

DCIPS

Converting 0132 Positions to DCIPS

December 2011

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Welcome

This Defense Civilian Intelligence Personnel System (DCIPS) Conversion Guidance and Readiness checklist provides specific guidance for establishing the DCIPS graded position structure for series 0132 employees assigned to Fourth Estate components. In agreeing that conversion to DCIPS is necessary and appropriate for these positions, components have determined that the positions are Defense Intelligence positions necessary to carry out the intelligence functions of the Department, as noted in title 10 United States Code Section 1601; and the Office of the Under Secretary of Defense for Intelligence has agreed that the positions belong in DCIPS in accordance with the following references:

1. 10 USC 1601 – DCIPS Statute

“The Secretary of Defense may establish....such defense intelligence positions in the Department of Defense as the Secretary determines necessary to carry out the intelligence functions of the Department....”

2. 10 USC 1614 – Definitions

(1) Defense intelligence position – “....a civilian position as an intelligence officer or intelligence employee of the Department of Defense.”

(2) Intelligence component of the Department of Defense – “....The National Security Agency. The Defense Intelligence Agency. The National Geospatial-Intelligence Agency. Any other component of the Department of Defense that performs intelligence functions and is designated by the Secretary of Defense as an intelligence component of the Department of Defense....”

3. DoD Directive 5143.01 – “USD(I) Charter”

The USD(I) shall:

(1) “....exercise policy oversight of personnel in defense intelligence positions to ensure that Defense intelligence, counterintelligence, and security Components are manned, trained, equipped and structured to support the missions of the Department and fully support the needs of the Combatant Commands, the Military Departments, and the ODNI as appropriate.”

(2) “.... Develop and oversee the policies associated with the Defense Civilian Intelligence Personnel System in conjunction with the Under Secretary of Defense for Personnel and Readiness....”

4. DoD Directive 1400.35 – “DCIPS Directive”

“The DCIPS shall be the civilian personnel 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.”

5. DoDI 1400.25 Volume 2001, Defense Civilian Intelligence Personnel System (DCIPS) Introduction

“...DCIPS shall be the only civilian personnel system for defense intelligence positions, employees and organizations designated as having an intelligence function...”

As positions convert from other personnel authorities to title 10 authority, components must be prepared to support these positions and incumbent employees under the DCIPS policy framework found in Department of Defense Instruction 1400.25 Volumes in the 2000 series. Human capital staffs and servicing Human Resources Offices, as applicable, in addition to affected employees and their supervisory chains of command must understand and support DCIPS.

General

DCIPS is the common personnel system for the Defense Intelligence Components, and Defense Intelligence positions across the Department. Defense Intelligence Components include the Defense Intelligence Agency, the National Geospatial-Intelligence Agency, the National Reconnaissance Office, and the National Security Agency, the Defense Security Service, the intelligence components of the Armed Services and the Office of the Under Secretary of Defense for Intelligence (OUSD(I)). Defense Intelligence positions include those performing Intelligence work, generally the 0132 series positions, in non-intelligence components of the Fourth Estate.

DCIPS was designed, developed and implemented by the DCIPS Program Executive Office (DCIPS PEO) working closely with component representatives and the broader Department under the direction of the USD(I). Oversight on behalf of the USD(I) is provided by the DCIPS PEO in the Human Capital Management Office (HCMO) of the OUSD(I), and the DCIPS PEO continues to serve as the primary source for all things related to DCIPS.

While DCIPS shares many similarities with title 5 personnel management, there are some differences. In addition to oversight by the Secretary of Defense through the Under Secretary of Defense for Intelligence (USD(I)), DCIPS policies align with the policies established by the Director of National Intelligence (DNI) as provided in the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA). IRTPA created the position of Director of National Intelligence and provided specific responsibilities to that position, including supporting a more common and collaborative Intelligence Community through personnel guidance.

DCIPS Policy. DCIPS policy is found in DoDI 1400.25, Volumes in the 2000 series. A number of policies are currently being revised or added to those posted under the DoD issuances

webpage. Your DCIPS PEO representative can provide copies of the draft policies and advise of current status in the Department's coordination process.

DCIPS Guidance. In addition to formal policy, DCIPS provides guidance on the DCIPS webpage, available at <http://dcips.dtic.mil>, from any computer with internet access. DCIPS guidance includes announcements, memos from the USD(I) and staff on DCIPS, FAQs and other policy clarification, and highlights web-based and instructor led training opportunities. This information is updated frequently; we encourage you to visit the web page often.

