



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR INTELLIGENCE  
WASHINGTON DC 20310-1001

DAMI-CP (690-13)

14 DEC 2001

MEMORANDUM FOR SENIOR INTELLIGENCE OFFICERS

SUBJECT: Merit Principles and the Defense Civilian Intelligence Personnel System (DCIPS) – Standards for Promotions.

1. DCIPS is a "merit based" system. It is required by statute to meet the high standards of federal civilian human resource management systems. Merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. Merit System Principles apply equally to DCIPS and the Competitive Service. A basic consideration for a merit system is consistency and equity in the application of standards such as position classification, qualification and performance standards. I need your help to ensure all of our supervisors of civilians, military as well as civilian, understand and support DCIPS standards.

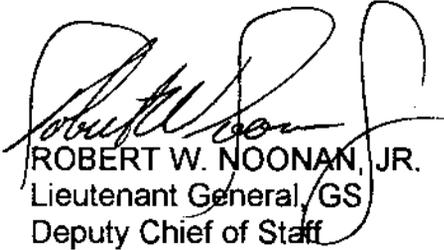
2. Recently, questions have arisen on DCIPS standards for promotion. There has been confusion over the minimum qualifications for promotion, whether promotions can be made sooner than in 12 months of service in grade, and whether two grade promotions can be made. Our minimum qualifications for promotion is 12 months of directly related specialized experience at the next lower grade level although this experience does not necessarily have to have been acquired in the 12 months preceding the promotion. Accelerated promotions and two grade level promotions are possible, but under very limited conditions. This policy ensures basic equity across the Army and provides one of the basis for being granted an Interchange Agreement with the title 5 Competitive Service that permits our workforce to move freely to and from DCIPS.

3. Adequate information is available to assist you and your staff. My Intelligence Personnel Management Office (IPMO) has developed many informative tools and has posted them in their section of the ODCSINT's website at <http://www.dami.army.pentagon.mil/offices/dami-cp/>. They also maintain a DCIPS section of Army's Personnel Management Information Support System (PERMISS) at

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<http://cpol.army.mil/permis/index.html> with answers to frequently asked questions. Additionally, they publish an electronic DCIPS/IPMO Update monthly with information relating to merit principles and related human resource management topics.



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