

Transition to Army DCIPS Grades

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.

This 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 my role during transition?

It is important for you to:

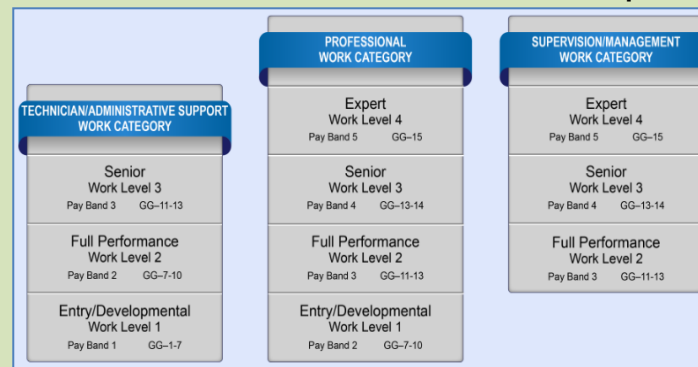
- Ensure employees understand the transition timeline and processes.
- Ensure employees understand their position alignment (including grade and step), and provide them with the Employee Notification Letter NLT 1 March 2012 (the IA2GG tool provides detailed instructions on how to generate this letter).

What is the transition process?

Transition to the DCIPS graded structure will occur by following a manual position-based process, meaning that employees will be assigned to the grade of their assigned position based on work performed on a regular and recurring basis, work that represents the position's primary purpose and work that governs the position's primary qualifications and responsibilities. You will verify the accurate position description for your employees on developmental assignments before transition using the IA2GG tool and following 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. Prior to transition, you will provide your employees with their Employee Notification Letter (generated by the IA2GG tool) providing their new grade and any other changes.

DCIPS transition to the graded structure is not the vehicle to rewrite PDs or correct misassignments. Employees 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 this 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.

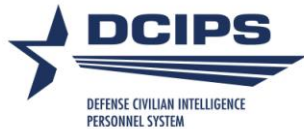
Who is affected by transition?

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

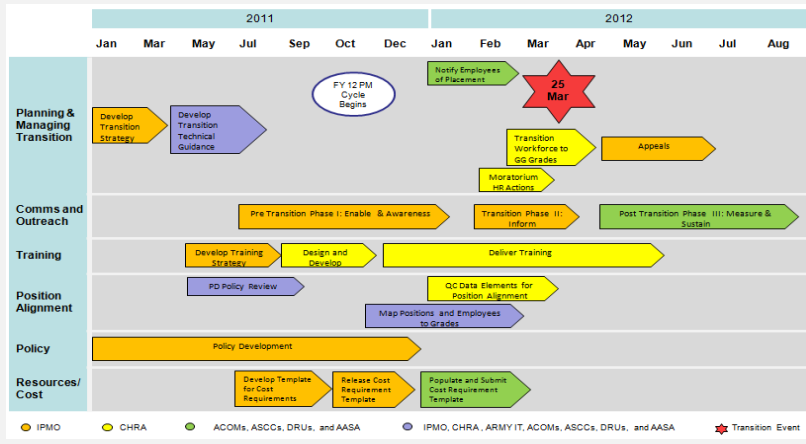
Employees who will be realigned to a new work level (e.g., moving from work level 3 (Senior) to work level 2 (Full Performance)) will have additional Performance Management (PM) tasks to complete immediately before and after the transition to DCIPS grades (see next page).

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?



Key Dates

Deadline for CPACs to Process Personnel Actions (except emergency actions): 24 February 2012
Employee Notification Deadline: NLT 9 March 2012
Transition Date: 25 March 2012
Special DCIPS Performance Management Close-out Deadline*: NLT 24 March 2012
Midpoint Review: NLT 24 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.*

What are the key Performance Management (PM) activities for employees and managers/supervisors 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.

The special PM activities for your employees that are changing work levels (as well as for you if you have an employee that is changing work levels) are as follows:

- 1. Complete a special DCIPS closeout performance evaluation.**
 - a. Employees must complete a special DCIPS closeout performance evaluation to document their accomplishments (within the FY12 DCIPS performance evaluation period) at their work level prior to transition.
 - b. Rating officials must complete their rating official assessments, assign ratings, and forward their completed evaluations to reviewing officials.
 - c. Reviewing officials must review all closeout performance evaluations for consistency across rating officials and congruence between the numerical rating and its supporting narrative. After review, the closeout performance evaluations are forwarded to the PM Performance Review Authority (PM PRA).
 - d. The PM PRA will conduct 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.
 - e. After the PM PRA review has been completed, the reviewing officials approve the closeout performance evaluations.
 - f. Once approved, rating officials are able to communicate final closeout performance evaluations to employees.
- 2. Establish new performance objectives aligned to the new work level.**
 - a. You will establish new performance objectives aligned to your employee's new work level. Performance plans must be documented in the Performance Appraisal Application (PAA) Tool, approved by the reviewing official and communicated to employees. If you don't have access to the PAA Tool (e.g., deployed OCONUS locations), a hard copy of the DD Form 2906D may be used.

Alignment Appeals

Please communicate to your employees that after the transition to the DCIPS graded structure, employees who believe their positions were not appropriately aligned 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, your employees are still eligible for periodic increases (PIs) based on their General Grade Equivalency (which 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 (WGIS) upon transition to grades.

Your employees' 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 employee's base salary must align to a grade and step, with the exception of those who are above the step 10 of their grade. Upon transition to grades, employees that are not aligned to a step 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>).