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

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SUBJECT: Welcome to the Defense Civilian Intelligence Personnel System (DCIPS)

1. Army Intelligence civilian "GG" employees appointed under 10 USC 1601 officially converted to the new DCIPS pay for performance system on 19 July 2009. Notifications of Personnel Action (SF-50) will be issued the week of 20 July 2009. Conversion to DCIPS provides a valuable gateway to increased career development and opportunities for employees. These increased opportunities include a greater flexibility for employees to set their own performance objectives tied to organizational mission; leadership's ability to reward employee performance and contribution to the mission; enhanced dialogue with managers, supervisors, and employees regarding career aspirations and needs; and easier lateral moves into Intelligence Community positions.

2. Employees will convert into DCIPS at their current base pay rate, adjusted for the pro-rata share of their next WGI earned at the date of conversion. The annualized WGI buy-in amount will be added to the employee's base pay rate on the effective date of conversion to establish the initial salary rate under DCIPS.

3. The two major components of DCIPS - performance management and pay banding - will mark the biggest changes impacting the Army Intelligence workforce.

a. Under the new performance management component, employees will use the S.M.A.R.T. methodology which embraces the school of thought that performance objectives should be specific, measureable, achievable, relevant, and timely. Employees will also be required to develop an Individual Development Plan (IDP) which will involve identifying their short and long-term goals and activities for increasing proficiency, career development and progression.

b. Under pay banding, Army Intelligence civilian personnel will transition from the GG (equivalent to General Schedule) grade and step process to a more fluid pay banding system. Pay banding converts employees under the GG scale into five pay "ranges" referred to as pay bands and allows employees to be rewarded for top performance in the form of salary increases and bonuses.

4. The Intelligence Personnel Management Office (IPMO) Transition Team has prepared the enclosed *Welcome to DCIPS* toolkit that, coupled with Army and OSD Interim DCIPS policy, will guide you through the first days and months after conversion.

a. The *DCIPS Roadmap* highlights what to expect over the next several months post-conversion as well as the major milestones that must be achieved (Enclosure 1).

b. The *DCIPS Employee Checklist* highlights those activities that employees need to accomplish during the next several weeks, including reviewing your Notification of Personnel Action (SF-50) posted on your MyBiz account (Enclosure 2). The SF-50 will contain your new pay plan, pay band, position title and other information pertaining to the conversion to DCIPS.

c. The *Employee Self-Report of Accomplishments Overview* provides information on the employee self-report of accomplishments and the importance of tracking your accomplishments throughout the performance cycle (Enclosure 3).

5. Once again, I would like to express my appreciation for your patience and support during this time of transition. Change is never easy particularly when it is a shift in the way we do business. We have come a long way so let us stay engaged and continue to work together. Additional information and post conversion assistance can be found by accessing the Army DCIPS webpage at http://www.dami.army.pentagon.mil/site/dcips/.

6. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Vieanna Huertas, Intelligence Personnel Management Office, (703) 695-1070; DSN: 225-1070, or e-mail: Vieanna.huertas@us.army.mil or the undersigned at (703) 695-2443; DSN: 225-2443, or e-mail: yolanda.watson@us.army.mil.

3 Enclosures

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