



DEPARTMENT OF THE ARMY

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

DAMI-CP

AUG 10 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Issuance of the Department of the Army Policy, Volume 2005, Defense Civilian Intelligence Personnel System Employment and Placement

1. References:

a. Department of Defense (DoD) Instruction 1400.25, Volume 2005, (DoD Civilian Personnel Management System, Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement, 3 Mar 12 (Incorporating Change 2, 1 Apr 20).

b. Memorandum, Secretary of the Army, 23 Oct 17, subject: Delegation of Authority for Responsibility of Civilian Human Resources Management, Administration, and Authorities in the Department of the Army, Matrix 02-2017.

c. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), 23 Oct 17, subject: Delegation of Civilian Human Resources Authorities, Matrix 02-2017.

d. Department of the Army DCIPS Policy, Volume 2005 (Defense Civilian Intelligence Personnel System - Employment and Placement), 10 Aug 20 (enclosure).

2. This Army Policy Volume (APV) 2005, DCIPS Employment and Placement Policy, Incorporating Changes 1 and 2, reflects specified changes that are consistent with the format of a reissuance of DCIPS Department of Defense Instructions at reference 1.a.

3. The DCS, G-2 authorizes supplementation of this policy where necessary and when aligned with the guidance set forth in APV 2005. Organizations must forward copies of any supplements to the Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-2, Intelligence Personnel Management Office, 1000 Army Pentagon, Washington, DC 20310-1000.

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SUBJECT: Issuance of the Department of the Army Policy, Volume 2005, Defense Civilian Intelligence Personnel System Employment and Placement

4. My point of contact is Mr. Mark Johnson, Human Resources Specialist, available at (703) 695-3689 or mark.a.johnson18.civ@mail.mil.



Encl

SCOTT D. BERRIER
Lieutenant General, GS
Deputy Chief of Staff, G-2

DISTRIBUTION:

Assistant Secretary of the Army for Manpower and Reserve Affairs

Administrative Assistant to the Secretary of the Army

General Counsel

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Commander

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Director, U.S. Army Civilian Human Resources Agency



**Department of the Army
Policy Volume 2005
Defense Civilian Intelligence Personnel
System Employment and Placement**

10 August 2020

Revised IAW Army Directive (AD)
2025-01, effective 1/24/2025

Summary of Changes

Army Policy–Volume (AP-V) 2005 Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement 10 Aug 20

- Clarifies the overall purpose, p. ii, para 1a
- Updates references at Enclosure 1, p. iii
- Adds Reference to DoD Policy on Tour Lengths and Return Rights, p. 2
- Adds language to include the use of Direct Hire Authority for hard to fill positions, p. 7, 6d
- Adds language to address “Hard to Fill” positions, p. 7, 6d(3)
- Clarifies the application of Veterans’ Preference, p. 12, para 15
- Adds language to allow an employee on a Permanent Appointment to accept a Term Appointment and return to the Permanent Appointment non-competitively, p. 16, para 18c(8)
- Changes the maximum time for Temporary Appointment to 3 years, p. 19. para 23b
- Changes the maximum time for Term appointments from 5 years to 6 years with a maximum of 8 years, p. 19, para 23c
- Clarifies the granting of Return Rights for employees assigned to other DCIPS Components, p. 20, para 24c
- Adds an abbreviation section within the Glossary, p. 22

Department of Army DCIPS Policy

VOLUME 2005 – Defense Civilian Intelligence Personnel System Employment and Placement

1. Purpose

a. Reference (a) establishes policy and procedures, provides guidelines, delegates authority and assigns responsibilities for civilian personnel management within the Department of Army.

b. Volume 2005. In accordance with references in Enclosure 1, this volume establishes policies, responsibilities and procedures for DCIPS employment and placement and further supplements and must be used in concert with Reference (b), and Army policy on civilian personnel management. Additional supplementation is authorized except where prohibited.

2. Applicability

This policy applies to Department of Army civilian positions, employees and organizations as described in Reference (a) engaged in or in support of an intelligence or intelligence-related mission.

3. Definitions

See Glossary.

4. Policy

It is Army policy that DCIPS employment and placement practices:

a. Facilitate the recruitment and employment of a high-quality workforce with the skills and competencies needed to meet 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 3.

d. Incorporate best practices from across the Federal Government, private industry and consistent with law.

e. Comply with appointing authorities and responsibilities for Army's employment and placement programs, as applicable. Nothing in this policy should be construed as providing appointing authority or other personnel authority to any entity that did not have such authority before issuance of this policy.

5. Responsibilities

See Reference (a) and Enclosure 2.

6. Procedures

See Enclosure 3.

7. Releasability

Unlimited. This policy is approved for public release.

8. Effective date

This policy is effective immediately.

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Glossary

ENCLOSURE 1

REFERENCES

- (a) AP-V 2001, Defense Civilian Intelligence Personnel System Introduction, March 25, 2012 (Incorporating Change 1, March 22, 2013)
- (b) DoD Instruction 1400.25, Volume 2005, "DoD Civilian Personnel Management System: DCIPS Employment and Placement," March 3, 2012 (Incorporating Change 2, April 1, 2020)
- (c) United States Code, Title 5, Sections 2105, 2108, 2301, 2302(b), 3110, 3310, 3318, 3321, 7511(a)(1)(b), 7511(b)(8), and Section 7112(b)(6) of title 5, United States Code
- (d) United States Code, Title 10, Sections 1601-1614
- (e) AP-V 2015, Defense Civilian Intelligence Personnel System Nontraditional Categories of Personnel, March 2012
- (f) United States Code, Title 38, Sections 4314 and 4315
- (g) Code of Federal Regulations, Title 5, Part 300
- (h) Code of Federal Regulations, Title 29, Part 1607
- (i) AR 690-300, "Civilian Personnel Employment," April 3, 2019
- (j) AP-V 2007, Defense Civilian Intelligence Personnel System Occupational Structure" March 2012
- (k) DoDI 1442.02, "Personnel Actions Involving Civilian Attorneys," September 30, 2010
- (l) AP-V 2006, Defense Civilian Intelligence Personnel System Compensation Administration", March 25, 2012 (Incorporating Change 2, June 12, 2018)
- (m) Executive Order 12968, "Access to Classified Information", August 2, 1995, as amended
- (n) Intelligence Community Directive 704, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 1, 2018
- (o) DoDI 1402.01, Employment of Retired Members of the Armed Forces, September 9, 2007

