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

27 FEB 2026

DAMI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exception to Policy -- Expedited Procedures for Termination of Defense Civilian Intelligence Personnel System Employees Performing at Less than Fully Successful Level

1. References:

a. Under Secretary of War for Personnel and Readiness memorandum (Exception to Policy -- Expedited Procedures for Termination of Defense Civilian Intelligence Personnel System Employees Performing at Less than Fully Successful Level), 6 Jan 26 (enclosure)

b. Department of Defense Instruction 1400.25, Volume 2011 (Defense Civilian Intelligence Personnel System (DCIPS) Performance Management), 7 May 16

c. Department of Defense Instruction 1400.25, Volume 2009 (Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance-Based, and Adverse-Action Procedures), 28 April 12

d. Army Policy-Volume 2011 (Defense Civilian Intelligence Personnel System Performance Management), 19 Jan 18

e. Army Policy-Volume 2009 (Defense Civilian Intelligence Personnel System Disciplinary, Performance-Based, and Adverse Action Procedures), 25 March 12 (Incorporating Change 2, 18 Dec 17)

2. This memorandum serves as notification that the Office of the Under Secretary of War for Personnel and Readiness (USW(P&R)) has approved an exception to policy (reference 1a) allowing termination of DCIPS employees performing at a less than successful level under expedited timelines. USW(P&R) waived certain provisions of references 1b and 1c and therefore, I waive the provisions contained within Army DCIPS policies (references 1d and 1e) regarding employee performance which is less than fully successful. These changes are necessary to quickly remove employees who do not meet performance expectations, in line with a presidential directive focused on government efficiency.

3. Supervisors will utilize the expedited procedures identified in the attachment of reference 1a if Army DCIPS employees' performance falls below fully successful. These expedited procedures and exceptions to references 1d and 1e are approved for use until superseded or revoked.

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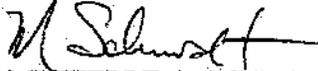
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4. My point of contact for this memorandum is Mr. Richard Leviner, DAMI-R11, available at (703) 695-1046 or richard.j.leviner.civ@army.mil.

Encl


MICHELLE A. SCHMIDT
Lieutenant General, USA
Deputy Chief of Staff, G-2

DISTRIBUTION:

Chief of Staff of the Army

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

Administrative Assistant to the Secretary of the Army

The Inspector General

Deputy Chief of Staff, G-1

Deputy Chief of Staff, G-3/5/7

Director, Army National Guard

Chief of Army Reserve

The Surgeon General

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U.S. Western Hemisphere Command

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CF:

Commander, Eighth Army

Commander, 650th Military Intelligence Group

Commander, Joint Special Operations Command

Commander, U.S. Africa Command

Commander, U.S. European Command

Commander, U.S. Southern Command

Commander, U.S. Special Operations Command

Commander, U.S. Cyber Command

Commander, NATO Special Operations Headquarters



PERSONNEL AND
READINESS

UNDER SECRETARY OF WAR
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JAN - 6 2026

**MEMORANDUM FOR UNDER SECRETARY OF WAR FOR INTELLIGENCE AND
SECURITY**

**SUBJECT: Exception to Policy – Expedited Procedures for Termination of Defense Civilian
Intelligence Personnel System Employees Performing at a Less Than Fully
Successful Level**

This memorandum grants an exception to current Defense Intelligence Civilian Personnel System (DCIPS) policy contained in Department of Defense Instruction 1400.25, Volume 2009, “DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance-Based, and Adverse Action Procedures,” May 20, 2017, as amended, and Department of Defense Instruction 1400.25, Volume 2011, “DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management,” May 7, 2016, as amended, to allow termination of DCIPS employees performing at a less than fully successful level under expedited timelines.

You are approved to notify the Defense Intelligence and Security Enterprise workforce that the attached procedures will be effective through December 2026, or until publication of updated regulations, if published earlier than this date.


Anthony J. Tata

Attachment:
As stated

Enclosure

Attachment

PROCEDURES FOR ADDRESSING EMPLOYEE PERFORMANCE THAT DOES NOT FULLY MEET PERFORMANCE EXPECTATIONS UNDER THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

1. These temporary procedures detailed below are effective through December 2026 or until Department of Defense Instruction (DoDI) 1400.25, Volume 2009, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance-Based, and Adverse Action Procedures," May 20, 2017, as amended, is updated, whichever is earlier. These updated procedures better align DCIPS performance expectations to those promulgated by the President in Executive Orders intended to drive a higher performing Federal workforce.
2. Notice of Performance Not Meeting Expectations
 - a. Employees deemed to be performing at a level that does not meet expectations for their position (including performance at the unacceptable or minimally successful rating for those under the current five level scale described in DoDI 1400.25, Volume 2011, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management," will be provided a memorandum detailing the areas in which they are not meeting expectations, with examples of performance reflecting such determination, and laying out the actions that must be taken within 30 days to avoid termination.
 - b. The Employee Management Relations (EMR) office will assign a specialist to assist in the preparation of the memorandum and will approve the language being presented to the employee.
 - c. The supervisor and EMR specialist will jointly present the memorandum to the employee and provide the employee the opportunity to ask questions and seek clarification.
3. Notice of Proposed Removal
 - a. If the employee has not improved his/her performance to the fully successful level under the assigned performance plan, the supervisor will draft, in consultation with the EMR office, a notice of proposed termination. Other options to lower the employee's grade or work level or reduce their pay as alternatives to removal are not available.
 - b. The notice of proposed termination will contain details on the basis for the proposed removal with specific examples of performance supporting such basis. The memorandum will advise the employee that he/she may present rebuttal information to the deciding official within 7 days of receiving the notice of proposed termination. The notice of proposed termination will advise the employee that he/she may request a personal appearance before the deciding official and that he/she may bring a representative to that appearance. The meeting will be scheduled within 7 days of receipt of any rebuttal information submitted by the employee.

- c. The supervisor and EMR specialist will jointly present the notice of proposed termination to the employee and will advise the employee of rights and timelines for any associated decisions. The employee will be advised that he/she is being placed on administrative leave with pay until a final decision is rendered.
 - d. If the employee does not request a personal appearance before the deciding official, the deciding official will render a final decision within 14 days of the notice of proposed termination. If there is a request for a personal appearance, the deciding official will render a final decision within 7 days of the date of the personal appearance.
4. **Appeal.** If the employee wishes to appeal his/her termination, appeals will be processed in accordance with procedures contained in DoDI 1400.25, Volume 2009.

Attachment

PROCEDURES FOR ADDRESSING EMPLOYEE PERFORMANCE THAT DOES NOT FULLY MEET PERFORMANCE EXPECTATIONS UNDER THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

1. These temporary procedures detailed below are effective through December 2026 or until Department of Defense Instruction (DoDI) 1400.25, Volume 2009, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance-Based, and Adverse Action Procedures," May 20, 2017, as amended, is updated, whichever is earlier. These updated procedures better align DCIPS performance expectations to those promulgated by the President in Executive Orders intended to drive a higher performing Federal workforce.
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 - a. Employees deemed to be performing at a level that does not meet expectations for their position (including performance at the unacceptable or minimally successful rating for those under the current five level scale described in DoDI 1400.25, Volume 2011, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Performance Management," will be provided a memorandum detailing the areas in which they are not meeting expectations, with examples of performance reflecting such determination, and laying out the actions that must be taken within 30 days to avoid termination.
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