



Department of the Army  
Volume 2015

**Defense Civilian Intelligence Personnel  
System Special Categories of Personnel**

March 2012

Pre-Summary

# ***SUMMARY of CHANGE***

AP-V 2015

Defense Civilian Intelligence Personnel System (DCIPS) Special Categories of Personnel

This new Army Policy Volume provides Special Categories of Personnel policies and procedures governing civilian employees of the Defense Civilian Intelligence Personnel System

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## Department of Army DCIPS Policy

### Volume 2015 – Defense Civilian Intelligence Personnel System Special Categories of Personnel

#### 1. Purpose

a. *Overall Policy.* Refer to Department of the Army (DA) Policy-Volume 2001 (AP-V 2001), Defense Civilian Intelligence Personnel System (DCIPS) Introduction (Reference (a)).

b. *This Volume.* In accordance with references listed in Enclosure 1, this Volume establishes Army policies, responsibilities and procedures for the DCIPS Special Categories of Personnel and further supplements and must be used in concert with Reference (b), and Army policy guidance on civilian personnel management. Additional supplementation is authorized except where prohibited.

#### 2. References

See Enclosure 1.

#### 3. Applicability

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

#### 4. Definitions

See Glossary.

#### 5. Policy

*It is Army policy that Army organizations are responsible for the implementation and compliance with the internal and Department of Defense (DoD) policy for special categories of personnel as necessitated by national security operations and requirements.*

#### 6. Responsibilities

See Reference (a) and Enclosure 2.

#### 7. Procedures

See Enclosure 3.

#### 8. Releasability

Unlimited. This policy is approved for public release.

#### 9. Effective Date

This policy is effective immediately.

## **Enclosures**

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2. Responsibilities, *page 6*
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## **Glossary**

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ENCLOSURE 1

REFERENCES

(a) AP-V 2001, *Defense Civilian Intelligence Personnel System Introduction*, March xx, 2001

(b) DoD Instruction 1400.25, Volume 2015, "DoD Civilian Personnel Management System: DCIPS Special Categories of Personnel", November 17, 2011

(c) AP-V 2005, *Defense Civilian Intelligence Personnel System Employment and Placement*, March xx, 2012

(d) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007

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## ENCLOSURE 2

### RESPONSIBILITIES

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

#### **1. The Secretary of Army**

*The Secretary of the Army will:*

- a. Implement the DoD Policy 1400.25-Volume 2015 (Reference (b)) within the 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 USD(I).*
- b. Delegate the authority as appropriate, to implement this policy within Army.*

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

*The ASA (M&RA) will:*

- a. Serve as the approval authority for issues and requests for exceptions to Army DCIPS policies or procedures pertaining to personnel administration of special categories of positions and employees. Forward requests to USD(I) for approval of exceptions to DCIPS policy as required.*
- b. Provide any policies, procedures, regulation or other guidance developed pertaining to personnel administration of special categories of personnel to the OUSD(I)/Human Capital Management Office (HCMO), not less than 30 days prior to their effective dates.*

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

*See Reference (a) for the roles and responsibilities of the AG-1(CP).*

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

*The HQDA, DCS, G-2 will:*

- a. Provide resources to design, develop, implement, administer and evaluate Army DCIPS policy and programs in connection with special categories of personnel in coordination with Headquarters Department of the Army, Assistant Deputy Chief of Staff, G-1(Civilian Personnel) and USD(I).*
- b. Consider issues and requests for exceptions to DCIPS policies or procedures pertaining to personnel administration of special categories of positions and employees. Forward to ASA(M&RA) for final approval as required.*

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

*See Reference (a) for the roles and responsibilities of HQDA, ADCS, G-2.*

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

*The Director of the IPMO will:*

- a. Design, develop, and implement civilian personnel programs, policies, regulations and procedures in support of special categories of personnel requirements*
- b. Act on requests for exceptions to policy and personnel actions in connection with special categories of personnel requiring HQDA or higher level decision or approval.*
- c. Provide advice, assistance and training on Army DCIPS programs in connection with special categories of personnel.*

