



Pay Setting for the Transition to Army DCIPS Grades Fact Sheet



This Army Defense Civilian Intelligence Personnel System (DCIPS) fact sheet has been developed by the Headquarter Department of the Army, Office of the Deputy Chief of Staff, G-2 Intelligence Personnel Management Office in an effort to provide specific guidance to DCIPS employees related to the Army's transition from DCIPS pay bands to DCIPS grades.

This fact sheet examines Army DCIPS pay setting procedures for transition and provides steps for calculating salary increases.

Pay Definitions

There are four key terms that define DCIPS pay:

Base Pay	A DCIPS employee's rate of pay exclusive of additional pay of any kind (e.g., local market supplement (LMS) or targeted local market supplement (TLMS)).
Basic Pay	A DCIPS employee's base salary plus any LMS or TLMS paid to that employee.
Local Market Supplement (LMS)	An addition to the base compensation of employees assigned to a geographic region, or to an occupation within a geographic or range of geographic regions, that reflects the competitive requirements for the applicable labor market. On initial implementation of DCIPS, this amount generally will correspond to GS locality rates and is considered part of basic compensation. The LMS is considered basic pay for retirement purposes.
Targeted Local Market Supplement (TLMS)	An addition to the base compensation of employees assigned to a specific occupation or locality not appropriately recognized by a LMS. The TLMS is considered basic pay for retirement purposes.

DCIPS Pay Setting Upon Transition to DCIPS Grades

As an Army DCIPS employee, you will transition to the DCIPS grade of your permanent position of record following alignment to your mission category, work category, occupational series and title, work level and DCIPS grade in accordance with guidance contained 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>) and the final Army Policy Volume (AP-V) 2007, Occupational Structure which will be posted prior to transition.

Upon grade alignment, your pay is then aligned to the appropriate grade and step. You will receive an Employee Notification Letter from your manager/supervisor no later than 9 March 2012. This letter will provide you with information on your aligned grade and any other changes related to the alignment.

When your base salary aligns exactly to the base rate for a step of your DCIPS grade, the transition determination for the DCIPS grade and step is complete and your salary will not change at transition. When your base salary does not align exactly to the base rate for a step in your new DCIPS grade, your step and salary will be established in accordance with the following procedures.

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

Once your DCIPS grade and step is determined, your salary will be determined using the DCIPS grade pay table, <http://dcips.dtic.mil/documents/2012%20DCIPS%20Pay%20Bands%20and%20Grades.pdf>.

Please note the following information if you are on a temporary assignment immediately prior to transition:

Some Army DCIPS employees may be on a temporary assignment prior to transition to DCIPS grades (for example; temporarily assigned through detail within the Army or externally through the Joint Duty Assignment (JDA) program). These employees will transition to the DCIPS grade of their permanent position of record and pay will be set by applying the process described above.

Impact of Transition on Living Quarters Allowance (LQA)

The LQA is defined as a quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.

If you are an Army DCIPS employee who receives a LQA, you will follow the LQA tables set forth in the Department of State's Standardized Regulations (found at: http://aoprals.state.gov/content.asp?content_id=241&menu_id=89). In addition, if you fall into a lower quarters group as a result of transition, you may remain in the higher quarters group for the duration of your current tour including extensions of the current tour.

Date of Last Equivalent Increase (DLEI) and Within-Grade Increase (WGI)

The DLEI refers to the date of your most recent salary adjustment. The receipt of annual pay adjustments resulting from government-wide pay increases, adjustments to Local Market Supplements (LMS) or Targeted Local Market Supplements (TLMS), or changes to any entitlement such as cost of living allowances do not change the DLEI. Please refer to the Army DCIPS Transition Technical Guidance for specific examples of DLEIs.

Until transition occurs, you will continue to be eligible for Periodic Increases (PIs). A PI is an increase to your base salary paid in the same amounts, and according to the same waiting period schedule as WGIs. PIs will seamlessly transition to WGIs upon transition to DCIPS grades.

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The transition to DCIPS grades will not “reset” your DLEI, even if you received an adjustment to base pay salary increase for the purpose of aligning to a step at the designated grade.

In some cases, you may be eligible for a Within-Grade Increase (WGI) on the date of transition to DCIPS grades. This will occur when you meet the performance and waiting period requirements for a step increase on the date of transition to DCIPS grades. If you are eligible for a WGI on the date of transition, the action will be processed as a separate personnel action after the transition action is processed. Please work with your HR representative for any questions regarding DLEI and WGI.

Note: To determine the specific date of the next WGI, you will need to determine your waiting period (1-3 years) based on your actual step alignment, and then calculate the due date for the next WGI based on your DLEI.

The waiting periods by steps are as follows:

- One-year waiting period at steps 2, 3 and 4
- Two-year waiting period at steps 5, 6 and 7
- Three-year waiting period at steps 8, 9 and 10

Calculating Salary Increases for Army DCIPS Employees

Promotions: After transition, if you are selected for a promotion from one grade to another, you can calculate your new salary by following the below five-step process:

1	Calculate the value of a two-step increase for your transition grade and step
2	Add the value of the two-step increase to your current base pay
3	Find resulting base pay in the new grade range (http://dcips.dtic.mil/documents/2012%20DCIPS%20Pay%20Bands%20and%20Grades.pdf)
4	Find nearest step that is equal to, or greater than the resulting base pay
5	Apply applicable LMS or TLMS percentage

Pay Retention

DCIPS pay retention rules found in the Army DCIPS Transition Technical Guidance will be applied when necessary to prevent you from suffering a loss of or decrease in pay upon transition to DCIPS grades.

Pay retention under DCIPS is “indefinite,” meaning that if you transition to DCIPS on pay retention, you will remain on pay retention until a terminating event occurs. General examples of terminating events (as defined by the Office of Personnel Management) are as follows:

- You have a break in service of 1 workday or more;
- You are entitled to a rate of basic pay under a covered pay system which is equal to or greater than the retained rate, except that entitlement to a retained rate will not be terminated based on entitlement to an equal or higher rate of basic pay during a temporary promotion or temporary reassignment but will be held in abeyance during that temporary period;
- You decline a reasonable offer of a position in which your rate of basic pay would be equal to or greater than your retained rate;

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- Your grade is reduced for personal cause or at your request (based on the grade of your position of record rather than your retained grade); or
- You move to a position not under a covered pay system.

Following DCIPS retained pay policy contained in the Army DCIPS Transition Technical Guidance, at the time of a Federal government-wide pay increase, you will receive 50 percent of the amount of the increase in the maximum rate of basic pay (i.e., the equivalent to the step 12 base rate plus any applicable LMS or TLMS) for your DCIPS grade. This continues indefinitely until (a) your base salary falls at or below the equivalent to the step 12 base for your DCIPS grade, or (b) your basic pay falls below the level IV rate of the Executive Schedule, or (c) pay retention terminates on occurrence of a terminating event.

If you are placed on pay retention upon transition to DCIPS grades, you will be provided notification describing the circumstances warranting pay retention, the nature of that entitlement, terminating events, and the impact of terminating events.

Please note the following if your transition notification letter indicates your step is “00.”

If your pay is above Step 10, but below the extended Step 12, your pay will remain “as is” without alignment to a step. Your step will appear as a “00” on your personnel records (i.e., SF50, MyBiz, etc.).