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

OCT 02 2009

DAMI-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Management of Army Defense Civilian Intelligence Personnel System (DCIPS) Pay Bands 4 and 5 Positions

1. References:

a. Memorandum, Under Secretary of Defense, Intelligence (USD(I)), 8 Apr 08, subject: Management of, and Conversion to, the Defense Civilian Intelligence Personnel System Pay Band Structure.

b. Memorandum, Deputy Chief of Staff, Army G-2, 17 Jul 09, subject: Delegation of Authority of the DCIPS and Issuance of Army Interim DCIPS Policy.

c. Interim Department of Army DCIPS Policy Volume 2007, Defense Civilian Intelligence Personnel System Occupational Structure, 17 Jul 09.

d. Department of Defense Instruction 1400.25-V2007, Defense Civilian Intelligence Personnel System (DCIPS), 17 Aug 09.

2. In reference 1a, the USD(I) established policy to manage the conversion to the DCIPS pay band structure. Specifically, allocation of positions to Pay Bands 4 and 5 at conversion are limited to not more than 55 percent of authorized GG/GS strength, with not more than 15 percent of positions allocated to Pay Band 5. The requirements in reference 1a are continuous and ongoing and must be adhered to until USD(I) modifies the policy.

3. The Deputy Chief of Staff, G-2, with delegated authority by the Secretary of the Army, has responsibility for ensuring that DCIPS policy is executed properly and complies with applicable regulatory issuances. After considering several alternatives, the Headquarters, Department of the Army, G-2 has decided to limit Pay Bands 4 and 5 to not more than 45 percent of your authorized GG strength (spaces), with not more than 10 percent of positions allocated to Pay Band 5. This decision was based on ensuring equitable treatment across commands, maximum use of financial resources, and providing for workforce progression opportunities. Pursuant to references 1b and 1c, the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commander/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army shall:

a. Implement a plan to manage their DCIPS workforce at the Pay Band 4 and 5 levels.

b. Structure organizations to provide effective and economical mission accomplishments, considering the following position management factors:

(1) Monitor and ensure compliance with controls on the ratio of Pay Band 4 and 5 positions as directed by the above references.

(2) Review vacant positions to restructure to the lowest work category and work level compatible with mission accomplishment to make maximum use of financial resources and provide for workforce progression opportunities.

(3) Design positions that consider mission-essential tasks and required knowledge, skills, and abilities rather than the personal qualifications of an employee.

(4) Avoid establishing deputy and assistant positions. If created, these positions will be classified one pay band lower than the supervisor/manager to whom they report.

c. Ensure all requests for personnel actions (RPAs) to fill vacant Pay Band 4 and 5 positions contain a higher headquarters statement of approval to recruit, complete with approval authority's name and contact information.

4. If a command is above the Army referenced ratio, the commander must request approval from Headquarters, Department of the Army, G-2 to recruit for a Pay Band 4 or 5 position. The justification must include the command's percentage of Pay Band 4/5 positions as well as a plan to re-engineer another Pay Band 4 or 5 position to Pay Band 3. The justification must also address why reclassification of Pay Band 4 and 5 positions to Pay Band 3 was not considered or rejected.

5. The servicing Civilian Human Resources Organization shall return any RPA that does not contain an approval from the higher headquarters. References are located on the Army DCIPS Web site at www.dami.army.pentagon.mil/site/dcips/. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Norma Taylor, DAMI-CP, at (703) 695-1045, e-mail: norma.taylor@us.army.mil.

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Assistant Deputy Chief of Staff, G-2

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