DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

DAMI-CP

APR 0 9 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AP-V 2005-I-1, Interim Vacancy Announcement Guidance

1. REFERENCES

a. FY 2010 National Defense Authorization Act (NDAA), October 28, 2009

b. USD(I) Memorandum, 10 December 09, Subject: Decisions and Way Ahead from the November 6, 2009 Defense Intelligence Human Resources Board (DIHRB)

c. AP-V 2005, DCIPS Employment and Placement, July 17, 2009

2. As a result of the recent National Defense Authorization Act (NDAA) for Fiscal Year 2010 (reference (a), the Under Secretary of Defense, Intelligence (USD(I)) has mandated additional information that must be contained in all vacancy announcements effective 10 December 2009, per reference (b). This information should be disseminated to all Civilian Personnel Advisory Centers and pertinent personnel involved in creating vacancy announcements. It is paramount that all Army vacancy announcements are consistent with this guidance to prevent potential pay-setting issues that could result from inappropriate information contained in the announcements.

3. Guidance on requirements contained in reference (c), AP-V 2005, Employment and Placement is still applicable during the NDAA Interim Period with the following additional requirements:

Vacancy announcements: Announcements must include a clear description of the work to be performed, including the level of authority and scope of responsibilities, and must include the full salary range (Base Pay Rate plus Local Market Supplement) for the band of the position, up to the step 10 of the corresponding GGE, but not to exceed the title 5 maximum pay limitation of Executive Level IV ($155,500 for CY 2010). Announcements must note minimum qualification requirements, including successful performance and one year performing the type of duties of the position. All vacancy announcements will include a standard statement providing the alignment of the occupational band to GS/GG grades. This should appear in the beginning of the narrative section on all announcements, including USAJobs:

"This is an occupational band ____ position in the Defense Civilian Intelligence Personnel System (DCIPS). Band ___ duties are at the _____ work level, and are equivalent to those at the GS/GG ___ . The selectee's salary will be set within the band equivalent to a GS/GG grade based on the selectee's qualifications in relation to the position."

Example: This is an occupational band 3 position in the Defense Civilian Intelligence Personnel System (DCIPS). Band 3 duties are at the full performance work level, and are equivalent to those at the GS/GG 11/12/13. The selectee's salary will be set within the band, equivalent to a GS/GG grade based on the selectee's qualifications in relation to the position.

4. Any reference to a specific GS/GG equivalency (GGE) should not be included in the vacancy announcements. It is important to understand that Army DCIPS is a banded system, with all positions in the band substantially similar. The GGE is only determined and stated in the offer letter after the salary has been set and to support periodic increases during the DCIPS Interim period.

5. In accordance with reference b, all offer letters will include a standard statement providing the alignment from DCIPS occupational bands to GS/GG grades. The following statement was approved and is required to be used by all DCIPS organizations:

"Congratulations on your selection for the position of _____ at _____. This is an occupational band ___ position (_____ (fill in the level) in the Defense Civilian Intelligence Personnel System (DCIPS) under title 10, United States Code, sections 1601-1614. The National Defense Authorization Act of FY2010 suspended certain pay authorities of the DCIPS until December 31, 2010, and instead of required rates of basic pay be fixed in accordance with the provisions of the law that would otherwise apply. In compliance with the NDAA language, your GS/GG Grade Equivalent (GGE) is _____ and your salary is _____."

6. The Office of the Deputy Chief of Staff, G-2 point of contact is Mr. Mark Johnson, Intelligence Personnel Management Office, (703) 695-3689, DSN: 225-3689, or e-mail: mark.johnson4@us.army.mil.

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