DCIPS Pay Plan. DCIPS uses the "GG" pay plan (vice the more common "GS").

DCIPS Performance Management. The DCIPS performance management system found in DCIPS Volume 2011 is supported through the DCPDS-based Performance Appraisal Application (PAA) tool for the Services and the Fourth Estate. The DCIPS tool is very similar to the NSPS tool, and is accessed through My Biz/My Workplace. Components must coordinate with their servicing Human Resources Offices to ensure accurate information is in DCPDS and access to the DCIPS-specific PAA tool on DCPDS is available for assigned employees and their leadership, specifically rating and reviewing officials. Training on PAA may be available and can be coordinated through the DCIPS PEO. Performance management training on writing objectives and evaluations, for example, is also available.

DCIPS Occupational Structure. The DCIPS occupational structure is also unique. DCIPS supports both pay banded and graded pay structures. The occupational structure begins at the highest level with mission categories, then proceeds to work categories, and work levels for all positions. The structure then aligns DCIPS pay bands or DCIPS Grades, depending on the organization. For those organizations using the DCIPS graded structure, the GG grades are grouped into the work levels in a manner that replicates the grouping of the GG grades in the DCIPS pay banded structure. In this way, work levels are common across all of DCIPS, for those operating both in pay bands and grades, and serve as a foundational focus in DCIPS policies, including performance management, occupational alignment, and developmental progression. Work levels are expected to take on an even broader scope of application as DCIPS evolves. In 2012, there will be a large occupational study to create a unique occupational titling and job series program that will apply to all DCIPS positions.

DCIPS Employment and Placement. Employment and placements policies are found in DCIPS Volume 2005, with pay setting addressed in Volume 2006. There are some unique policies, for example, there are no career ladders in DCIPS. Instead, there is Developmental Progression, a planned progression based on performance and completion of milestones. DCIPS policy does not support any Time-in-Grade requirements.

DCIPS Trial Period. DCIPS Volume 2005 addresses the two-year trial period required of all employees. Once completed, other DCIPS components offer reciprocity and accept the DCIPS trial period completed in another organization. Completion of a trial period or probationary period from another organization or system does not count as completion of the DCIPS Trial Period.

Conversion to DCIPS

Once agreement is reached that positions appropriately belong in DCIPS, conversion planning will begin. All conversions must take place by March 31, 2012. Written notification of the intent to convert positions into DCIPS must be received by the DCIPS PEO at least 45 days prior to the planned conversion date. After notification is made and prior to conversion, component representatives will meet with DCIPS PEO staff to review actions taken and planned in preparation for the conversion.

The conversion of a position to DCIPS includes 1) establishing the position in title 10, Excepted Service, as a DCIPS position, and 2) converting the incumbent assigned to that position.

DCIPS offers a variety of web-based and instructor led training opportunities through the DCIPS webpage at <http://dcips.dtic.mil>. These training courses and the information on the webpage are accessible from anywhere with internet access; they are not CAC-enabled. The DCIPS PEO staff is available to help identify training and products that can assist the components as they convert positions to DCIPS.

Conversion Schedule and Readiness Assessments for the Fourth Estate

1. Components will convert their entire 0132 workforces on an effective date selected in coordination with the USD(I), but not later than March 31, 2012. The final conversion date will be contingent on readiness conditions as noted in the readiness checklist of this guide.
2. Components will convert all 0132 employees at their current grade and step, with no change to salary as a result of this conversion. The lowest grade for professional series positions, to include the 0132, is GG-07. Any GS-05 0132 employees will need to be aligned to the GG-07 at conversion.
3. There are no career ladders in DCIPS; however, any 0132 employee assigned to a documented career ladder at the time of conversion will have that career ladder continued under DCIPS with all conditions and promotion potential continuing as originally documented. All new series 0132 employees in the Entry/Developmental Work Level (i.e., GG grade 07-10) hired after conversion will be placed on a Developmental Progression Plan in accordance with DCIPS Volumes 2005 and 2006.
4. DCIPS does not permit non-competitive promotion beyond the Full Performance work level or GG-13, such as those through a career ladder or Developmental Progression Plan. All promotions to GG-14 and GG-15 must be made competitively. Any 0132 employee assigned to a documented career ladder at the time of conversion that is scheduled to go to a grade higher than the GG-13 will be permitted to continue to the target grade of the documented ladder with all conditions continuing as originally documented as noted in #3 above.

