



Department of Defense INSTRUCTION

NUMBER 1400.25-V2005

April 28, 2010

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement

References: See Enclosure 1

1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume

(1) 2000 Volume Series. The 2000 Volume series of this Instruction, in accordance with the authority in Reference (a) and DoDDs 5143.01, 1400.25, and 1400.35 (References (b), (c), and (d)), establishes policy, assigns responsibilities, and provides guidance for DCIPS. Hereafter the 2000 Volume series of this Instruction shall be referred to as “the DCIPS Volumes.”

(2) This Volume. This Volume of this Instruction establishes policies, assigns responsibilities, and provides guidance for employment and placement programs in DCIPS.

2. APPLICABILITY

a. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

b. This Volume does not apply to employees covered by the Federal Wage System or equivalent, non-appropriated fund employees, or foreign national employees employed outside

the civil service. It does not apply to members of the Defense Intelligence Senior Executive System (DISES) or the Defense Intelligence Senior Level (DISL) unless specifically addressed in other volumes of this Instruction.

c. During the period from signature through December 31, 2010, the provisions of this Volume apply in their totality only to the National Geospatial-Intelligence Agency. For Components other than the National Geospatial-Intelligence Agency, section 8, paragraph 9.c., and subparagraph 18.c.(1) of Enclosure 2 of this Volume do not apply, and are replaced by DCIPS interim guidance covering the period from signature through December 31, 2010.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that DCIPS employment and placement practices shall:

a. Facilitate the recruitment and employment of a high-quality, diverse workforce with the skills and competencies needed to meet expeditionary and non-expeditionary mission requirements.

b. Facilitate the development of a workforce that acquires an integrated enterprise-wide and interagency perspective through assignments that cross DoD Component and DoD boundaries.

c. Incorporate the practices and principles of veterans' preference, merit principles, equal employment opportunity (EEO), and restrictions on employment of relatives consistent with applicable law, and as outlined in Enclosure 2.

d. Incorporate best practices from Government and, consistent with law, the private sector, in recruiting and placing qualified staff.

e. Not authorize temporary promotions.

5. RESPONSIBILITIES

a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R), in conjunction with the Under Secretary of Defense for Intelligence (USD(I)), shall develop DCIPS policies and monitor their effects on DoD-wide personnel readiness.

b. USD(I). The USD(I) shall, in conjunction with the USD(P&R), prescribe policies governing the design and administration of DCIPS employment and placement programs in accordance with Reference (d) and sections 1601-1614 of title 10, United States Code (U.S.C.), (Reference (e)) and shall monitor compliance within the DoD Components with DCIPS positions through established reporting requirements and program evaluation.

c. Heads of the DoD Components with DCIPS Positions. The Heads of the DoD Components with DCIPS positions shall:

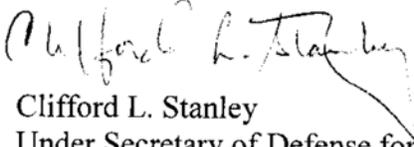
(1) Conduct workforce planning and source, identify, recruit, assign, and manage DCIPS-covered personnel within their Components in accordance with Volume 250 of this Instruction.

(2) Publish regulations and guidance implementing DCIPS employment and staffing policy for their DCIPS positions and personnel, monitor compliance, and respond to reporting requirements established by the USD(I).

6. PROCEDURES. Enclosure 2 provides an overview of DCIPS employment and placement practices and procedures.

7. RELEASIBILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Volume is effective June 18, 2010.


Clifford L. Stanley
Under Secretary of Defense for
Personnel and Readiness

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REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I))," November 23, 2005
- (c) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (d) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007
- (e) Sections 1601-1614 of title 10, United States Code
- (f) Sections 2108, 2301, 2302, 3101-3114, 3309, 3310, 3318, 3320, 3321, and 7511 of title 5, United States Code
- (g) Sections 4314-4315 of title 38, United States Code
- (h) Part 1607 of title 29, Code of Federal Regulations
- (i) DoD Directive 1442.2, "Personnel Actions Involving Civilian Attorneys," June 26, 1967
- (j) Executive Order 12968, "Access to Classified Information," August 2, 1995, as amended
- (k) Intelligence Community Directive 704, "Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information," 1 October 2008¹
- (l) Under Secretary of Defense for Personnel and Readiness, "Strategic Plan for Fiscal Years 2010-2012," December 30, 2009²
- (m) DoD Instruction 1100.13, "Surveys of DoD Personnel," November 23, 1996
- (n) U.S. Office of Personnel Management and Under Secretary of Defense for Personnel and Readiness, "Agreement for the Movement of Personnel Between the Civil Service System and the Defense Civilian Intelligence Personnel System," September 17, 2008³
- (o) DoD Instruction 1402.01, "Employment of the Retired Members of the Armed Forces," September 9, 2007
- (p) DoD Instructions 1400.20, "DoD Program for Stability of Civilian Employment," September 26, 2006