- (p) AR 380-67, "Department of the Army Personnel Security Program", January 24, 2014
- (q) Intelligence Community Directive 704, "Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information," October 1, 2008
- (r) DoD Instruction 5200.2, "DoD Personnel Security Program", March 21, 2014 Incorporating Change 1, Effective September 9, 2014
- (s) AP-V 2013, Defense Civilian Intelligence Personnel System Program Evaluation, March 25, 2012 (Incorporating Change 1, March 22, 2013)
- (t) AP-V 2014, Defense Civilian Intelligence Personnel System Employee Grievance Procedures, March 25, 2012 (Incorporating Change 2, November 16, 2017)
- (u) AP-V 2004, Defense Civilian Intelligence Personnel System Adjustment in Force, March 25, 2012 (Incorporating Change 1, March 2013)
- (v) DoD Instruction 1400.25, Volume 300, "DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense", December 10, 2008
- (w) AP-V 2008, Defense Civilian Intelligence Personnel System Awards and Recognition (Incorporating Change 1, September 12, 2016)
- (x) AP-V 2012, Defense Civilian Intelligence Personnel System Performance-Based Bonus Program (Incorporating Change 1, August 31, 2015)
- (y) DoD Instruction 1400.25, Volume 1230, "DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights", July 26 2012

ENCLOSURE 2
RESPONSIBILITIES

Responsibilities in this enclosure supplement and must be conducted in coordination with those listed in Reference (a).

1. Secretary of the Army

The Secretary of the Army will:

- a. Implement Reference (b) within the Department of the Army (DA); issue supplemental guidance, as appropriate, monitor DA Programs for compliance with the provisions of this policy, and respond to reporting requirements established by the Under Secretary of Defense, Intelligence and Security (USD(I&S)).
- b. Delegate the authority, as appropriate, to implement this policy within Army.

2. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA))

Roles and responsibilities of ASA (M&RA) are as stated in Reference (a).

3. The Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-1, Assistant G-1 (Civilian Personnel) (AG-1(CP))

Roles and responsibilities of AG-1(CP) are as stated in Reference (a).

4. The Headquarters Department of the Army, Deputy Chief of Staff, G-2 (HQDA, DCS, G-2)

The HQDA, DCS, G-2 will establish the employment and placement program's strategic direction, provide the overall policy framework, and approve policy guidance for administration of the DCIPS employment and placement program.

5. The Headquarters Department of the Army, Assistant Deputy Chief of Staff, G-2 (HQDA, ADCS, G-2)

The HQDA, ADCS, G-2 will:

- a. Provide executive advice and consultation to the DCS, G-2 and direct the full spectrum of DCIPS employment and placement programs, policies, and systems.
- b. Ensure the implementation of DCIPS employment and placement programs and compliance with policy guidance.

6. The Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-2, Director, Intelligence Personnel Management Office (HQDA, ODCS, G-2, IPMO)

The Director of the IPMO will:

- a. Conduct workforce planning, establish policy, and provide oversight for the Army DCIPS employment and placement program.

b. Develop, publish, and maintain current qualifications criteria for all Army DCIPS job titles in coordination with USD(I&S).

7. Commanders of the Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs) and the Administrative Assistant to the Secretary of the Army (AASA)

Commanders will:

- a. Manage command employment and placement programs and issue supplemental guidance where permitted.
- b. Delegate employment and placement authority in accordance with this policy.

8. U.S. Army Civilian Human Resources Agency (CHRA), DCIPS Servicing Civilian Personnel Advisory Centers (CPACs)

The CHRA and its CPACs will provide employment and placement guidance to activity commanders, supervisors, and managers; ensure that personnel actions comply with all applicable laws, rules, and regulations prior to processing; and report possible inconsistencies or noncompliance to the Commanders, managers and supervisors, consulting with legal counsel as necessary.

9. Managers and Supervisors of Army DCIPS employees

Managers and Supervisors will be responsible for partnering with their servicing CPAC to facilitate the employment and placement of a highly skilled workforce, managing DCIPS personnel within their organization, and initiating appropriate requests for personnel actions (RPAs).

ENCLOSURE 3

PROCEDURES

1. General Structure

DCIPS employment and placement programs will incorporate the principles and practices of:

a. Veterans' Preference. When staffing from external sources, veterans, as defined by section 2108 of Reference (c) will be given preference for employment in accordance with paragraphs 15 and 18 of this enclosure.

b. Merit System Principles. In accordance with section 1612 of Reference (d), merit principles will apply to DCIPS employment and placement processes and procedures.

c. Prohibited Personnel Practices. DCIPS employment and placement actions will be free from unlawful discrimination as provided for in section 2302(b) of Reference (c), unless otherwise excluded by law.

d. Equal Employment Opportunity. In accordance with Federal guidelines, Commanders will develop internal Action Plans which include action goals and objectives for their DCIPS workforces. The plans shall incorporate ongoing evaluation of progress towards documented goals and include procedures for expanding or modifying applicant sources to establish qualified candidate pools consistent with Reference (i).

e. Employment of Relatives. Advocacy for DCIPS appointment, employment, promotion, and advancement of relatives will be prohibited in accordance with section 3110 of Reference (c).

f. Employment of former Peace Corps Employees and Volunteers. Commanders will 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 a condition of employment.

g. Uniformed Services Employment and Reemployment Rights Act (USERRA). Army will apply the provisions of USERRA in employment and placement policies and practices in order to ensure the protection of civilian job rights and benefits for veterans and members of Reserve Components as provided for by applicable law (Reference (f)).