**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. Identify special category personnel and submit issues or requests for exceptions to DCIPS policies or procedures pertaining to personnel administration of special categories of positions and employees to HQDA, DCS, G-2.*
- b. Delegate special categories of personnel authority, as appropriate, in accordance with HQDA, G-2 Delegated Civilian Human Resources (CHR) Authorities.*

**8. Assistant Deputy Chief of Staff, G-1, Civilian Human Resources Agency (CHRA), Civilian Personnel Advisory Centers (CPACs)**

*See Reference (a) for the roles and responsibilities of the CHRA/CPAC.*

ENCLOSURE 3

PROCEDURES

**1. The following may be special categories of personnel for the purpose of this policy:**

- a. *Implementing the U.S. Federal Wage System (FWS) for hourly-rate employees.*
- b. *Employing local foreign nationals outside the continental United States in accordance with DoD regulations governing such hires.*
- c. *Employing foreign nationals within the continental United States.*
- d. *Students, Experts and Consultants. See AP-V 2005 for DCIPS policy applicability (Reference (c)).*
- e. *Other special category specific policy issues not addressed in established DCIPS policy such as Third Country National.*

**2. Exceptions to Policy.**

- a. *Commanders are responsible for identifying special categories of personnel and requesting exceptions to policy regarding their administration by HQDA DCS, G-2.*
  - (1) *Format. See Appendix A to this enclosure for a template.*
  - (2) *All submissions must be unclassified. If the request for exception to policy contains classified information, commanders will submit a separate classified enclosure through appropriate channels.*
- b. *If the policy or procedure is Army-specific, the ASA (M&RA) is the approval authority for requests for exception to policy. The HQDA DCS, G-2 must notify the HQDA DCS, G-1, ASA(M&RA) and the Human Capital Management Office (HCMO), Office of the Under Secretary of Defense for Intelligence (OUSD(I)). Any exception or change to policies, procedures, regulations or other guidance related to DCIPS must be provided to HCMO, OUSD(I), not less than 30 days prior to its effective date.*
- c. *If granting an exception would violate a DCIPS policy or procedure (i.e., violated Reference (d) or any volume of DoD Instruction 1400.25), the HQDA DCS, G-2 must obtain HCMO, OUSD(I) written approval of the proposed exception.*
- d. *The HQDA ODCS G-2, IPMO will respond to requests for exceptions to policy and will provide guidance as appropriate.*

APPENDIX A

SAMPLE FORMAT - REQUEST FOR EXCEPTION TO POLICY

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(Letterhead)

(DATE)

MEMORANDUM FOR HQDA DCS, G-2 IPMO, (DAMI-CP), WASH, DC 20310-1000

SUBJECT: Request Exception to Defense Civilian Intelligence Personnel System (DCIPS) Policy

1. Reference AP-V 2015 and other applicable Army DCIPS Policy Volumes.
2. I hereby request an exception to Army DCIPS Policy to (list the volume, page, and paragraph / section). Indicate if the request is for a temporary or permanent exception.
3. Justification. Provide a detailed explanation of why the command or special category of personnel requires an exception from Army DCIPS policy. The justification should include, at a minimum, the following:
  - a. Issue.
  - b. Unique situation or circumstances of the personnel in question.
  - c. Why the current policy is ineffective, inappropriate or otherwise not optimum for the personnel in question.
  - d. The effect / consequences of not granting the exception.
  - e. Other information that may be critical when deciding if an exception is warranted.
4. POC for this action (include name, rank/title, position, phone number and email address).

**(Signature Block)**

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Note: This format is to be used by a commander (i.e., ACOM, ASCC, DRU, or AASA) to request an exception to Army DCIPS policy.

## GLOSSARY

### DEFINITIONS

**National security operations.** Activities that are mobilized to respond to a national security requirement for an indeterminate period of time.

**Special categories of personnel.** An individual or a group of individuals not covered elsewhere in DCIPS Volumes.

**Foreign national employee.** An individual who is employed by or performing work for U.S. forces outside the United States, its territories, and possessions in a system of employment established in accordance with this Volume.

**Third country national.** Third country nationals who are individuals employed by a United States mission abroad and are neither a citizen of the US nor of the country to which assigned for duty.

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