¹ Available at http://www.dni.gov/electronic_reading_room/ICD_704.pdf

² Available at [http://prhome.defense.gov/docs/FY2010-12%20PR%20Strategic%20Plan%20\(Final%20Public%20-%20signed\)\(4%20January\).pdf](http://prhome.defense.gov/docs/FY2010-12%20PR%20Strategic%20Plan%20(Final%20Public%20-%20signed)(4%20January).pdf)

³ Available at

[http://www.cpms.osd.mil/ASSETS/A79F611FCD9743AEAF64A82611D556BF/2009%20DCIPS%20IA%20Agr20\(signed%20by%20OPM%20Dir%20%20DUSD\).pdf](http://www.cpms.osd.mil/ASSETS/A79F611FCD9743AEAF64A82611D556BF/2009%20DCIPS%20IA%20Agr20(signed%20by%20OPM%20Dir%20%20DUSD).pdf)

ENCLOSURE 2

OVERVIEW OF DCIPS EMPLOYMENT AND PLACEMENT

1. GENERAL STRUCTURE. DCIPS employment and placement programs shall incorporate the principles and practices of:

a. Veterans' Preference. When staffing from external sources, veterans, as defined by section 2108 of title 5, U.S.C. (Reference (f)), shall be given preference for employment in accordance with section 15 and paragraph 18.a. of this enclosure.

b. Merit System Principles. In accordance with section 1612 of Reference (e), merit system principles shall apply to DCIPS employment and placement actions.

c. Prohibited Personnel Practices. DCIPS employment and placement actions shall be free from unlawful discrimination, as well as other practices prohibited by section 2302 of Reference (f), as required by applicable law.

d. Restrictions on Employment of Relatives. Advocacy for DCIPS appointment, employment, promotion, and advancement of relatives is prohibited in accordance with section 3110 of Reference (f).

e. Employment of Former Peace Corps Employees and Volunteers. DoD Components shall recruit and employ former Peace Corps employees and volunteers in accordance with internal agreements, policies, and any requirements imposed by the Peace Corps to which the employee had agreed during employment or as conditions of employment.

f. Rank-in-Position and Rank-in-Person Constructs. The DCIPS occupational and position structure provides the basis on which organizations operating under either a rank-in-position or rank-in-person personnel management construct establish workforce requirements against which they may structure their recruitment, retention, and development programs in support of the intelligence mission.

2. APPOINTMENT AUTHORITY. DCIPS positions shall be filled according to the authority of section 1601 of Reference (e). Appointments may be permanent, indefinite, temporary, or term. Unless otherwise stated in this Volume, guidance and flexibilities provided in sections 3101-3114 of Reference (f) and DoD regulations regarding employment of special categories of personnel (students, experts, consultants, etc.) may be followed when making similar appointments pursuant to DCIPS authority. In special circumstances, and in accordance with applicable security and suitability policy and restrictions, DoD Components may appoint non-U.S. citizens into the Federal service. Appointment authorities specific to the competitive service or leading to competitive service status are not applicable to DCIPS.

3. STATUTORY AND REGULATORY LIMITS ON APPOINTING OFFICIAL AUTHORITY. Before filling positions by any other means, the DoD Components with DCIPS positions must, as applicable, satisfy the rights of employees entitled to:

- a. Restoration following military duty or recovery from compensable injury or disability in accordance with sections 4314 and 4315 of title 38, U.S.C. (Reference (g)).
- b. Reemployment under law or regulation.
- c. Restoration after a successful grievance or appeal.

4. FLEXIBILITY IN SOURCES. DCIPS recruitment and placement is intended to provide maximum flexibility within statutory and regulatory guidelines to recruit high-quality, diverse candidates from both internal (Federal) and external (non-Federal) sources. In issuing internal DCIPS guidance, the DoD Components with DCIPS positions shall allow for varying areas of consideration depending on the nature and level of the positions to be filled. Consistent with merit system principles, recruitment and placement procedures may include any combination of internal and external recruitment sources, allowing concurrent consideration of all sources identified. Procedures shall provide for management's right to select from any appropriate source. Joint DoD and/or Intelligence Community (IC)-wide recruiting efforts, where appropriate, are encouraged.

5. SELECTION. All employee selections shall be made in accordance with the merit system principles specified in section 2301 of Reference (f). Selections shall be made from among qualified applicants based solely on valid job-relevant criteria in accordance with part 1607 of title 29, Code of Federal Regulations (Reference (h)).