2. Appointment Authority

DCIPS positions will be filled in accordance with the authority of section 1601 of Reference (d). Appointments may be permanent, indefinite, temporary, or term. Unless otherwise stated in this policy, guidance and flexibilities provided in Sections 3101-3114 of Reference (c) and other regulations regarding employment of special categories of personnel (see Reference (e)) may be followed when making similar appointments under DCIPS authority. Appointment authorities other than section 1601 of reference (d), to include those specific to the competitive service or leading to competitive service status, are not applicable to DCIPS. DCIPS positions are in the excepted service under United States Code Title 10.

3. Statutory and Regulatory Limits on Appointing Officials Authority

Before filling positions through any other means, an appointing official must, as applicable, satisfy the rights of employees entitled to:

- a. Restoration following military duty or recovery from compensable injury or disability in accordance Reference (f).
- b. Reemployment under law or regulation.
- c. Restoration after a successful grievance or appeal.
- d. Mandatory Placement Program (e.g., DoD Priority Placement Program (PPP)).
- e. Employment or reemployment from local special placement programs.

4. Flexibility in sources

DCIPS recruitment and placement is intended to provide maximum flexibility within statutory and regulatory guidelines to recruit high-quality candidates from both internal (Federal) and external (non-Federal) sources. In issuing internal DCIPS regulations and guidance, Commanders will 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 will provide for management's right to select from any appropriate source. Joint DoD and Intelligence Community (IC) - wide recruiting efforts, where appropriate, are encouraged.

5. Selection

All employee selections will be made in accordance with the merit principles specified in section 2301 of Reference (c). Selections will be made from among qualified applicants based solely on job-relevant criteria that can be established as valid using the validity tests prescribed by Reference (h).

6. External Recruitment

When recruiting from external (non-Federal) sources, Commanders will:

- a. Use the authority granted by section 1601 of Reference (d) to structure DCIPS recruitment and appointment programs that provide the most direct access to local or national sources of high-quality 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 (in accordance with paragraph 7 of this Enclosure).
- c. Develop local procedures for accepting applications from external sources.
 - (1) These procedures must be in writing and must be uniformly applied to all applicants for all vacancies for which external applicants are accepted.
 - (2) Procedures will allow commanders to determine when public notification and advertising described in paragraph 8 of this enclosure are warranted considering mission requirements, costs, and organizational benefits.
 - (3) 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 will qualify as publication of public notice or vacancy notices.

(4) Procedures shall mandate the maintenance of records for all external recruitment actions. Records must include documentation to ensure compliance with merit system principles and veterans' preference procedures, and they may provide for establishment of an applicant supply file, skills bank, or for job-specific vacancy announcements.

d. Utilize the Direct-Hire Authority (DHA) which permits hiring without regard to the provisions of 5 U.S.C. This authority can be used to hire certain occupational series or grades and disciplines within the series connoted by work roles and functions. The occupations listed in the Office of Personnel Management, Department of Defense and Army DHA guidance and those deemed by the Functional Chief for the Intelligence Career Program can be directly appointed with this hiring authority. Selecting supervisors must work with their servicing CPAC in advance to obtain agreement on the proper use of this authority. When conditions exist commanders have:

(1) Authority to Directly Consider Applications From the Public instead of obtaining applications from the Office of Personnel Management. DCIPS, as an "Excepted Service", permits "direct to public" recruitment. DCIPS is not bound by using the public examining process overseen by OPM (also known as delegated examining (DE) (i.e., applicants are given a numeric score and referred in score order, rule of three applies, compensable veterans "float" to the top of the list of candidates, etc.). DCIPS allows consideration from all sources under the same recruitment process and does not have to use DE for external applicants.

(2) Authority to Offer a Position "On-the-Spot". "On-the-Spot" hiring authority can be used in DCIPS when recruitment history has shown that qualified candidates are scarce; when there are very unique skills required and it's known that the positions will be hard to fill; for college and other targeted recruitment efforts, for emergency hires and for other similar situations. This gives DCIPS the ability to directly appoint an individual without having to go through the normal recruitment process when it's known that using that processes will most likely not result in qualified candidates. Selecting supervisors must work with their servicing CPAC in advance to obtain agreement on the proper use of this authority.

(3) Authority to Consider from any source when they have "Hard to Fill" Positions. Positions are determined as Hard to Fill when:

(a) There is a severe shortage of candidates for a particular position or group of positions showing that an organization is having difficulty identifying candidates possessing the competencies or the knowledge, skills, and abilities required to perform the job requirements despite extensive recruitment, extended announcement periods, and the use, as applicable, of hiring flexibilities such as recruitment or relocation incentives or special salary rates.

(b) There is a critical hiring need for a particular position or group of positions an organization has a need to fill to meet mission requirements brought about by circumstances such as, but not limited to, a national emergency, threat, potential threat, environmental disaster, or unanticipated or unusual event or mission requirement, or to conform to the requirements of law, a Presidential directive or Administration initiative.

7. Applicant Sources

DCIPS is not subject to Office of Personnel Management (OPM) rules on accepting, rating, and arranging applications from external candidates. Commanders will access applicant sources through any legal means, including such resources as the OPM USAJOBS web site (<http://www.usajobs.gov>), Army or IC-hosted web sites, newspapers and periodic publications distributed in applicant rich populated areas, job fairs or college campus recruiting activities organized by Army or jointly by the IC or Federal entities, employee referral programs, or other means consistent with the merit system principles in section 2301 of Reference (c). Recruitment efforts may limit consideration of applicants to a group that will ensure a sufficient pool of highly qualified candidates. Source groupings may include but are not limited to:

- a. DoD IC employees on a permanent appointment working in the local commuting area, regional area, the Continental United States (CONUS), and/or any location worldwide.
- b. Federal IC employees on a permanent appointment working in the local commuting area, regional area, CONUS, and/or any location worldwide.
- c. All sources which includes all U.S. citizens living in the commuting area, regional area, CONUS, and/or any location worldwide.