5. There are no temporary promotions under DCIPS; however, any 0132 employees assigned to a documented temporary promotion at the time of conversion may, at the discretion of the Fourth Estate Component, have such temporary promotions continue as originally documented.
6. Components will be transparent in sharing information regarding the conversion to DCIPS with their affected workforce and the DCIPS PEO. Information appropriate for wide distribution should be provided as soon as practicable, and include conversion timelines and processes, change to appointment type and impact of that change, at a minimum. Components are responsible for informing each individual employee of their position alignment (classification), including their mission category, work category, work level, GG grade and step, and general information about DCIPS and DCIPS performance management. This information shall be provided to affected employees in advance of processing the personnel actions effecting the conversion. Components should find the DCIPS web page, briefing slides and policy volumes supportive of this requirement.
7. Effective immediately, Components will advise all applicants for employment for series 0132 positions of the pending conversion. Information provided to applicants should include the timeline for conversion and effects on employment and placement, to include the change of appointing authority, requirements for the two-year DCIPS trail period, and any changes affecting actions such as recruitment, hiring, promotion, and reassignment actions. Once a conversion date has been established that date should be included in any vacancy announcements or offers to candidates.
8. Components will coordinate with the DCIPS PEO to establish their conversion schedules, and complete readiness assessments prior to conversion of their series 0132 positions to DCIPS.
9. Immediately upon conversion, employees shall have performance plans established utilizing the DCPDS DCIPS PAA. Conversion not later than March 31, 2012 provides for a six month period under DCIPS performance management, allowing for final Performance Evaluations of Record in the October/November 2012 timeframe, and first pay pools in December 2012 with payouts in January 2013.
10. DCIPS employees on details or temporary assignments will convert to DCIPS based on their permanent DCIPS position of record.
11. Employees who are absent (e.g., on leave without pay; military furlough; in a workers' compensation status, etc.) from their position at the time of conversion will convert to DCIPS based on their permanent DCIPS position of record.
12. The conversion to DCIPS will not "reset" the Date of the Last Equivalent Increase. The conversion will simply align an employee to a DCIPS grade and step.

13. In some cases, employees may be eligible for a within-grade increase on the date of conversion to DCIPS. This will occur when the employee meets the performance and waiting period requirements for a step increase on the date of conversion. When an employee is eligible for a within-grade increase on the date of conversion to DCIPS, the action must be processed as a separate personnel action in accordance with DCPDS processing requirements.

A. Training and Communication

1. A variety of training and communication materials are available to assist employees, HR practitioners, managers and supervisors during conversion. See the DCIPS website (<https://dcips.dtic.mil>) for information.
2. Components are encouraged to develop supplemental training and communication materials specific to their organizations. Such training should be included as a part of the Component's conversion plans for training and communications.

Understanding the DCIPS Alignment Process

A. **DCIPS Alignment Process - General.** DCIPS positions are aligned (i.e., classification), to mission categories, work categories, work levels, and pay bands (for those operating under DCIPS pay bands) or grades (for those operating under DCIPS Grades), according to Volume 2007.

1. Basis for Alignment Determinations. DCIPS alignment determinations are based on the duties and responsibilities of the position and the qualifications required by the duties and responsibilities. The following table further describes the major considerations in the DCIPS alignment process:

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

2. Mission Categories - Mission categories in DCIPS are the broad categorizations of work that are common across the Intelligence Community. These mission categories are adopted in their entirety for application to the DCIPS occupational structure. The mission categories are: Collections and Operations; Processing and Exploitation; Analysis and Production; Research and Technology; Enterprise Information Technology; Enterprise Management and Support; and Mission Management. The use of additional or alternative mission categories is not authorized.
3. Work Categories – Work categories describe broad sets of related occupational groups characterized by common types of work within the DCIPS Enterprise. There are three DCIPS work categories:
 - a. Supervision/Management – Positions with duties and responsibilities that primarily involve planning, directing, and coordinating the operation of units within Components; developing and/or executing strategy; formulating and/or implementing policies; overseeing daily operations; and managing material, financial, and/or human resources.
 - b. Professional – Positions with duties and responsibilities that primarily involve professional or specialized work that requires the interpretation and application of concepts, theories, and judgment. As a minimum, all groups in this category require either a bachelor’s degree or equivalent experience for entry. However, some occupations in this category have positive education requirements, (i.e., a requirement for a particular type or level of academic degree). This work category features multiple career stages and work levels.
 - c. Technician/Administrative Support – Positions with duties and responsibilities that primarily involve support for the operations and functions of a particular type of work or organizational unit. Such support activities are technical or administrative in nature, and qualifications are generally acquired through practical experience supplemented by on-the-job and/or skills-specific training. Such work tends to have few career stages and work levels. Positions in this category typically are covered by sections 201-219 of title 29, U.S.C., commonly known as the Fair Labor Standards Act.
4. Work Levels - Work levels define work in terms of increasing complexity; span of authority and/or responsibility; level of supervision (received or exercised); scope and impact of decisions; and work relationships associated with a particular work category. There are four DCIPS work levels, although not every work level is used within every work category:
 - a. Entry/Developmental – In both the Professional and the Technician/Administrative Support Work Categories, work at this level includes learning and applying basic procedures and acquiring competencies through training and/or on-the-job experience. Positions in the Technician/Administrative Support Work

