



# DCIPS IA to DCIPS GG: Alignment (Classification) Determinations

Tutorial

19 March 2012

## About This Tutorial

This tutorial explains how the position alignment (classification) will be determined when employees under the Defense Civilian Intelligence Personnel System (DCIPS) pay banded structure will transition to the DCIPS General Government (GG) graded structure.

- The Title Page of this tutorial displays the date of publication. This tutorial will be updated and republished as new information becomes available.
- Text within the tutorial contains hyperlinks which directly the employee to various other websites containing pertinent reference material.

## Prerequisite

This tutorial uses terms that might be unfamiliar to employees who have never been under the General Government (GG) pay schedule.

Before reviewing this tutorial, please take the online training "[DCIPS 101](#)" and "[DCIPS IA Pay Bands to DCIPS GG Grades](#)" available on the [DCIPS web site](#).

## Alignment (Classification)

Positions transitioning from DCIPS IA pay bands to the General Government (GG) will be placed in the appropriate Occupational Series and GG grade.

Many positions will transition to their previous GG series and grade.

*If the position had been previously classified under GG, and has had no significant change in duties or responsibilities, then the previous GG classification remains unchanged.*

Positions will have to be realigned (reclassified) if any of the following are true:

- GG alignment (classification) standards were not previously applied.
- Duties or responsibilities have changed significantly.
- Applicable GG alignment (classification) standards were canceled, revised, or newly established.

## Determining GG Grade

With few exceptions, a properly aligned (classified) DCIPS position cannot transition to a GG grade that is not encompassed within the associated DCIPS Pay Band.

*For example, Professional Work Category IA-02 spans GG-05 to GG-10 level work. Under normal circumstances, a Professional Work Category IA-02 position cannot convert to a grade lower than GG-05 or higher than GG-10.*

A DCIPS Pay Band/GG Grade Equivalency Chart can be found on the [DCIPS web site](#) in the Total Army Comprehensive DCIPS Transition Plan, Appendix C (Army DCIPS Transition Technical Guidance), Annex 1.



## Exceptions

There are circumstances that may allow a position to convert to a GG grade that is not encompassed by the associated Pay Band.

Examples of when these exceptions may apply:

- *Following GG alignment (classification) criteria, a DCIPS position performing Team Leader responsibilities converts to one GG grade higher than the grade of the employees being led even though both positions were classified in same Pay Band under DCIPS.*

## No Link To Salary

The GG grade is always based on the **duties** and **responsibilities** of the position, not the salary being earned by the incumbent.

- Positions will not be aligned (classified) in a lower grade because the incumbents salary falls below step 1 of the grade.
- Positions will not be aligned (classified) in the next higher grade because the incumbents salary exceeds step 10 of the grade.
- Employees will not lose money upon transition to GG even if their DCIPS salary is not within the range of the assigned GG grade.

## Occupational Series

DCIPS IA retained all of the occupation series used by the DCIPS GG.

- DCIPS IA positions transitioning to DCIPS GG will stay in the same occupational series. Only in rare situations will an occupational series change upon transition.

## Position Title

Titling practices under DCIPS IA are the same as those under DCIPS GG.

Upon transition to GG, Human Resources Professionals may need to adjust position titles to include “supervisory” in the title of positions for any position that performs supervisory duties, regardless of the percentage of time or predetermined number of employees supervised.

## Fair Labor Standards Act (FLSA)

FLSA will remain unchanged upon transition to DCIPS GG.

*Exception: The FLSA exemption status must be reviewed and possibly changed on positions realigned (reclassified)/retitled from non-supervisory to supervisory during transition to DCIPS GG.*

- Overtime (OT) calculations remain the same upon DCIPS IA transition to DCIPS GG. Please review [PERMISS](#) to learn more about OT rules for GG, which are similar to the General Schedule (GS).



## Additional Training

Thank you for reviewing this tutorial.

Additional guidance can be found on the [DCIPS web site](#) under DCIPS Transition and in the Total Army Comprehensive DCIPS Transition Plan.

Look for more DCIPS tutorials on the DCIPS Transition web page.