8. Advertising

When advertising DCIPS positions, Commanders will communicate employment opportunities through the most practical venues to ensure the marketing and advertisement to the broadest range of qualified candidates. All potential applicants, including those being recruited through job fairs or college campus recruiting activities, shall have access to relevant job opportunity information which includes:

- a. A brief description of job responsibilities.
- b. The pay plan, occupational series, grade, 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., trial period, mobility program requirements, security clearances, exceptional travel).
- i. A brief description of the DCIPS occupational structure.
- j. A brief description of the DCIPS career advancement 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 statement.
- m. A statement of any incentives or entitlements for which the applicant may be considered.
- n. An explanation of how DCIPS applies veterans' preference as provided in this APV-2005.

o. Explanation of how applicants are to claim veterans' preference and the documentation required to support the claim.

9. Qualification Requirements

Commanders will apply general qualification standards for DCIPS. The standards 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 Reference (j).

a. Evaluating Qualifications. Applicants must meet the minimum qualifications to include any specialized experience requirements in accordance with the controlling qualification standards of the job being filled.

b. DCIPS and OPM Minimum Qualifications. In the absence of USD(I&S) or Army qualification standards in accordance with Reference (j), Commanders may adopt OPM qualification standards in evaluating candidate qualifications. For attorney positions, Commanders will comply with Reference (k).

c. Exception to Time-in-Grade (or Time-in-Band). DCIPS positions are excluded from specific time-in-grade (or time-in-band) restrictions. In staffing DCIPS positions, emphasis will be placed on the quality rather than the duration of experience which must demonstrate the possession of the knowledge, skills, abilities, and competencies necessary for successful job performance in the DCIPS occupational structure.

d. Qualification Standards. Commanders may propose modifications to OPM or DCIPS qualification 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. A request to establish or modify a qualification standard will be sent through the requesting organization's chain of command to HQDA DCS G-2, IPMO. The IPMO will ensure that all qualification standards, vacancy advertisements, and other documentation related to descriptions of work used in recruitment and staffing are consistent with Army developed qualification profiles, and shall use the taxonomy and nomenclature consistent with Reference (j).

e. Positive Education Requirements. Establishment of positive or minimum education requirements must be consistent with accepted Federal practices and regulations. Commanders 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 approved in advance. Submit request through HQDA, G2 and ASA(M&RA) for approval by USD(I&S).

f. Written and Performance Tests. Written and performance tests are not required but may be developed and/or administered as deemed appropriate with advance approval from HQDA, DCS, G-2. Any use of written tests must conform to the requirements of the Uniform Guidelines on Employee Selection Procedures, and applicable Army and DoD guidance. One copy of any written test used in the evaluation of candidates will be sent to the Director, IPMO (HQDA, DCS G-2, ATTN: DAMI-CP, Washington, DC 20310-1001).

g. Professional Positions. At a minimum, all groups in the Professional work category will require either a bachelor's degree or equivalent experience. Some groups in this category, however, 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.

h. Pay Setting on Appointment to a DCIPS Position. Initial pay setting will be made in accordance with Reference (l).

10. Conditions of employment

a. Applicants selected for DCIPS positions are required to sign a statement indicating they understand the conditions of employment or assignment unique to DCIPS positions and acknowledge the consequences of failing to meet required conditions. Applicants who do not meet applicable conditions of employment may not be appointed, and failure to accept the specified conditions of employment will be grounds for withdrawal of an employment offer.

b. Commanders may deny employees who do not meet or maintain a condition of employment assignment to a position 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 Reference (i).

c. Non-DCIPS applicants selected for a DCIPS position are required to sign a statement acknowledging that the position for which he or she has been selected is in the excepted service and covered by DCIPS. The statement must be signed prior to appointment effective date. See Appendix A of Enclosure 3 for a suggested format.

d. Offers of employment, (e.g., initial, contingent, and final) once made are normally binding on the Army, subject to requirements and budget still existing for the position, conditions of employment being met by the candidate, and changes to law prohibiting the Army from meeting the intentions of the initial offer of employment.

e. In accordance with the Army Substance Abuse Program, AR 600-85, employees in testing designated positions may be subject to drug testing prior to employment, periodic random testing after entry on duty, and when there is reasonable suspicion that an employee may have used illegal drugs on or off duty. Any employee may also be subjected to drug testing based on reasonable suspicion of impairment on-duty from legal or illegal substance use

f. Additional conditions of employment will be imposed when required by law or regulation, or when determined by appropriate management authority to be in either the interest of national security or mandatory for effective performance of the position.

Examples of possible conditions of employment for some positions:

- (1) A signed mobility agreement.
- (2) Travel within or outside the continental United States.
- (3) Designated Emergency Essential Position.
- (4) Professional Certifications (e.g., DAWIA, Foreign Language Proficiency, Security Professional Education and Development).
- (5) Completion of a medical examination.
- (6) Obtain and maintain access to the level of classified information required of the position.
- (7) Undergo a periodic polygraph examination.

- (8) Meet physical or medical standards.
- (9) Extended temporary duty (TDY) or worldwide deployments during crisis situations to perform mission essential functions as determined by management.

11. Investigative Standards and Guidelines

When access to classified information is a condition of employment or assignment, Commanders will follow common investigative standards and adjudicative guidelines established by References (m) and (n).

12. Security Eligibility and Suitability

Candidates must meet applicable eligibility and suitability standards mandated by References (o), (p), and (q). 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. Selectees will not be appointed to a position requiring a clearance without approval of the servicing security office.