Category at this level may involve independent performance of duties. Technician/Administrative Support positions should be placed in this work level when their primary function is the execution of established procedures and standard program practices, and when typical career patterns for the occupation do not extend to the complexity, variety, and scope of the Full Performance Work Level.

- b. Full Performance* – Work at this level involves independently performing the full range of non-supervisory duties assigned to the employee. Employees at this level have successfully completed required entry-level training or developmental activities either within the employing organization or prior to joining the organization. Employees at this work level have a full understanding of the technical or specialty field; independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Within established priorities and deadlines, Full Performance employees exercise independent judgment in selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Actions at this level may have impact beyond the work unit and, as a result, employees at this level typically collaborate internally and externally with their peers.

- c. Senior* – Work at this level involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in the technical or specialty field. Receiving broad objectives and guidelines from the supervisor, Senior employees independently handle a wide range of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Following broad objectives and guidelines, employees act independently to establish priorities and deadlines within expectations established by the supervisor and exercise individual judgment to choose alternative guidelines to complete assignments. Employees may lead and coordinate special projects, teams, tasks, and initiatives and may be required to build and utilize collaborative networks with key contacts within and outside of their immediate organization. Actions at this level are likely to have an impact beyond the employee's immediate organization.

- d. Expert* – Work at this level involves an extraordinary degree of specialized knowledge or expertise to perform highly complex and ambiguous assignments that normally require integration and synthesis of a number of unrelated disciplines and disparate concepts. Employees at this level set priorities, goals, and deadlines, and make final determinations on how to plan and accomplish their work. Components rely on employees at this level for the accomplishment of critical mission goals and objectives and, as a result, employees may lead the activities of senior and other expert employees, teams, projects, or task forces. Employees at this level create formal networks involving coordination among groups across the intelligence community and other external organizations.

*DCIPS work levels are applied to the Supervision/Management Work Category as follows:

- Supervision – Work of this type involves planning, directing, assigning, leading, and monitoring the work of the unit; hiring or selecting employees; and, managing and appraising employee and organizational performance. Supervisors make decisions that impact the resources (people, budget, material) of the work unit, ensure the technical quality and timeliness of the work produced by employees in the unit, and collaborate with supervisors across the organization in unstructured situations.
 - Management – Work of this type involves supervision of other subordinate managers and/or supervisors and/or direction of units, functions, or projects that may be staffed by civilian or military personnel. Managers are responsible for justification, direction, and allocation of resources (people, budget, material) across the organization through one or more levels of supervision, and for setting organizational goals, objectives and priorities. They handle highly complex, sensitive, or ambiguous challenges facing the organization(s); interact with, influence, and persuade high-ranking officials within and outside the organization, agency, and other external organizations; and, make decisions that have an impact within and outside of the immediate organization and agency.
5. Occupational Groups - Occupational groups represent groups of positions (in specific job series) that share common technical qualifications, competency requirements, career paths, and progression patterns.
 6. Job Titling - Job titles are the labels assigned to each position to identify the sets of work activities, specialized tasks, and competencies required to do a specific job. For purposes of conversion, job titles are based on Component policy, however, as noted in Volume 2007, a future common titling effort will bring commonality to the DCIPS positions. That effort is scheduled for 2012.

B. Fair Labor Standards Act (FLSA) Exemption Status

FLSA exemption status will be assigned to positions based on duties assigned to each individual position in accordance with Federal guidance governing administration of the Fair Labor Standards Act.