6. EXTERNAL RECRUITMENT. When recruiting from external (non-Federal) sources, the DoD Components with DCIPS positions shall:

- a. Use the authority granted by section 1601 of Reference (e) to structure DCIPS recruitment and appointment programs that provide the most direct access to local or national sources of high-quality, diverse candidates.
- b. Consistent with merit system principles, have the authority to identify, recruit, and appoint directly from any non-Federal applicant source with or without public notification or vacancy notices.
- c. Determine when public notification and advertising, as described in section 8 of this enclosure, are warranted considering mission requirements, costs, and organizational benefits. For placements commonly made through college recruitment programs or in conjunction with established DCIPS special employment programs, the general, standing announcements used in support of those programs shall qualify as publication of public notice or vacancy notices.

Records for these types of external recruitment actions must include documentation to ensure compliance with merit system principles.

7. APPLICANT SOURCES. The DoD Components with DCIPS positions shall access applicant sources through any legal means including such resources as the Office of Personnel Management (OPM) USAJOBS Web Site (<http://www.usajobs.gov>) and Component or IC-hosted Web sites, newspaper and periodic publications distributed in applicant-rich population areas, job fairs, or college campus recruiting activities organized by the Component or jointly by IC or Federal entities, employee referral programs, or other means consistent with the merit system principles in section 2301 of Reference (f).

8. ADVERTISING. The DoD Components with DCIPS positions, when advertising vacant positions, shall communicate employment opportunities through the most practical venues to ensure the diversity and qualifications of candidates. Component instructions shall ensure that all potential applicants, including those being recruited through job fairs or college campus recruiting activities, have access to the minimal information relevant to the opportunity being offered, to include:

- a. A brief description of job responsibilities.
- b. The pay plan, occupational series, occupational band, pay range, and position title.
- c. An organizational and geographic location.
- d. A statement of who may apply.
- e. A statement that the position is in the excepted service and covered by DCIPS.
- f. The minimum qualifications required.
- g. The criteria against which applications will be evaluated.
- h. The conditions of employment (e.g., mobility, security clearances, exceptional travel).
- i. A brief description of the DCIPS occupational structure.
- j. A brief description of the DCIPS pay-for-performance process.
- k. Application documentation and procedures, including the preferred means of contact, whether the advertisement has a specific closing date or is open-ended or “rolling,” etc.
- l. An EEO/diversity statement.
- m. A statement of any incentives or entitlements for which the applicant may be considered.

9. QUALIFICATION REQUIREMENTS. The DoD Components with DCIPS positions shall apply general qualification profiles developed by the USD(I) in conjunction with their Components and the Office of the Director of National Intelligence (ODNI). These profiles shall include descriptions of the competencies, knowledge, skills, abilities, education, training, and the type and quality of experience required for successful job performance in DCIPS work categories, occupations, and work levels as defined in Volume 2007 of this Instruction.

a. Evaluating Qualifications. Applicants must meet the minimum qualification requirements established for the work category, occupation, work level, and pay band.

b. Comparison of DCIPS and OPM Minimum Qualifications. In the absence of USD(I) qualification profiles, the DoD Components with DCIPS positions may adopt OPM qualification standards or use existing Component-specific qualification standards derived from OPM qualification guidelines in evaluating candidate qualifications in accordance with the table. For attorney positions, DoD Components with DCIPS positions will comply with DoDD 1442.2 (Reference (i)).

Table. Application of OPM Minimum Qualifications to DCIPS

DCIPS WORK CATEGORY	WORK LEVEL	PAY BAND	MINIMUM QUALIFYING GRADE USING GS GRADE-BASED STANDARDS
Technician/Administrative Support	1	1	GG-01
Technician/Administrative Support	2	2	GG-07
Technician/Administrative Support	3	3	GG-11
Professional	1	2	GG-07
Professional	2	3	GG-11
Professional	3	4	GG-13
Professional	4	5	GG-15
Supervision/Management	2	3	GG-11
Supervision/Management	3	4	GG-13
Supervision/Management	4	5	GG-15

c. Exemption to Time-in-Band (or Time-in-Grade). Qualifications for positions covered by DCIPS shall not include specific time-in-band (or time-in-grade) restrictions. In staffing DCIPS positions, the DoD Components with DCIPS positions shall emphasize the quality rather than the duration of experience and assess how the experience demonstrates possession of the knowledge, skills, abilities, and competencies necessary for successful job performance.