13. Quality in Employment and Placement Outcomes

Commanders will establish an employment strategy which includes:

a. Quality Goals and Standards. Measures of recruitment and placement results to attract and hire highly-qualified candidates well-suited to meet mission requirements. Such standards will include how employment and placement practices will ensure the availability of qualified applicants from different backgrounds.

b. Essential metrics in support of the OUSD(I&S) and Office of the Director for National Intelligence (ODNI) assessment of employment and placement actions. Metrics will be consistent with the requirements established in Reference (r). Specific details and requirements for such metrics are listed in Reference (s). At a minimum, these metrics will include:

(1) Time-to-Fill Metric. The average time it takes to fill a position from initiation of the staffing request by management to selection, offer of employment, candidate acceptance, and selectee's arrival in the work place or as determined by ODNI and DoD methodology.

(2) Vacancy Rate Metric. The vacancy rates in key mission categories, work categories, work levels and grades, as appropriate. The USD(I&S) will consult with the Army 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 measure of employee and candidate perceptions of the fairness of the Army selection processes through regular opinion surveys provided through the USD(I&S) and ODNI.

(4) Collaboration Metric. Report annually, as determined by the USD(I&S), on critical indicators of Intelligence Community collaboration in employment and placement. Such indicators will be developed by the USD(I&S) in consultation with the Army.

(5) Quality Metrics. 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

Commanders may limit consideration of applicants to the smallest group that will ensure that a sufficient pool of qualified applicants is available to meet mission staffing requirements in the minimum amount of time. Source groupings may be limited to the local commuting area or may be regional, national, or worldwide. They may include DoD Components with DCIPS positions, other IC staff, or all sources.

15. Veterans' Preference in External Recruitment

a. Candidates New to Federal Service. The CPAC will identify external candidates entitled to veterans' preference as identified in Section 2108 of Reference (c). Preference-eligible candidates with a Military service-connected disability of 30 percent or more must be specifically identified. When filling positions with external applicants, preference-eligible veterans will be granted preference in selection over non-preference-eligible candidates with substantially equal qualifications. The procedures outlined in paragraph 15.e. will apply to the non-selection of a substantially equally-qualified preference-eligible candidate with a service-connected disability of 30 percent or more.

b. Candidates with Prior Federal Service. Selecting external 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. Such candidates may compete as an internal candidate without application of veteran's preference.

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

d. Veterans' Preference Methodology and Documentation

(1) The criteria in section 2108 of Reference (c) for determining the preference eligibility of each applicant will apply to DCIPS without change.

(2) The servicing CPAC will identify candidates with veterans' preference and ensure the application of veterans' preference at the point that a selection decision is made. Though any candidate may be selected, a preference eligible applicant shall be selected over a non-preference eligible candidate with substantially equal qualifications. At a minimum, Command procedures shall ensure that:

(a) When making final selections (i.e., at the point where those candidates under serious consideration for an offer have been identified), the selecting official, with the assistance of the servicing CPAC, should ascertain whether any of the candidates are preference eligible. If all relevant considerations for the position are deemed substantially equal, the selecting official must offer the position to a substantially equally qualified preference-eligible candidate as opposed to an equally well-qualified non-preference-eligible candidate.

(b) If a more qualified non-preference-eligible candidate is selected, the reasons for non-selection of any qualified preference-eligible candidate must be documented in writing and made part of the selection record. Reasons for the non-selection will be provided to the 30 percent compensable disabled veteran candidates.

e. Additional procedures for passing over a Substantially Equally Qualified Veteran with a compensable service-connected disability of 30 percent or more

(1) The Selecting Official must forward the request for Passover of a Preference-Eligible Veteran with a Compensable service connected disability of 30 percent or more including a detailed justification of the non selection to their servicing CPAC.

(2) The servicing CPAC will review the request to ensure compliance with applicable laws and regulations and will forward the request to HQDA, DCS G-2 for review. HQDA, DCS, G-2 retains the authority to request additional information, make a qualification determination, disapprove or endorse the request to USD(I&S) for approval.

(3) When the servicing CPAC receives the approved or disapproved request it must retain the document as part of the selection record. If the requested 30 percent passover is approved, the reason(s) for non-selection must be provided to all qualified 30 percent Compensable preference-eligible candidate(s) by the servicing CPAC.

(4) The servicing CPAC must receive endorsement from HQDA, DCS G-2 and approval from USD(I&S), HCMO for the Passover prior to extending the final offer of employment to another candidate.

(5) The USD(I&S), HCMO approval documents must be kept as part of the selection package.

16. Trial Periods

Except as noted below, Army DCIPS employees, will serve trial periods. Trial periods will be 2 years in duration. During this trial period, an employee may be separated with no right of appeal outside of the Department of Defense (except as provided for preference-eligibles defined as “employees” in section 7511(a)(1)(B) of Reference (c) who have completed 1 year of current continuous service under other than a temporary appointment) at any time if it is determined that the employee’s conduct or performance is unsatisfactory. Time served in a DCIPS Temporary appointment is not credited towards completion of a DCIPS trial period, but time served in a DCIPS Term appointment is credited.

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

b. Employees who have served trial periods in another IC Component will not be required to serve another trial period upon appointment to a DCIPS position. Current IC employees who are serving a trial period in another IC Component when appointed to a DCIPS position will finish their trial period in the new position.

c. In cases where organizational units or other large numbers of employees simultaneously convert into DCIPS, individual trial period status shall be determined in

accordance with the criteria in paragraphs a. and b., above.

(1) Individual trial period status will be determined in accordance with the criteria in paragraphs 16.a. and 16.b. if the employee has previously completed a trial period in another DCIPS or IC Component appointment.

(2) Employees who previously completed a probationary period in a competitive service permanent appointment will not be required to serve a DCIPS trial period upon conversion to the DCIPS appointment.

(3) Employees who have not completed a probationary period in a competitive service permanent appointment will be credited with continuous time served in the competitive service permanent appointment toward completion of a DCIPS trial period before conversion to a DCIPS appointment.