A. Setting Pay under Grades

While DCIPS offers many pay-setting flexibilities that were unique to a pay banding environment, many flexibilities of DCIPS apply also in the graded environment. Tools available to attract, retain, and reward employees include recruitment, retention and relocation incentives. Pay setting flexibilities permit setting pay in the DCIPS grade at the appropriate step in consideration of the employee's qualifications and skills, and the requirements of the position. Refer to Volume 2006 and DCIPS Component guidance for pay setting and processing of personnel actions associated with recruitment and placement under DCIPS grades. Components are required to apply the appropriate codes to processing of personnel actions to support program

evaluation and reporting requirements. A fact sheet on nature of action codes in DCPDS is provided on the DCIPS webpage.

Converting 0132 Positions to DCIPS

Readiness Guidance – Checklist

The following checklist is provided as readiness guidance, highlighting issues to be considered or addressed when planning for conversion of series 0132 positions to DCIPS. The checklist provides considerations which the DCIPS PEO has determined are important to support a smooth conversion for informed employees, managers and human resources staff. This list is not inclusive, and may not apply in its entirety for all organizations, but should serve as a guide. If any questions arise regarding the conversion that are not covered, please contact the DCIPS PEO.

	Conversion Readiness Criterion	Date Planned	Date Completed
1	Conversion Program Management		
1.1.	Have you notified the DCIPS PEO in writing of your intent to convert your Component's 0132 positions and employees to DCIPS?		
1.2.	Has your Component Head named a Program Manager for the conversion of 0132s to DCIPS?		
1.3.	Have you developed a Conversion Program Plan that incorporates all required activities and dependencies leading to conversion; with accountability assigned for each activity?		
1.3.1.	Does your Component have a detailed conversion timeline?		
1.3.2.	Is your Component Communications Plan and schedule complete?		
1.3.3.	Is your Component Training Plan and schedule complete?		
1.3.4.	Is your Component Position Alignment Plan and schedule developed?		
1.3.5.	Is your Component Conversion Processing Plan and schedule completed?		
1.3.6.	Are resource requirements identified and included in your Component plan?		
1.4.	Has USD(I) approval of your Component program plan and dates been received?		
2	Local Policies Completed		

2.1.	Have all DCIPS Enterprise policies been reviewed for application in your Component?		
2.2.	Have local implementing policies that incorporate all requirements of DCIPS Volume 2000 series been developed and approved by the Component Head or designee?		
2.3.	Has USD(I) reviewed and endorsed all local implementing policies?		
2.4.	Have local DCIPS policies been published and communicated?		
3	Communications Planned		
3.1.	Is your Component's formal DCIPS Conversion Communication Plan aligned to the USD(I) Communications and Change Management Plan and completed?		
3.2.	Have your Component Senior Leaders communicated their support and direction for the DCIPS Conversion?		
3.3.	Have all required communication events been planned for, scheduled, and included in your Component conversion program plan?		
3.4.1	Have emails or other personal communication vehicles been planned to send to all affected employees to provide details on the conversion and how it will affect them?		
3.4.2.	Are other events planned and scheduled throughout your Component to share information on the conversion of employees to DCIPS?		
3.5.	Has USD(I) reviewed and approved your Component communications plan?		
4	Training Plan		
4.1.	Has the USD(I) training plan been reviewed, and all requirements incorporated into your Component training plan?		
4.2.	Has a formal Component training plan for HR professionals, employees, supervisors and managers been developed and; are all planned activities and dates incorporated into your Component program management plan?		

4.3.	Have supplemental curricula been developed and coordinated with USD(I) to ensure alignment to Enterprise policies and messages?		
4.4.	Have plans been developed for the delivery of required training to designated audiences in accordance with your Component program management plan to ensure all training is completed on schedule, appropriate to conversion?		
4.5.	Have accesses to all Web-delivered training been verified for all potential participants?		
4.6	Have all required classroom training been planned, scheduled and delivered to all subordinate activities, in accordance with your Component training plan?		
5	Information Technology Support Readiness		
5.1.	Have accountable individuals been named for technology readiness within your Component?		
5.2.	Have all local technology support systems been reviewed to ensure readiness for conversion?		
5.3.	Have any IT support gaps identified been closed, fixes applied and tested, and IT readiness assured?		
6	Data Cleanup		
6.1.	Have Component servicing HR organization(s) reviewed personnel records for all converting employees to ensure position records are correct, position descriptions are accurate; personnel records are current and accurate? Is review of following data elements completed?		
6.1.1.	Mission category		
6.1.2.	Work category		
6.1.3.	Occupational group/occupational series		
6.1.4.	Work level		
6.1.5.	Grade		
6.1.6.	Position series		
6.1.7.	Position title		
6.1.8.	Position number		
6.1.9.	Supervisory status code		
6.1.10.	Pay schedule		
6.1.11.	Basic pay		