d. Qualification Standards. The DoD Components with DCIPS positions may tailor the OPM or DCIPS qualifications standards by adding a valid knowledge, skill, or ability derived from a documented job analysis as either a selective placement factor or a quality ranking factor. They shall ensure that all qualifications standards, vacancy advertisements, and other documentation related to descriptions of work used in recruitment and staffing are consistent

with the USD(I)-developed qualifications profiles, and shall use the taxonomy and nomenclature consistent with Volume 2007 of this Instruction.

e. Positive Education Requirements. Establishment of minimum education requirements must be consistent with accepted Federal practices and regulations. The DoD Components with DCIPS positions may not establish minimum education requirements for DCIPS positions unless they determine in advance of recruitment through a formal validation process conducted in accordance with Federal policy and practice that persons without that education, generally of a scientific, technical, or professional nature (but with related experience), cannot perform the work. Additional education requirements must be submitted to and approved by the USD(I) before use.

f. Professional Positions. At a minimum, all groups in the professional position category shall require either a bachelor's degree or equivalent experience. However, some groups in this category may have a positive education requirement that cannot be replaced with experience, such as a requirement for a particular type or level of academic degree.

g. Pay Setting on Appointment to a DCIPS Position. Initial pay setting shall be made in accordance with Volume 2006 of this Instruction.

10. CONDITIONS OF EMPLOYMENT

a. Applicants are required to sign a statement indicating they understand the conditions of employment or assignment unique to DCIPS positions and that they acknowledge the consequences of failing to meet required conditions. Applicants who do not meet applicable conditions of employment may not be appointed or assigned.

b. The DoD Components with DCIPS positions may deny employees who do not meet or maintain a condition of employment, assignment to a position, and/or may remove them from a position requiring a condition of employment by reassignment, demotion, or removal from the Federal service in accordance with law and applicable Component regulations.

c. Each non-DCIPS applicant selected for a DCIPS position must acknowledge in writing as early as is practicable that the position for which he or she has been selected is in the excepted service and covered by DCIPS. The time at which this acknowledgment is executed is at the discretion of the DoD Component, but must be signed before appointment is effected.

11. INVESTIGATIVE STANDARDS AND GUIDELINES. When access to classified information is a condition of employment or assignment, the DoD Components with DCIPS positions shall follow common investigative standards and adjudicative guidelines established by Executive Order 12968 and, as applicable, ICD 704 (References (j) and (k)). The DoD Components with DCIPS positions shall practice reciprocity of security clearances for their employees.

12. SECURITY ELIGIBILITY AND SUITABILITY. Candidates must meet applicable eligibility and suitability standards in References (j) and (k). This includes completion of an appropriate background investigation on the candidate and a favorable adjudication by a determining authority in addition to completion of any related authorized examinations or security procedures. The DoD Components with DCIPS positions shall not appoint selectees to a position requiring a clearance without the approval of their servicing security office.

13. QUALITY IN EMPLOYMENT AND PLACEMENT OUTCOMES. Employment and placement activities of the DoD Components with DCIPS positions shall:

a. Incorporate quality goals and standards to measure recruitment and placement results in attracting and hiring highly-qualified, diverse candidates well-suited to meet mission requirements. DoD Component quality standards shall state how they, through their employment and placement practices, will ensure the availability of qualified applicants from diverse backgrounds.

b. Use essential metrics in supporting the Office of the USD(I) (OUSD(I)) and ODNI assessment of employment and placement actions. Metrics shall be consistent with the requirements established in the Strategic Plan for Fiscal Years 2010-2012 (Reference (l)). Specific details and requirements for such metrics shall be published in a separate volume of this Instruction. At a minimum, these metrics shall include but shall not be limited to:

(1) Time-to-Fill Metric. The DoD Components shall measure the average time it takes to fill a position as determined by the Office of Personnel Management, ODNI, and DoD methodology.

(2) Vacancy Rate Metric. The DoD Components shall track vacancy rates in key mission categories, work categories, and work levels, as appropriate. The OUSD(I) shall consult with the Components on the appropriate vacancy rate percentages to allow for normal career growth and rotational development while maintaining opportunities for new hiring.

(3) Transparency Metric. The DoD Components shall measure employee and candidate perceptions of the fairness of Component selection processes through regular opinion surveys provided through the OUSD(I) and ODNI in accordance with DoD Instruction 1100.13 (Reference (m)).

(4) Collaboration Metric. The DoD Components shall report annually, as determined by the USD(I), on critical indicators of IC collaboration in employment and placement. Such indicators shall be developed by the OUSD(I) in consultation with the Components.

(5) Quality Metrics. The DoD Components shall use surveys and other appropriate means as determined by the USD(I) to measure manager satisfaction with the hiring process and with the quality of selectees.

