



Department of the Army  
Volume 2001

# Defense Civilian Intelligence Personnel System Introduction

March **25**, 2012

Incorporating Change 1, March 22, 2013

# ***SUMMARY of CHANGE***

AP-V 2001

Defense Civilian Intelligence Personnel System (DCIPS) Introduction

## **Change 1 (3/22/2013)**

- Removes placeholder dates and inserts an actual date of approved reference policy
- Removed APV-2010 Defense Civilian Intelligence Personnel System Professional Development Reference and sequenced remaining references
- Added Reference (n)
- Removes watermark, as policy is no longer pre-signature

## Department of Army DCIPS Policy

### VOLUME 2001 – Defense Civilian Intelligence Personnel System Introduction

#### 1. Purpose

a. Pursuant to Reference (a) and in accordance with the authorities in References (b), (c), (d) and (e), the Secretary of Defense authorizes the Secretary of the Army to implement and comply with DCIPS policies and programs. In accordance with this authority, the Secretary of the Army delegates authorities as set forth in this policy to Commanders of the Army Commands (ACOMs), the Commanders of the Army Service Component Commands (ASCCs), the Commander/Superintendent of the Direct Reporting Units (DRUs) and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this delegation, the Principal Officials of the Headquarters, Department of Army (HQDA), their staffs and other elements, including Field Operating Agencies (FOAs), Staff Support Agencies (SSAs), and those DRUs not covered above fall under the purview of the AASA.

b. This Volume establishes Army policies, responsibilities and procedures for DCIPS and further supplements and must be used in concert with Reference (f) and Army policy guidance on civilian personnel management. Additional supplementation is authorized except where prohibited.

**NOTE: Army policy, indicated by the prefix AP, is numbered to align with Reference (f). All italicized text indicates Army supplementation.**

#### 2. References

See Enclosure 1.

#### 3. Applicability

*This policy applies to Army civilian positions, employees or organizations engaged in or in support of an intelligence or intelligence-related mission as described by one of the following methods:*

a. *Organizational. All positions within commands and activities that have a primary intelligence mission regardless of the occupational series.*

b. *Occupational. Positions engaged in intelligence and related work (requiring a significant degree of specialized intelligence knowledge, skills, and abilities) in non-intelligence commands and activities.*

(1) *All positions in pay plan and occupational series GG-0132 or GG-0134.*

(2) *All positions in pay plan and occupational series GG-0080 or GG-0086, the duties of which are predominantly (at least 51 percent) intelligence-related. Intelligence-related IA-0080 positions involve the direction, planning, development, implementation, coordination, control, inspection, or conduct of specific programs. These programs are designed primarily to protect information, material, operations, and/or facilities from such national security threats as compromise, unauthorized disclosure, or espionage.*

(3) All positions in pay plan and occupational series GG-1710, GG-1712 or GG-1702, which are located in an organization performing an intelligence mission and which require intelligence-related knowledge, skills, and abilities (KSAs).

(4) All scientific and technical positions engaged in targeting and/or the engineering, physical, or technical sciences in an intelligence function, which are assigned to an organizational component performing an intelligence mission. These positions are in the professional work category in the GG-0400, GG-0800, GG-1300, or GG-1500 pay plans and occupational groups.

c. *Selected Position.* Position(s) in direct support of intelligence functions located within non-intelligence commands and activities may be covered by DCIPS.

d. *Requests for Coverage.* Functional management officials, in conjunction with the servicing Civilian Personnel Advisory Center (CPAC) advisor, will determine coverage of positions in accordance with the applicability methods outlined in this policy. Decisions on coverage will not be influenced by the desires of the incumbent. Requests for additional occupational series or selected position coverage determinations shall be reviewed by the servicing CPAC advisor through the chain of command and submitted by the Commanders of the ACOMs, ASCCs, the Commander/Superintendent of the DRUs and the AASA to the Headquarters Department of Army Office of the Deputy Chief of Staff G-2, Intelligence Personnel Management Office (HQDA ODCS, G-2, IPMO), (DAMI-CP), WASH DC 20310-1000 for approval upon concurrence from the Under Secretary of Defense for Intelligence (USD(I)). For purposes of this delegation, the Principal Officials of the Headquarters, Department of Army (HQDA), their staffs and other elements, including FOAs, SSAs, and those DRUs not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of AASA.

