

Transition to Army DCIPS Grades

Why is DCIPS beneficial for me?

As an Army DCIPS employee, you are part of a select group of individuals whose work directly contributes to the success of the Army's Campaign Plan as well as to the Defense Intelligence Strategy of the United States. Under the DCIPS human capital personnel system, your performance plan is aligned directly to mission objectives, meaning that your work is critical for mission success. Furthermore, DCIPS provides all employees with the opportunity to earn performance-based bonuses as well as monetary and non-monetary awards.

Why is transition occurring?

The Secretary of Defense made the decision to transition all Defense Intelligence employees currently in pay bands, with the exception of those at the National Geospatial-Intelligence Agency (NGA), to grades. His decision was based on input from the Defense Intelligence 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 base pay increases will not be directly linked to performance and employees will be aligned to the DCIPS graded structure. The core of the DCIPS program will stay intact, including the occupational structure, common performance management system, professional development programs and bonuses tied to performance.

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

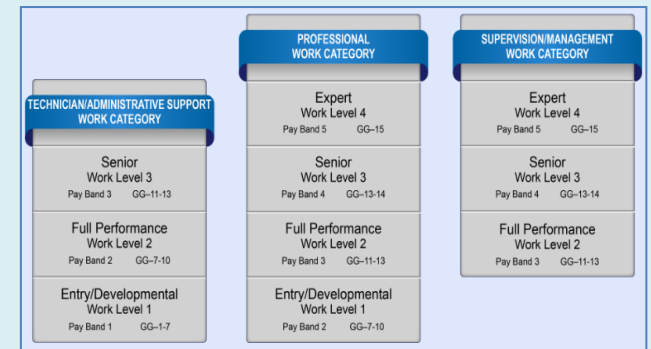
What is the transition process?

Transition to the DCIPS graded structure will occur by following a manual position-based process, meaning 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 your managers/supervisors before transition and will follow the Army DCIPS Transition Technical Guidance (Appendix C of the Total Army Comprehensive DCIPS Transition Plan)

(<http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan.pdf>) and the final Army Policy Volume (AP-V) 2007, Occupational Structure which will be published prior to transition. Your manager/supervisor will provide you with an Employee Notification Letter with your aligned grade and any other changes.

The transition to the DCIPS graded structure is not the vehicle to rewrite position descriptions (PDs) or correct misassignments. If needed, you may request a transition alignment appeal after transition.

DCIPS Occupational Structure



Note: This graphic 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 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.

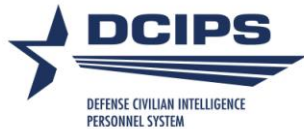
Who is affected by transition?

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

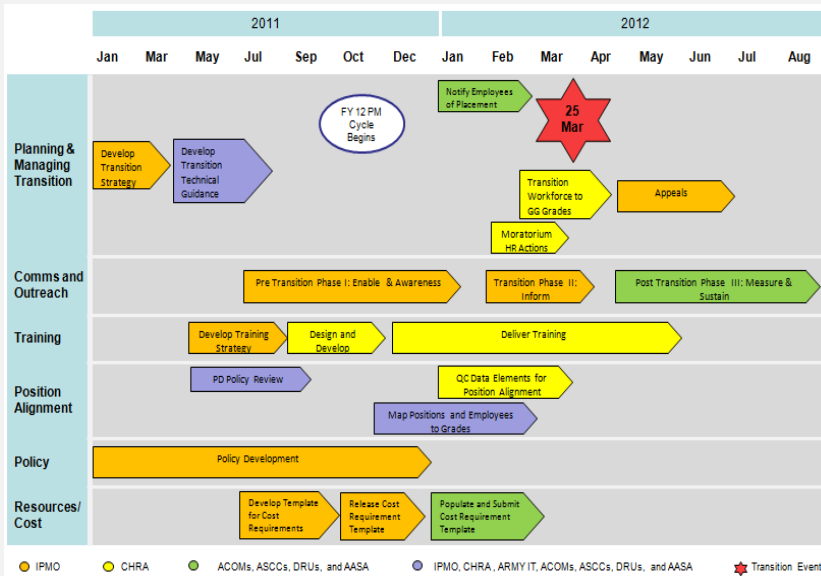
Employees who will be realigned to a new work level (e.g., moving from work level 3 (Senior) to work level 2 (Full Performance)) will have additional Performance Management (PM) tasks to complete immediately before and after the transition to DCIPS grades (see next page).

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.



What is the timeline of transition events?



What are the key Performance Management (PM) activities for employees that are being realigned to a new work level?

There will be minimal PM impacts for most Army DCIPS employees. Most DCIPS employees will transition from a pay band to a grade without a change in work level. The small group of employees that are being realigned to a new work level, however, will be responsible for completing special PM activities during the midpoint period of FY12. Commanders may provide supplemental guidance to their DCIPS employees on key PM activities (e.g., key dates) as needed.

If you are being realigned to a new work level, you must:

1. Complete a special DCIPS closeout performance evaluation to document your accomplishments (within the FY12 DCIPS performance evaluation period) at your work level prior to transition.
2. Work with your managers/supervisors to help them establish new performance objectives for you that are aligned to your new work level. Performance plans must be documented in the Performance Appraisal Application (PAA) Tool, approved by the reviewing official and communicated to you. If there is no access to the PAA Tool (e.g., OCONUS locations), a hard copy of the DD Form 2906D may be used.

Key Dates

Employees' Notification Deadline: NLT 9 March 2012

Special DCIPS Performance Management Close-out Deadline*: NLT 24 March 2012

Midpoint Review: NLT 24 March 2012

Transition Date: 25 March 2012

New Performance Plan Deadline*: Not earlier than 11 April 2012 and not later than 24 April 2012

* Denotes special key dates for employees that will be realigned to a new work level.

Alignment Appeals

After the transition to the DCIPS graded structure, if you believe your position was not appropriately aligned, you may file an appeal of the alignment through the Army DCIPS formal alignment appeal process as outlined in AP-V 2007.

Pay Setting

Until transition, you are still eligible for periodic increases (PIs) based on your General Grade Equivalency (GGE). The GGE is used for salary setting purposes ONLY and IS NOT the grade of the PD. The GGE was established under Interim DCIPS policy as a vehicle in determining waiting periods and increases (similar to the General Schedule (GS)). PIs will seamlessly transition to Within-Grade Increases (WGs) upon transition to grades.

Your pay will be aligned with the GG Pay Plan (similar to GS)

<http://dcips.dtic.mil/documents/2012%20DCIPS%20Pay%20Bands%20and%20Grades.pdf>. When setting pay upon transition, your base salary must align to a grade and step unless you are above the step 10 of your grade. Upon transition to grades, if you are not aligned to a step, you will be aligned to the next higher step. Additional information is outlined in the Army DCIPS Transition Technical Guidance (Appendix C of the Total Army Comprehensive DCIPS Transition Plan) (<http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan.pdf>).

DCIPS Training

Please visit the Army DCIPS website (<http://www.dami.army.pentagon.mil/site/dcips/lifecycle.aspx>) to access the new suite of DCIPS training offerings being developed out of USD(I). These training courses can be found under their respective lifecycle areas.