14. TARGETING RECRUITMENT. The DoD Components with DCIPS positions may limit consideration of applicants to the smallest group that will ensure that a sufficiently diverse pool of qualified applicants is available to meet mission staffing requirements in the minimum time. Source groupings may be limited to the organization where the vacancy exists, to the local commuting area or may be regional, national, or worldwide. They may include DoD IC staff, other IC staff, or all sources.

15. VETERANS' PREFERENCE IN EXTERNAL RECRUITMENT

a. Candidates New to Federal Service. The DoD Components with DCIPS positions shall identify external candidates entitled to veterans' preference as identified in section 2108 of Reference (f). When filling positions with external applicants, preference-eligible veterans shall be granted preference in selection over non-preference-eligible candidates with substantially equal qualifications.

b. Candidates with Prior Federal Service. Consideration of candidates with prior Federal competitive or excepted service who have completed a probationary or trial period and who were not separated for cause is not subject to application of veterans' preference.

c. Candidates with Prior DCIPS Service. Former DCIPS employees who served on permanent appointments, completed a trial period, and were not separated for cause may be reappointed in DCIPS without application of veterans' preference.

d. Veterans' Preference Methodology and Documentation

(1) The criteria in section 2108 of Reference (f) for determining the preference eligibility of each applicant shall apply to DCIPS without change in accordance with section 3320 of Reference (f), although the "rule of three" is not required.

(2) Component procedures shall ensure that, at a minimum:

(a) Selecting officials must treat veterans' preference eligibility as a positive factor in all stages of the review process, when making a selection from "all sources" or where veterans' preference is otherwise applicable as required by law.

1. At each point in the interview process where a decision is made to eliminate candidates from further consideration, the selecting official with the assistance from the Human Resources staff, should ascertain whether any of the applicants under review are preference-eligible and, in borderline cases, continue to consider those applicants.

2. When making final selections (e.g., at the point where those candidates under serious consideration for an offer have been identified), the selecting official with the assistance of the Human Resources staff should once again ascertain whether any of the candidates are preference eligible. If all relevant considerations for the position are deemed equal, the selecting official must offer the position to a preference-eligible veteran as opposed to an equally well-

qualified non-preference-eligible candidate. Further, if all relevant considerations for the position are deemed equal and there are multiple preference-eligible veterans in the final group of candidates, the selecting official must offer the position to the preference-eligible veterans as identified in section 2108 of Reference (f) in the following order: disabled veterans qualifying for “10-point” preference first; then other “10-point” preference eligibles, including Purple Heart recipients; then “5-point” preference-eligible veterans in accordance with sections 2108 and 3309 of Reference (f).

(b) If a non-preference-eligible is selected, the reasons for non-selection of any qualified preference eligible are documented in writing and made part of the selection record. Reasons for non-selection shall be provided to the applicant. In accordance with section 3318 of Reference (f), Components shall notify the Office of Personnel Management of the non-selection of a preference eligible with a service-connected disability of 30 percent or more, and shall also inform such non-selected preference eligible of appeal rights under section 3318 of Reference (f).

(c) Appointments to positions in occupations specified in section 3310 of Reference (f) are restricted to preference eligibles as long as preference eligibles are available.

16. TRIAL PERIODS. Except as noted below, DCIPS employees shall serve DCIPS trial periods. Trial periods shall be 2 years in duration. During this trial period, an employee may be separated with no right of appeal outside the Department of Defense (except as provided for preference eligibles defined as “employees” in section 7511 (a)(1)(B) of Reference (f)) at any time if it is determined that the employee’s conduct or performance is unsatisfactory.

a. Employees who have previously completed a trial period in a DCIPS position shall not serve another trial period upon acceptance of another DCIPS position. Current DCIPS employees who are in a DCIPS trial period and transfer to another DCIPS Component shall finish their trial period in the new DCIPS position.

b. Employees who have completed a trial period in the National Intelligence Civilian Compensation Program (NICCP) within the IC shall not be required to complete another trial period upon appointment to a DCIPS position. Current IC employees who are in a trial period in NICCP when appointed to a DCIPS position shall finish their trial period in the DCIPS appointment.

c. In accordance with OPM and USD(P&R) Personnel Interchange Agreement (Reference (n)), employees who have completed a probationary period in the competitive civil service and who are appointed to a DCIPS position in the Military Departments or in the Defense Security Service shall not serve a DCIPS trial period.

d. In cases where organizational units or other groups of employees simultaneously convert into DCIPS, individual trial period status shall be determined in accordance with the criteria in paragraphs 16.a. through 16.c.

e. Supervisory and managerial probationary periods required by section 3321 of Reference (f) are not applicable to DCIPS.