(1) Requests for coverage of additional series shall address the following factors:

(a) Position requirements for the inclusion of intelligence-related KSAs.

(b) Historical role and relationship of the occupational series to DoD and/or Army's intelligence mission or organizations, if applicable.

(c) Command requirements.

(d) Career development patterns.

(e) Impact on the overall Army civilian personnel management program or on other existing career programs.

(f) Impact on local personnel administration (e.g. classification, recruitment, security requirements).

(g) General employee equity.

(2) Commanders and subordinate commanders can seek approval (through their chain of command) for selected position coverage. Requests for selected position coverage should include the following:

(a) List of the position(s) to be covered (pay plan, title, occupational series, band, grade, Unit Identification Code (UIC), UIC-organization, Table of Distribution and Allowances (TDA) paragraph and line number).

(b) Organizational chart showing how the position(s) relates to other positions within the organization.

(c) Specify that these positions are either engaged in intelligence functions or provide direct support to intelligence functions for the majority of the time (i.e., require intelligence or intelligence related KSAs).

(d) Copy of proposed or aligned (classified) DCIPS position description(s).

(e) Positions must be excluded from coverage in the Federal Government Labor Relations program. This status must be addressed in the written request. Bargaining Unit coverage is not allowed, therefore the exclusion issue has to be resolved prior to submitting a request for selected position coverage.

Note: If selected position coverage is requested and approved for whole units (e.g., all positions assigned to the G-2, regardless of pay plan and occupational series), all future positions will also be included for coverage under DCIPS. If request is limited to select positions in a unit, requests for any future positions will be approved on a case-by-case basis.

e. The HQDA ODCS, G-2 IPMO may conduct studies to identify additional series that meet the Army and DoD criteria for coverage.

f. Exclusions.

(1) Employees specifically excluded by statute are not covered by DCIPS (Reference (a)). The Secretary of the Army may further exclude employees who are not covered under Reference (a).

(2) Exclusion based on the Federal Labor-Management Relations Program.

(a) Reference (g) specifies that a bargaining unit will not be determined to be appropriate if it includes any employee engaged in intelligence, counterintelligence, investigative or security work which directly affects national security.

(b) Reference (h) specifically excludes the U.S. Army Intelligence and Security Command (INSCOM); the U.S. Army Intelligence Agency; HQDA Deputy Chief of Staff (DCS), G-2; the Intelligence Center and School (ICS); and the Foreign Intelligence Division, Intelligence and Security Directorate, U.S. Army Missile Command.<sup>1</sup>

(3) Exclusions include but are not limited to National Guard technicians, non-appropriated fund, and local national employees except as provided in **reference (m)**.

(4) Positions with unresolved bargaining unit status will not be covered by DCIPS.

#### **4. Definitions**

See Glossary.

#### **5. Policy**

It is Army policy that DCIPS shall be the civilian personnel system for Army intelligence positions, employees, and organizations designated as having an intelligence function, and will:

a. Provide a personnel management system that supports Army personnel in the accomplishment of the assigned intelligence missions.

---

<sup>1</sup> Refer to Executive Order 12171, section 1-204 listing of original exclusions.