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

17. Supervisory and managerial assignments

Commanders will ensure that employees newly-selected to DCIPS supervisory or managerial positions possess the required supervisory or managerial competencies for the position. Development of the necessary supervisory or managerial competencies may be achieved via training, successful accomplishment of specific supervisory and/or managerial work objectives, individual coaching, and other developmental activities.

18. Internal recruitment and placement

When Commanders deem that a sufficient and well qualified applicant pool is available by recruiting from internal sources, the size and scope of internal areas of consideration will be determined based on the availability of the skills and competencies required for the positions to be filled.

a. Merit Placement and Promotion Programs. Army DCIPS policies incorporate merit principles in the placement, promotion, reassignment, and other employment of personnel and will be based on merit, streamlined, free of restrictive language, and provide for maximum management flexibility in filling positions.

(1) DCIPS policy allow for varying areas of consideration depending on the nature and level of the positions covered.

(2) Internal candidates must meet the minimum qualification standards prescribed for the position in accordance with paragraph 9, above.

(3) Methods of evaluation must be consistent with acceptable professional standards.

(4) Selection procedures will provide for management's right to select or not select from among a group of properly referred candidates.

(5) DCIPS policy does not require or guarantee the promotion of an employee at any specific time in the employee's career.

(6) Veterans' preference is not applicable to recruitment from internal candidate sources.

b. Internal Placement: Competitive

(1) Promotions. In promoting employees to a higher grade position, Commanders will normally use a formal competitive process as documented in the organization's merit placement and promotion program. When such competitive

selections include a promotion as defined in Reference (l), the promotion will be in accordance with procedures contained in that reference. Exceptions to this policy are provided below:

(a) Promotions to a higher grade, up to the Full Performance work level, as part of developmental progression for the Professional Work Category may be treated as non-competitive career promotions based on the demonstration of appropriate performance and competency requirements of the next pay grade. For the provisions of this paragraph to apply, the program must be authorized in the organization's merit placement and promotion program. Selections for the development progression path must be conducted competitively, and such competition specify the end work level or grade of the development plan.

(b) Promotions to a higher pay grade made as a part of a documented DCIPS career program for employees in other work categories or occupations may be developed and implemented.

(2) Reassignments. In reassigning employees to the same work level but to a work category with higher pay grade potential (e.g., from the Technician/Administrative Support work category to the Professional work category) regardless of work level and pay grade, Commanders will normally use a formal, competitive process as documented in the Commander's merit placement and promotion program. Qualification requirements associated with the new position must be met prior to any reassignment.

(3) Details. Commanders will normally apply competitive procedures to details of more than 240 days to positions at a higher work level or grade, and to positions in a different work category with higher grade potential except as provided below in paragraph 18.c.(3)

c. Internal Placement: Exceptions to Competition

(1) Lateral Transfer. Commanders may transfer employees noncompetitively from one Component to another within the current work level, work category, and grade.

(2) Reassignment. Commanders may reassign employees noncompetitively within the Army to a position at the same work level and grade.

(3) Details. Commanders will normally apply competitive procedures to details of more than 240 days to positions at a higher work level or grade, and to positions in a different work category with a higher work level or grade potential.

(a) Supervisory to non supervisory details of less than 240 days may be made non competitively.

(b) Non supervisory to supervisory details of less than 240 days may be made non competitively.

(4) DoD Placement Programs. Commanders will, 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. And OPM's Priority Remployment List.

(5) Developmental Programs.

(a) The Army, with the approval of USD(I&S), will establish career development programs for employees in the Professional Work Category, and may

establish career promotion programs. The Army, with USD(I&S) approval, may also establish a career promotion program to support developmental goals for employees in certain occupations in other work categories. Such programs may include non-competitive promotions up to the full performance work level for the work category.

(b) Career development programs will be developed in coordination with USD(I&S) and approved by the HQDA, DCS G-2, and will include:

1. Hiring guidance for the occupation
2. Planned duration of the developmental program relative to experience

at hire

3. Developmental benchmarks, performance requirements, supporting criteria, and standards that must be met in order to receive a developmental non-competitive promotion

4. Promotion schedule associated with the program, if any

(c) Selections for these programs are conducted through a formal competitive process as outlined in the Army's internal merit placement policy.

(d) As part of an approved developmental program, an employee selected competitively for a position in the developmental program may be advanced noncompetitively to the established end work level and/or grade included in the original competition for the developmental program upon meeting developmental benchmarks, performance requirements and other requirements as applicable. Promotions within the program are not an entitlement, but are contingent on meeting all advancement criteria within the program.

(e) Employees in such programs remain eligible to compete in the performance-based-bonus program as applicable, and to apply for competitive promotion opportunities.

(f) If applicable, developmental progression programs developed for position in other work categories will include information provided in (b)(1)-(4) above in addition to any information specific to the program.

(6) Realignments (formerly known as classification). Promotions resulting from the application of a new job grading standard or the correction of a position alignment (or redescription/classification) that assigns a position to a higher work level or grade will be made noncompetitively. Realignment determinations will be made within guidelines on the total number of allowable work level 4 (Senior) and 5 (Expert) positions expressed as a percentage of the total number of non-DISES/DISL DCIPS positions.