17. SUPERVISORY AND MANAGERIAL CERTIFICATION. The DoD Components with DCIPS positions shall certify that employees newly-selected to DCIPS supervisory or managerial positions possess the required supervisory or managerial competencies for the position. This may be accomplished via training, successful accomplishment of specific supervisory and/or managerial work objectives, individual coaching, and other development activities.

a. Certification is a requirement to hold a supervisory or managerial position; minimum certification requirements shall be met within 12 months of assignment to the position.

b. The DoD Component shall apply USD(I)-approved certification requirements for all DCIPS supervisory and managerial positions.

c. Certification programs may include training, successful accomplishment of specific supervisory and/or managerial work objectives, individual coaching, and other development activities.

18. INTERNAL RECRUITMENT AND PLACEMENT. When the DoD Components with DCIPS positions deem that a sufficiently diverse and well-qualified applicant pool is available within their Components by recruiting from internal sources, they shall determine the size and scope of internal areas of consideration based on the availability of the skills and competencies required for the positions to be filled.

a. Veterans' Preference. Veterans' preference is not applicable to recruitment from internal candidate sources.

b. Internal Placement: Competitive

(1) Promotions. In promoting employees to a higher work level within the same work category, the DoD Components with DCIPS positions will normally use a formal, competitive process as documented in the Component's merit placement policy.

(2) Reassignment. In reassigning employees to the same work level but to a work category with higher pay band potential (e.g., from the Technician/Administrative Support work category to the Professional work category, regardless of work level and pay band), the DoD Components with DCIPS positions will normally use a formal, competitive process as documented in the Component's merit placement policy.

(3) Detail. The DoD Components with DCIPS positions will normally apply competitive procedures to details to a higher work level or work category with higher pay band potential for periods exceeding 240 days, as determined by the Component.

c. Internal Placement: Exceptions to Competition

(1) Lateral Transfer. The DoD Components with DCIPS positions may make the noncompetitive lateral move of an employee from one Component to another within the current work level and work category.

(2) Reassignment. The DoD Components with DCIPS positions may make the noncompetitive reassignment of an employee within their Components at the current work level and work category.

(3) Detail. The DoD Components with DCIPS positions may affect details to positions in the same work category and work level. Normally details should not exceed 1 year. The Components shall regularly review their use of details to ensure that principles of merit, employee equity, and proper work force management are not compromised.

(4) DoD Placement Programs. As applicable, the DoD Components with DCIPS positions shall, in accordance with appropriate security guidance and considerations for limiting access to classified national security information, satisfy the rights of employees who are entitled to priority consideration for continued employment or reemployment from local special placement programs, the DoD Priority Placement Program (PPP), and other mandatory placement programs including the Reemployment Priority List.

(5) Developmental Programs. With USD(I) approval, the DoD Components may establish planned salary advancement programs in the professional work category to develop employees in certain occupations within compensation parameters, advancement time-frames, and advancement criteria coordinated through the USD(I).

(a) Developmental programs will be established for each professional occupation, subject to approval by the USD(I) on the recommendation of the Head of the DoD Component with DCIPS positions, and will include:

1. Hiring guidance for the occupation.
2. The duration of the developmental program relative to experience at hire.
3. Developmental benchmarks, and supporting criteria and standards that must be met in order to receive an increase.
4. Salary advancement schedule associated with the program.

(b) Selections for these programs are conducted through a formal competitive process as outlined in the DoD Components' merit placement plans.

(c) As part of an established developmental program, an employee may be advanced noncompetitively to the established full performance work level for the professional work category.

(d) Employees in such programs remain eligible to compete in the performance pay pool.

(6) Reclassification. If provided for in DoD Component policies, promotions resulting from the application of a new job grading standard or the correction of a classification error that assigns a position to a higher work level shall be made noncompetitively. Reclassifications shall be made within guidelines on the total number of allowable pay band 4 and 5 positions expressed as a percentage of the total number of non-DISES/DISL DCIPS positions.

(7) Accretion of Duties. If provided for in DoD Component policies and at Component discretion, promotions in the same work category and occupation resulting from the accretion of additional duties and responsibilities may be made noncompetitively. Such promotions shall be rare occurrences in Components practicing effective position management. In meeting the standard for accretion of duties, the Components shall affirm that the additional duties do not adversely affect another position and that the employee meets all eligibility requirements for the higher work level. Promotions shall be made within guidelines on the total number of allowable pay band 4 and 5 positions expressed as a percentage of the total number of non-DISES/DISL DCIPS positions.

(8) Previously Held Position. Placement of an employee into a pay band that he or she previously held or to which the employee previously had promotion potential may be made noncompetitively.