*b. Create a system of human resources policies and management practices that will make the Army an attractive place to work and establish the Army as the “employer of choice” for top talent.*

*c. Provide, plan and resource for training, education and diverse assignments that support retention and career development of the Army DCIPS workforce.*

*d. Be implemented in a manner that is understandable, clearly establishes employee and manager roles and responsibilities, and provides for continuous evaluation and improvement through constant communication between managers/supervisors and employees.*

*e. Firmly establish the concept of shared responsibility and accountability for civilian personnel management between functional supervisors/managers, Command HR Directors and the servicing CPAC advisor. This will be accomplished through total involvement of functional line managers in all aspects of the development, administration, evaluation and further improvement of DCIPS.*

*f. Incorporate the merit systems principles defined in Reference (i) into the design and implementation of DCIPS at all organizational levels in accordance with Reference (a).*

## **6. Responsibilities**

See Enclosure 2.

## **7. Procedures**

*Procedures for implementing DCIPS are published in the DCIPS Volumes (Reference (e)) and Army supplements to those volumes. Managers and supervisors of Army DCIPS employees, positions and organizations shall carry out DCIPS policies, procedures and programs contained in DCIPS policies in accordance with Army DCIPS personnel management authorities as delegated by the Secretary of the Army.*

## **8. Releasability**

Unlimited. This policy is approved for public release.

## **9. Effective date**

This policy is effective immediately.

## **Enclosures**

1. References, page 7
2. Responsibilities, page 8

## **Glossary**

ENCLOSURE 1

REFERENCES

- (a) Sections 1601-1614 subchapter I of chapter 83 of title 10, United States Code
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I))," November 23, 2005
- (d) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (e) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007
- (f) DoD Instruction 1400.25, Volume 2001, "DoD Civilian Personnel Management System: DCIPS Introduction", December 29, 2008
- (g) Section 7112 of title 5, United States Code
- (h) *Executive Order 12171, "Exclusions from the Federal Labor-Management Relations Program", November 19, 1979*
- (i) Section 2301 of title 5, United States Code
- (j) *AR 600-3, "The Army Personnel Development System", February 26, 2009*
- (k) *AR 690-950, "Career Management", December 31, 2001*
- (l) *AP-V 2007, Defense Civilian Intelligence Personnel System Occupational Structure, March 25, 2012*
- (m) *AP-V 2015, Special Categories of Personnel, March 25, 2012*
- (n) *Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum; subject: Civilian Career Program Management and Guidance, April 21, 2011 [Authorizes Implementation of Interim Career Management Guidance pending revisions to AR 690-950]*



## ENCLOSURE 2

### RESPONSIBILITIES

#### **1. Secretary of the Army**

*The Secretary of the Army will implement and comply with DCIPS policies, procedures, and programs and issue internal supplements or guidance to the extent authorized by Reference (e) and the DCIPS volumes of the DoD implementing policy in Reference (d).*

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

*The ASA(M&RA) will:*

- a. Establish broad policy and objectives for DCIPS within the Army, and in coordination with Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-2, develop DCIPS policy guidance.*
- b. Exercise oversight over DCIPS, including but not limited to serving as the approval authority for program policy and strategic direction; and periodically review and evaluate DCIPS to ensure that implementation goals are accomplished.*
- c. Provide program evaluation data and other reports to the USD(I), as required.*

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

*The AG-1(CP) will:*

- a. Provide advice and assistance to the HQDA, DCS, G-2 on all civilian human resources programs.*
- b. Ensure alignment of DCIPS policies and procedures with the Army's strategic human capital plan and transformation goals.*
- c. Support the implementation and sustainment of the DCIPS policies and programs.*