(7) Accretion of Duties. Promotions to a higher grade in the same work category or occupation resulting from the accretion of additional duties and responsibilities may be made noncompetitively. Such promotions shall be rare occurrences in Commands practicing effective position management. In meeting the standard for accretion of duties, Commanders will affirm that the additional duties do not adversely affect another position and that the employee meets all eligibility requirements for the higher work level or grade. Promotions will be made within guidelines on the total number of allowable work level 4 (Senior) and 5 (Expert) 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 grade that he or she previously held or to which the employee previously had promotion potential

(e.g., developmental positions) may be made noncompetitively. This includes placement of a current DCIPS employee on a DCIPS Term appointment who was previously on a DCIPS Permanent appointment, and completed at least two years of continuous service with at least a "Successful" overall evaluation of record. DCIPS does not authorize, through either a competitive or noncompetitive process, temporary promotions to a higher or grade.

d. Records and Review. The servicing CPAC will maintain a record of each action sufficient to allow reconstruction. Records will contain documentation of qualification determinations and the standard upon which it was based. Records must be available for review for a minimum of 5 years from the effective date of the resulting personnel action.

e. Corrective Actions. For reconstruction of personnel actions for Army DCIPS positions, the following is required:

(1) Retention in the position. Generally, an erroneously promoted employee may be retained in the position only if the promotion action can be corrected to conform to all Army and DoD requirements as of the date the action was taken. If an employee is not retained in the position to which promoted, he or she must be returned to his or her former position and grade or placed in a different position at the grade previously held for which he or she is qualified.

(2) Non-selected employees. Employees who did not receive proper consideration in placement actions will be given priority consideration for the next suitable vacancy.

f. Reemployment Rights. Reemployment within the Army of eligible employees will follow the procedures in Reference (i). The IPMO may be notified through command channels, when the exercise of reemployment rights is expected to result in separation of a DCIPS employee, in order to provide additional placement assistance.

g. Grievances. Grievances will be resolved in accordance with Reference (t).

h. Adjustment in Force (AIF). When applicable, actions related to AIF will be conducted in accordance with Reference (u).

i. Pay Retention. When applicable, pay retention actions will be conducted in accordance with References (j) and (l). Grade retention is not applicable to DCIPS.

19. Appointment of Retired Service Members

Retired members of the Armed Forces have a right to seek and be considered for Federal civilian employment. Such consideration shall be extended equitably and in compliance with merit system principles, which require that selection and advancement be determined solely on the basis of relative competency, ability, knowledge, and skills after fair and open competition, ensuring that all applicants receive equal opportunity as prescribed in Reference (n).

20. Appointment of federal annuitants

A Federal civilian annuitant under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may be reemployed in any position for which qualified. Reemployed annuitants may be hired on a term, temporary, or indefinite basis in either a full-time or part-time status. Federal annuitants will be

reemployed and compensated subject to the criteria and delegations of authorities set forth in Reference (I).

21. Student Programs

Commanders may structure temporary and intermittent paid student employment and intern employment 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 these 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 Command.

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 Commander. In determining the appropriate work level and grade, as applicable, for student employees who are being placed in permanent positions, Commanders will consider all qualifications including the student's performance record as a student employee.

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

c. Scholarship Programs. Commanders may use scholarship programs, whether statutorily limited to the Army, broadly applicable in the government, the IC, or the DoD, consistent with the Command's staffing requirements and governing statutes and regulations.

22. Upward Mobility and Similar Hiring Programs

Commanders may establish special hiring programs designed to increase opportunities or improve recruitment in specific work categories, occupations, geographic areas or other areas of focus. In establishing such programs, Commanders will consider the requirements of the positions and the qualifications of program participants and develop plans to support the success of the employees in the program.

23. Temporary and Term Appointments

Commanders may make time-limited appointments to meet short-term surge or other short-duration mission requirements. Time-limited appointments are considered as external recruitments. Commanders 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; meeting a staffing need that is anticipated not to exceed a one-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 will be more appropriate than a term appointment when management is unable to determine in advance exactly how long the temporary need will exist and therefore anticipates releasing the temporary employee with little advance notice.

a. Temporary Appointments. Temporary appointments will be made for periods of one year or less. Temporary appointments terminate automatically upon the expiration date, unless approval has been granted for an extension, the employee resigns, or the employee is separated at an earlier date. These appointments may be terminated at any time by the Commander or organization leadership. A notice period of 30 days is desired before effecting a termination unless for cause. Temporary appointments may be extended in increments of up to 1 year, not to exceed 3 years. Section 1601 of Reference (d) is the authority for all DCIPS appointments.

b. Term Appointments (DCIPS Term Appointments - DTAs).

(1) DTAs may be made noncompetitively from any source for an initial period of one year and one day, but not more than 8 years; must have a pre-determined end date; and may be extended after the initial period up to a total of 8 years. DTAs are used to meet legitimate non-permanent staffing needs as determined by the Commander. 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) DTAs end automatically upon the expiration date unless approval has been granted for an extension or the employee resigns or is separated earlier. A notice period of 30 days is desirable before effecting a termination unless for cause.

(a) Trial Periods for Term Employees. Term appointees will serve trial periods consistent with those for permanent appointments as prescribed in this policy.

(b) Extensions. Term employees are eligible for an extension of their appointment up to 6 years, even if their eligibility for noncompetitive appointment expires or is lost during the period they are serving under term employment. See new DODI USD(I) approval requirement.

(c) Promotion, Reassignment, or Reduction in Work Level or Grade. A term employee may be promoted, reassigned, or reduced in work level or grade to another term position provided the total combined service under the term appointment does not exceed the maximum six-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 non-competitive 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 two years of continuous service with at least a "Successful" overall evaluation of record; and

3. Be converted to a permanent DCIPS position in the same work level or grade for which hired, except that employees hired in special programs (students, National Security Employment Program, etc.) may be converted to a higher work level or grade.

24. Assignments to other DoD components with DCIPS positions

Defense Intelligence employees will be afforded every opportunity to develop skills and contribute talents across the DoD and in other Federal Intelligence Agencies, in both domestic and foreign field assignments. To that end, Commanders will:

- a. Fully utilize both competitive and noncompetitive lateral transfers, details to other Components, joint duty assignments, and any additional opportunities for employees to serve across organizational lines.
- b. Facilitate such assignments through advertisement, career planning, recognition during performance management deliberations and providing appropriate rewards consistent with References (l), (w), and (x).
- c. Comply with overall DoD policy on prescribed tour lengths and rotations, and provide employees assigned to other DCIPS positions Administrative Return Rights within the parent Component/Command upon completion of their tours. DCIPS employees who accept assignments to other DCIPS positions in foreign areas shall be limited to a period of 5 continuous years unless interrupted by at least 2 years of physical presence in the United States or non-foreign area consistent with the guidance in Reference (y).