19. MOVEMENT BETWEEN DCIPS AND COMPETITIVE SERVICE. Movement of DCIPS employees in the Military Departments and the Defense Security Service from DCIPS to competitive civil service positions, and from the competitive civil service to DCIPS shall be in accordance with the provisions prescribed in Reference (n).

20. APPOINTMENT OF RETIRED SERVICE MEMBERS. Retired Service members shall be considered for Federal civilian employment in compliance with merit system principles and in accordance with DoD Instruction 1402.01 (Reference (o)).

21. APPOINTMENT OF FEDERAL ANNUITANTS. A Federal civilian annuitant under either the Civil Service Retirement System or Federal Employees Retirement System may be reemployed in any position for which qualified. Reemployed annuitants may be hired on a term, temporary, or indefinite basis as either full-time or part-time. Federal annuitants shall be reemployed and compensated subject to the criteria and delegations of authorities set forth in Volume 300 of this Instruction.

22. STUDENT PROGRAMS. The DoD Components with DCIPS positions may utilize and structure temporary and intermittent paid student employment, intern employment, and scholarship programs to provide students with temporary exposure to work environments, acquaint them with intelligence missions, and encourage student interests in new or developing occupations and professions. Use of student programs is limited to students who are enrolled at least half-time in an accredited educational institution as determined by that institution and who have the permission of that institution, where necessary, to work at the Component.

a. Converting Student Hires to Permanent Positions. Noncompetitive conversion to a permanent position is permitted for student program participants who have graduated or met other program requirements established by the DoD Component. In determining the appropriate work level and pay band for student employees who are being placed in permanent positions, the Components shall consider all qualifications including the student's performance record as a student employee.

b. Inter-Component Conversion. The DoD Components may noncompetitively convert student program participants from other Components with the consent of the parent Component.

c. Scholarship Programs. The DoD Components may use scholarship programs, whether statutorily limited to individual Components or broadly applicable in the Government, the Intelligence Community, or the Department of Defense, consistent with Component staffing requirements and governing statute and regulation.

23. TEMPORARY AND TERM APPOINTMENT. The DoD Components with DCIPS positions may make time-limited appointments to meet short-term surge or other short-duration mission requirements. The Components may make such appointments without competition or through a competitive recruitment process. The circumstances under which a temporary appointment is appropriate include but are not limited to filling a position to address a temporary workload peak or to complete a project; or meeting a staffing need that is anticipated not to exceed a 1-year timeframe for reasons such as abolishment, reorganization, or contracting out of a function. A temporary appointment may not be used as an unofficial trial period. A temporary appointment generally shall be more appropriate than a term appointment when management is unable to determine in advance exactly how long the temporary need shall exist and therefore anticipates releasing the temporary employee with little advance notice.

a. Duration of Temporary Appointments. Temporary appointments shall be made for periods of 1 year or less. These appointments may be terminated at any time by the DoD Component. Temporary appointments may be extended for up to 1 additional year to a maximum of 24 months of total service.

b. Appointment Authority. Section 1601 of Reference (e) is the authority for all DCIPS appointments.

c. DCIPS Term Appointments (DTAs)

(1) DTAs may be made noncompetitively from any source for an initial period of more than 1 year, but not more than 5 years; must have a pre-determined end date; and may be extended after the initial period up to a total of 5 years. DTAs are used to meet legitimate non-permanent staffing needs as determined by the DoD Component. Reasons for making DTAs include but are not limited to project work; extraordinary workload surge; scheduled position abolishment, reorganization, or contracting out of a function; uncertainty of future funding; or the need to maintain permanent positions for placement of surplus employees otherwise subject to reduction.

(2) DTA employment ends automatically upon the expiration date unless approval has been granted for an extension or the employee resigns or is separated earlier.

(a) Trial Periods for Term Employees. DTA appointees shall serve trial periods consistent with those for permanent appointments as prescribed in section 16 of this enclosure.

(b) Extensions. Term employees are eligible for an extension of their appointment, even if their eligibility for noncompetitive appointment expires or is lost during the period they are serving under term employment.

(c) Promotion, Reassignment, or Reduction in Work Level and/or Pay Band. A term employee may be promoted, reassigned, or reduced in band to another term position provided the total combined service under the term appointment does not exceed the maximum 5-year time limitation and the employee meets the qualification requirements of the position.

(d) Conversion from DCIPS Term to DCIPS Permanent Appointment. A DCIPS term employee may be eligible for conversion to a DCIPS permanent appointment. To be converted to such an appointment, the employee must:

1. Be initially selected from an announcement that specifically stated that the individual could be eligible for noncompetitive conversion to a permanent DCIPS appointment at a later date;

2. Have completed at least 2 years of continuous service with at least a “Successful” overall rating of record; and

3. Be converted to a permanent DCIPS position in the same work level for which hired, except that employees hired in special programs (e.g. students) may be converted to a higher work level.