#### **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 coordination with Headquarters Department of the Army, Deputy Chief of Staff, G-1, Assistant G-1(Civilian Personnel) and USD(I).*
- b. Review and approve requests to designate organizations or positions for DCIPS coverage subject to concurrence from USD(I) when such organizations or positions are engaged in performing an intelligence function as defined in Reference (e) and meet the coverage criteria defined in the Applicability section of this policy.*
- c. Establish strategic civilian human capital goals and objectives.*
- d. Represent the Army's interests in the development or resolution of intelligence community human resources programs and issues with the Office of the Director of National Intelligence (ODNI) and USD(I).*



e. *Maintain liaison with organizations throughout the Intelligence Community (IC). Direct the management aspects of DCIPS which benefit from centralized management, where appropriate.*

f. *Serve as the Army Functional Chief (FC) and designate a Functional Chief Representative (FCR) and a senior civilian advisor for the Intelligence Career Program-35 (CP-35) in accordance with reference (n).*

g. *Establish and monitor Army DCIPS performance metrics and measures to assist in determining program effectiveness and efficiency.*

**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 HQDA, DCS, G-2 and direct the full spectrum of DCIPS policies and procedures with the Army's strategic human capital plan and transformation goals.*

b. *Execute DCIPS implementation, and administration in compliance with policy.*

**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. *Design, develop, implement, administer, and evaluate Army DCIPS policy and programs, as directed by the HQDA, DCS, G-2 in coordination with USD(I), AG-1(CP), the Civilian Human Resources Agency (CHRA) and other agencies as necessary.*

b. *Ensure civilian personnel programs, policies, regulations and procedures align with functional goals and objectives.*

c. *Respond to official inquiries from Congress, ODNI, DoD and Army regarding DCIPS.*

d. *Work with the Chief of Military Intelligence, U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH), on issues pertinent to the role of the proponency for the intelligence and related career fields under Reference (j).*

e. *Act on requests for Army DCIPS personnel actions or entitlements requiring HQDA or higher level decision or approval.*

f. *Provide advice, assistance and training on Army DCIPS programs.*

g. *Develop broad-based DCIPS civilian human resources products in coordination with senior intelligence officials.*

h. *Conduct an annual DCIPS CP-35 training needs assessment and develop Army-wide training and resourcing projections/requirements.*

i. *Establish Army-wide goals and objectives for all aspects of DCIPS in support of Equal Employment Opportunity (EEO).*

**7. Commanders of the ACOMs, the Commanders of the ASCCs, the Commander/Superintendent of the DRUs and the AASA (for purposes of this delegation, the Principal Officials of the HQDA, their staffs and other elements, including FOA, SSA, and those DRUs not covered above fall under the purview of the AASA), hereafter referred to as Commanders**

Commanders will:

- a. Direct the implementation of DCIPS, ensuring that any supplemental command-wide DCIPS policies and procedures are flexible, cost-effective and efficient.
- b. Evaluate the implementation and effectiveness of DCIPS programs to ensure alignment with the goals and objectives of the human capital strategic plan and Army policies.
- c. Appoint in writing CP-35 career program managers in accordance with **Reference (k)**.
- d. Determine, recommend, and monitor personnel management resource requirements necessary to support intelligence functions within their command.
- e. Ensure DCIPS employees and their rating and reviewing officials receive mandatory DCIPS training as defined by Army, ODNI/USD(I) DCIPS training. This includes all supervisors and managers (civilian and military) of Army DCIPS employees.
- f. Establish command-wide goals and objectives for all aspects of DCIPS in support of Equal Employment Opportunity (EEO).

**8. CP-35 Career Program Managers (CPMs)**

See **Reference (k)** for roles and responsibilities of CP-35 CPMs.

**9. Civilian Human Resources Directors of the ACOMs, ASCCs, DRUs, and the AASA**

Civilian HR Directors will:

- a. Advise on DCIPS civilian human resources systems and programs.
- b. Recommend changes to DCIPS regulations and standards through command channels to HQDA, ODCS, G-2 IPMO.
- c. Disseminate DCIPS information to subordinate human resources offices/personnel and ensure non-DCIPS supervisors (civilian and military) of DCIPS employees regarding DCIPS.

