

Transition to Army DCIPS Grades

Why is transition occurring?

The Secretary of Defense made the decision to transition all Defense Intelligence employees currently in pay bands, with the exception of those at the National Geospatial-Intelligence Agency (NGA), to grades. His decision was based on input from the Defense Intelligence Components and Department leadership, the Director of National Intelligence, the Director of the Office of Personnel Management and our congressional oversight committees.

The Secretary's decision does not represent abandonment of DCIPS and its fundamental tenets of unifying the Defense Intelligence Enterprise within a performance-driven culture. However, excluding NGA, future base pay increases will not be directly linked to performance and employees will be aligned to the DCIPS graded structure. The core of the DCIPS program will stay intact, including the occupational structure, common performance management system, professional development programs and bonuses tied to performance.

The entire Army DCIPS workforce is set to transition from pay bands to grades on **25 March 2012**.

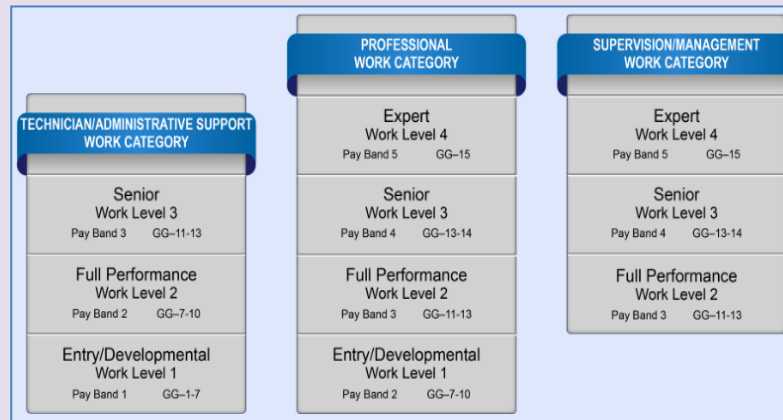
What is my role during transition?

The Army will transition the DCIPS workforce to the graded structure using a manual position-based process that follows the Army DCIPS Transition Technical Guidance (Appendix C of the Total Army Comprehensive DCIPS Transition Plan) (<http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan.pdf>) and the final Army Policy Volume (AP-V) 2007, Occupational Structure which will be published prior to transition. This manual transition process, to be performed before the transition, allows for the review and verification of position descriptions (PDs) and determines the alignment accuracy for mission categories, work categories, occupational series, work level, grade and title.

As key implementers, you should provide your expertise and technical skills to senior leadership, managers/supervisors and the workforce as a whole as the DCIPS transition occurs. You are responsible for supporting the transition by:

- Advising managers/supervisors in verifying the accurate position description for their employees in developmental assignments before the transition using the DCIPS IA2GG tool.
- Understanding DCIPS policy in detail.
- Demonstrating positive attitudes about the DCIPS personnel management system by answering questions and providing overall support to inspire confidence in the system.
- Emphasizing to the Army DCIPS workforce that (1) there will be no loss of pay upon transition, and (2) the DCIPS performance management process will remain the same.