24. TEMPORARY ASSIGNMENTS TO OTHER DoD COMPONENTS WITH DCIPS POSITIONS. DCIPS employees shall be afforded every opportunity to develop skills and contribute talents across the DoD IC and in other Federal intelligence agencies, in both domestic and foreign field assignments. To that end, the DoD Components with DCIPS positions shall:

a. Fully utilize both competitive and noncompetitive lateral transfers, details to other DoD Components, joint duty assignments, and any additional opportunities for employees to serve across organizational lines.

b. Facilitate such assignments through advertisement, including them in career planning, recognition during performance management deliberations, and providing appropriate rewards consistent with Volumes 2006, 2008, and 2012 of this Instruction.

c. Comply with DoD policy on prescribed tour lengths and rotation to other DoD Components and provide employees assigned to such rotations administrative return rights within the parent Component upon completion of their tours.

GLOSSARY

DEFINITIONS

Unless otherwise noted, the following terms and their definitions apply to the DCIPS Volumes of this Instruction and serve as the basic employment and placement taxonomy for DoD Components with DCIPS positions.

condition of employment. A requirement or precondition for holding a position that is in addition to knowledge, skills, abilities, and/or educational qualification requirements. Conditions of employment shall be imposed when required by law or regulation, or when determined by appropriate management authority to be in the best interests of DCIPS or national security or to be mandatory for effective performance in the position. Examples of conditions of employment include but are not limited to the requirement to obtain and maintain access to the level of classified information required for a position, undergo a periodic polygraph examination, meet physical or medical standards, or be mobile, including in support of contingency operations.

DCIPS employee. An individual appointed without time limit (i.e., on a permanent basis) to an excepted position in DCIPS.

DCIPS transfer. Movement of a permanent employee without a break in service of 1 full workday from a DCIPS position in one DoD Component to a DCIPS position in another Component in accordance with the authority in section 1601 of Reference (e).

detail. A temporary assignment to a different position. During the period of detail, the employee is considered as permanently occupying his or her position of record for pay and strength purposes.

DoD Components with DCIPS positions. Defined in Volume 2001 of this Instruction.

DoD PPP. The program established pursuant to DoD Instructions 1400.20 (Reference (o)) and Volume 1800 of this Instruction.

DTA. A DCIPS appointment to a position where the need for an employee's service is not permanent. A DTA shall be made for an initial specified period of more than 1 year, but less than 5 years. Initial appointments of less than 5 years may be extended to a maximum of 5 years.

external (non-Federal) recruitment. Recruitment of applicants not currently serving in permanent positions in the Federal service. Recruitment from external (non-Federal) sources requires application of veterans' preference as prescribed by Reference (e) and this Volume.

internal (Federal) recruitment. Recruitment of applicants currently serving in Federal service to appointments in the DoD Components with DCIPS positions.

internal placement. Movement of a DCIPS employee by a competitive or noncompetitive action within a DoD Component.

NICCP. The core principles and processes collectively established by the ODNI through publication of the 600 series of IC Directives that provide a common voluntary framework for the performance management and compensation of all IC employees. The NICCP was voluntarily adopted by the Department of Defense.

occupational group. One or more functionally-related occupations, specialties, families, or classes of positions that share distinct, common technical qualifications; competency requirements; career paths; and progression patterns.

permanent appointment. An appointment without time limitation.

personnel interchange agreement. An agreement between the Department of Defense and OPM that permits and sets criteria for movement of employees in the Military Departments and the Defense Security Service between the competitive civil service and DCIPS positions.

promotion. Movement to a higher work level and pay band.

reassignment. The assignment of a DCIPS employee to another DCIPS position in the same work level and pay band within his or her DoD Component.

temporary appointment. An appointment made initially for a year or less to meet short-term surge or other short-duration mission requirements.

term appointment. A time-limited appointment in excess of 1 year when a specific end date is known in advance.

transfer. The permanent appointment of a DCIPS employee involving the movement from one DoD Component to another without a break in service in accordance with the authority in section 1601 of Reference (e). Such appointments may be made noncompetitively when they are made to the same work category and work level (i.e., lateral transfer). Employee transfers to higher work levels or to work categories having higher promotion potential must be made competitively.

trial period. A period of 2 years following initial appointment during which employees have no appeal rights except for those preference eligibles as defined in section 7511(a)(1)(B) of Reference (f).

work category. Defined in Volume 2007 of this Instruction.

work level. Defined in Volume 2007 of this Instruction.