**10. Local Commander or Activity Head**

Local Commanders or Activity Heads will:

- a. Implement DCIPS, ensuring locally developed supplemental DCIPS policies, programs and procedures are effective, efficient, flexible, linked to budgetary considerations, supportive of EEO goals and are consistent with Army policies and delegations of authority.
- b. Evaluate and take action to ensure the effectiveness of DCIPS personnel management, including compliance with legal and regulatory requirements and equitable application of entitlements and benefits.

c. Identify DCIPS personnel management resource requirements necessary to support intelligence functions within their command and seek approval as needed per paragraph 3 of this Volume.

d. Appoint a CP-35 ACPM in writing.

e. Ensure Army DCIPS employees, rating officials and reviewing officials receive mandatory DCIPS training.

### **11. CP-35 Activity Career Program Managers (ACPMs)**

See *Reference (k)* for roles and responsibilities of CP-35 ACPMs.

### **12. Supervisors and Managers of Army DCIPS employees**

Supervisors and Managers will:

a. Complete Army mandatory supervisory training within the first year of appointment as a supervisor/manager in accordance with Army policy.

b. Complete mandatory Army DCIPS training within 6 months. The minimum Army DCIPS training standards are identified by HQDA, ODCS, G-2, IPMO.

c. Execute the full range of human resources responsibilities in accordance with applicable legal, regulatory and procedural requirements.

d. Ensure DCIPS employees attend DCIPS training and encourage their involvement in the performance management process by helping employees take ownership of their performance. The minimum Army DCIPS training standards are identified by HQDA, ODCS, G-2, IPMO.

e. Oversee the management, training and the performance of CP-35 interns. See *Reference (k)* for more information on professional development responsibilities.

f. Align employees' performance objectives to mission requirements and organizational goals.

g. Engage in dialogue with employees at regular intervals to discuss expectations for performance and general workplace dynamics.

h. Counsel employees concerning the pursuit of self-development or competitive training and developmental opportunities in accordance with *Reference (k)*.

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

CHRA, CPACs will:

a. Provide the full range of personnel management advice, assistance, guidance and administration to activity commanders, supervisors, managers and employees.

b. Ensure that personnel actions and data comply with applicable laws, regulations and policies.

c. Ensure CHRA CPAC human resources specialists who provide service to DCIPS employees are trained in DCIPS and receive periodic sustainment training.

### **14. Army DCIPS Employees**

Employees will:

a. Complete mandatory DCIPS training. The minimum Army DCIPS training standards are identified by HQDA, ODCS, G-2, IPMO.

*b. Understand DCIPS policies and requirements for individual achievement of organizational and Army strategic goals and mission(s).*

*c. Engage in dialogue with supervisor at regular intervals to discuss expectations for performance, career development and general workplace dynamics.*

## GLOSSARY

### DEFINITIONS

#### **Components**

*See Defense Intelligence Components*

#### **Defense Civilian Intelligence Personnel System (DCIPS)**

*A Title 10 Excepted Service human capital system for the Defense Intelligence Components and such other DoD positions, organizations, and components designated by the Under Secretary of Defense for Intelligence (USD(I)) with the concurrence of the head of the component affected. (see paragraph 3, Applicability, page 2).*

#### **Defense Intelligence Components**

All DoD organizations that perform national intelligence, defense intelligence, and intelligence-related functions including the Defense Intelligence Agency, the National Geospatial-Intelligence Agency, the National Reconnaissance Office, the National Security Agency/Central Security Service, the intelligence elements of the Active and Reserve Components of the Military Departments, and the Office of the Under Secretary of Defense for Intelligence. Also referred to as Components or DoD Components with DCIPS positions.

#### **DoD Components with DCIPS positions**

*See Defense Intelligence Components*

#### **DoD Intelligence Mission**

Those activities that fall within the responsibility of the USD(I) as defined in Executive Order 12333, "United States Intelligence Activities," December 4, 1981, as amended.

#### **GG – xx**

*The OPM DCIPS pay plan indicator. See definition for Grade in the glossary of [Reference \(I\)](#).*