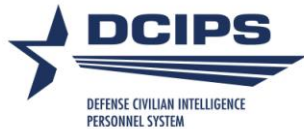
DCIPS Occupational Structure



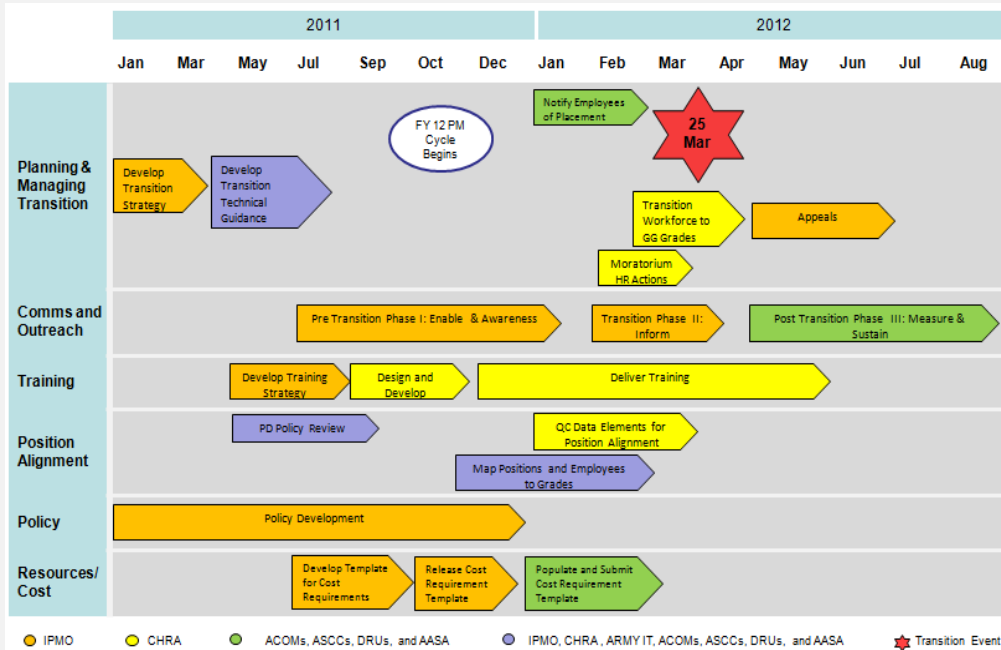
Note: This graphic reflects the USD(I) enterprise-wide DCIPS Occupational Structure. The Army is aligned to the DCIPS Occupational Structure, but will follow the general grading standard in Army Policy Volume 2007 resulting in all Professional (including Supervision/Management) work category GG-13 Army DCIPS positions aligning to the Full Performance work level and all Technician/Administrative Support work category GG-7 Army DCIPS positions aligning to the Entry/Developmental work level.

How does transition affect DCIPS policies?

Interim DCIPS policies and guidance will remain in effect until transition occurs. All aspects of DCIPS remain covered under approved Army DCIPS policy.



What is the timeline of transition events?



Key Dates

Vacancy Announcements Under DCIPS Grades Begins: 1 February 2012

Deadline for CPACs to Process Personnel Actions (except for emergency actions): 24 February 2012

Employee Notification Deadline: NLT 9 March 2012

Midpoint Review: NLT 24 March 2012

Transition Date: 25 March 2012

Alignment

DCIPS transition is not the vehicle to rewrite PDs or correct misassignments.

All employees transitioning to the graded structure must be assigned to a PD that is aligned to the DCIPS Occupational Structure in accordance with AP-V 2007– each DCIPS PD must be aligned to a mission category, work category, occupational series, work level, grade and title.

DCIPS alignment is based on: work performed on a regular and recurring basis, work that represents the position's primary purpose and work that governs the position's primary qualifications and responsibilities.

Alignment Appeals

Please communicate to your workforce that after the transition to the DCIPS graded structure, employees who believe their positions were not appropriately aligned may file an appeal of the alignment through the Army DCIPS formal alignment appeal process as outlined in AP-V 2007.

DCIPS Training

Please visit the Army DCIPS website (<http://www.dami.army.pentagon.mil/site/dcips/lifecycle.aspx>) to access the new suite of DCIPS training offerings being developed out of USD(I). These training courses can be found under their respective lifecycle areas.

Pay Setting

Until transition, employees are still eligible for periodic increases (PIs) based on their General Grade Equivalency (GGE). The GGE is used for salary setting purposes **ONLY** and **IS NOT** the grade of the PD. The GGE was established under Interim DCIPS policy as a vehicle in determining waiting periods and increases (similar to the General Schedule (GS)). PIs will seamlessly transition to Within-Grade Increases (WGs) upon transition to grades.

DCIPS employees' pay will be aligned with the GG Pay Plan (similar to GS)
<http://dcips.dtic.mil/documents/2012%20DCIPS%20Pay%20Bands%20and%20Grades.pdf>.

When setting pay upon transition, the employee's base salary must align to a grade and step, with the exception of those who are above the step 10 of their grade. Upon transition to grades, employees that are not aligned to a step will be aligned to the next higher step. Additional information is outlined in the Army DCIPS Transition Technical Guidance (Appendix C of the Total Army Comprehensive DCIPS Transition Plan)
<http://www.dami.army.pentagon.mil/site/dcips/docs/Transition/Total%20Army%20Comprehensive%20DCIPS%20Transition%20Plan.pdf>.