APPENDIX A TO ENCLOSURE 3

SUGGESTED FORMAT FOR STATEMENT OF UNDERSTANDING

(Letterhead)

(DATE)

MEMORANDUM FOR XXXXXXXXXXXXXXXX

SUBJECT: Statement of Understanding

1. I, **(employee's name)** , have been selected for the following position:

(Title)

(Series, grade)

(Activity)

2. I understand that this position falls within the scope of the Defense Civilian Intelligence Personnel System (DCIPS), an excepted service personnel system for the civilian intelligence employees of the Military Departments. I further understand that—

a. My appointment to this position does not confer competitive status.

b. I understand that I may be considered for a position in the competitive service only if: (1) I have personal competitive status by virtue of previous employment in the competitive service or, (2) after I have passed an open competitive examination conducted by or under the guidelines of the OPM.

c. I am entitled to the same retirement, health and life insurance, leave, and injury compensation benefits as other Federal employees.

3. I acknowledge that I have received information on the specific features of DCIPS and have been given an opportunity to discuss issues relating to my employment under this system. Accordingly, I accept this offer of employment under DCIPS.

(Employee's signature) (Date)

(Servicing CPAC representative's signature) (Date)

GLOSSARY

SECTION I. ABBREVIATIONS

AASA	Administrative Assistant to the Secretary of the Army
ACOM	Army Command
ADCS	Assistant Deputy Chief of Staff
AIF	Adjustment in Force
APV	Army Policy Volume
ASA	Assistant Secretary of the Army
ASCC	Army Service Component Command
CHR	Civilian Human Resources
CHRA	Civilian Human Resources Agency
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Centers
CPOL	Civilian Personnel Online
CSRS	Civil Service Retirement System
DA	Department of the Army
DAWIA	Defense Acquisition Workforce Improvement Act
DCIPS	Defense Civilian Intelligence Personnel System
DCS	Deputy Chief of Staff
DE	Delegated Examining
DHA	Direct-Hire Authority
DISES	Defense Intelligence Senior Executive Service
DISL	Defense Intelligence Senior Level
DNI	Director of National Intelligence
DoD	Department of Defense
DRU	Direct Reporting Unit
DTA	DCIPS Term Appointment
EEO	Equal Employment Opportunity
FERS	Federal Employees Retirement System
HQDA	Headquarters, Department of Army
HCMO	Human Capital Management Office
IC	Intelligence Community
IPMO	Intelligence Personnel Management Office

M&RA	Manpower and Reserve Affairs
ODNI	Office of the Director of National Intelligence
OPM	Office of Personnel Management
PPP	Priority Placement Program
RPA	Request for Personnel Action
TDY	Temporary Duty
USD(I&S)	Under Secretary of Defense, Intelligence and Security
USERRA	Uniformed Services Employment and Reemployment Rights Acts

SECTION II. DEFINITIONS

Army Policy-Volume AP-V 2005

Competition

The established process for an appointment to a position in the competitive or excepted service following open competitive examination or under direct-hire authority. The competitive examination, which is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive Service

The competitive service includes all positions in which appointments are subject to the provisions of Chapter 33 of Title 5, United States Code. Positions in the executive branch of the Federal Government are in the competitive service unless they are specifically excluded. Positions in the legislative and judicial branches are outside of the competitive service unless they are specifically included.

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 will 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 Defense Civilian Intelligence Personnel System

The Army Defense Civilian Intelligence Personnel System (DCIPS), a Title 10 Excepted Service Civilian Personnel System, is a mission-focused performance system that supports the complete human capital lifecycle for Army civilian positions, employees and organizations engaged in or in support of an intelligence or intelligence-related mission.

Defense Intelligence-Employee

An individual appointed to an excepted position in DCIPS.

DCIPS Trial period

A period of 2 years following initial appointment during which employees have no appeal rights except as provided for veterans preference eligibles in accordance with section 7511 of Reference (c).

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 Priority Placement Program (PPP)

Policies and procedures for selecting well-qualified surplus or displaced agency employees who apply for agency vacancies in the local commuting area, before any other candidate from within or outside the agency.

Excepted Service

Excepted service organizations are specifically excluded from the Office of Personnel Management's competitive service procedures. These organizations have their own hiring system which establishes the evaluation criteria used in filling vacancies.

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 (d) and this policy.

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 Defense Intelligence employee by a competitive or noncompetitive action within a Component/Command.

Permanent Appointment

An appointment without time limitation

Professional Position

For the purpose of job classification, a position with duties and responsibilities that primarily involves professional or specialized work that requires the interpretation and application of concepts, theories, and judgment. As a minimum, all groups in this category require either a bachelor's degree or equivalent experience for entry. However, some occupations in this category have positive education requirements (i.e. a requirement for a particular type of level of academic degree).

Promotion

Movement to a higher work level or higher pay grade .

Reassignment

The assignment of a Defense Intelligence employee to another DCIPS position in the same work level or grade within his or her Component/Command.

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 made for an initial specified period of more than 1 year, but less than 8 years. Initial appointments of less than 8 years may be extended to a maximum of 8 years. Within DCIPS a term appointment is sometimes referred to as a DCIPS Term Appointment (DTA).

Transfer

The permanent appointment of a Defense Intelligence employee involving the movement from one Component/Command to another without a break in service in accordance with the authority in section 1601 of Reference (d). Such appointments may be made competitively or non-competitively. Noncompetitive transfers (i.e., lateral transfers), are made to the same work category and work level. Employee transfers to higher work levels or to work categories having higher promotion potential must be made competitively.