6.1.12.	Adjusted basic pay		
6.1.13.	Other pay		
6.1.14.	Date of Last Equivalent Increase (DLEI)		
6.1.15.	Premium pay		
6.1.16.	Total pay		
6.1.17.	Local market supplement		
6.1.18.	Targeted local market supplement		
6.1.19.	Intelligence position indicator		
6.2.	Have all identified errors been corrected and have employees been notified of the corrections?		
7	Position Alignment Completed		
7.1	Is a process developed for reviewing all Component position descriptions in accordance with USD(I) guidance, and assigning the appropriate occupational series, title, work category, work level, and GG grade as appropriate?		
7.2.	Have all Component 0132 positions been reviewed and aligned in accordance with USD(I) guidance?		
7.3.	Were reports of findings, lessons learned and problem areas with potential Enterprise impact provided to USD(I)?		
7.4.	Is internal staffing guidance updated to ensure all 0132 vacancies or personnel requirements are advertised to include the GG Grade(s) and qualifications?		
8	Employee Placements in GG graded structure Planned		
8.1.	Are all 0132 employees assigned to the appropriate position?		
8.2.	Have the appropriate GG grade, step, and salary been determined for each converting employee in accordance with USD(I) conversion guidance?		
9	Notifications to Employees		
9.1	Are notifications prepared for each affected employee in accordance with the USD(I) template?		
9.2.	Is a process in place for timely reconsideration of placement in advance of conversion processing, if requested by employee?		
10	Preparation for Processing		

10.1.	Are processes in place and reviewed/tested to ensure timely and accurate processing of all conversion actions; with timely notification of personnel action to employees?		
10.2.	Has a final records review been completed?		
10.2.1	Have 0132 employees in special pay situations been identified?		
10.2.2	Does any 0132 employee's salary exceed Ex Level 4?		
10.2.3	Does any 0132 employee's salary exceed step 12 of the GG grade aligned to?		
10.2.4	Have you addressed any 0132 employee who will be affected by non-foreign OCONUS TLMS adjustment?		
10.2.5	Have you addressed any 0132 employee affected by special rate or other TLMS situation?		
10.2.6	Has your Component verified and established the LEI date for each 0132 employee at conversion and properly documented each LEI date in appropriate systems		
10.2.7	Has your Component identified 0132 employees in special situations below and planned the appropriate actions at conversion?		
10.2.8	Have you addressed 0132 employees on DCIPS career progression schedules?		
10.2.9	Have you addressed 0132 employees with return rights from overseas locations/obligated positions?		
10.2.10	Are there any 0132 employees on documented details?		
10.2.11	Have you addressed 0132 employees on LWOP?		
10.2.12	Have you addressed any Absent - Uniformed Service 0132 employees (changed from "Employees on LWOP-US" effective 3/28/10)?		
10.2.13	Have you addressed 0132 employees on LWOP - Workers Compensation (OWCP)?		
10.2.14	Have you addressed any 0132 employees on long-term training?		
10.2.15	Have you addressed any 0132 employees on temporary or term appointments eligible for		

	conversion to permanent?		
10.2.16	Have you addressed any 0132 employees on temporary or term appointments not eligible for conversion to permanent?		
10.2.17	Have you addressed any deployed 0132 employees?		
10.2.18	Have you addressed 0132 employees on temporary assignments such as Joint Duty Assignments or other temporary assignments?		
10.3	Are augmentation resources required for conversion processing identified and scheduled to ensure seamless conversion processing?		
11	Formal Conversion Readiness Presentation to USD(I) DCIPS PEO Completed		
11.1.	Is your Component's DCIPS conversion readiness brief prepared and scheduled for presentation to the DCIPS PEO that includes evidence of completion of all required readiness preparatory steps?		
11.2.	Have advance copies of all required readiness evidence been provided to USD(I) at least five business days prior to scheduled brief?		
12	USD(I) Readiness Approval		
12.1	Has USD(I) Readiness Approval Been Received?		
13	Post-conversion Checklist		
13.1.	Organization has completed post-conversion quality review on the following data elements		
13.1.1.	Grade		
13.1.2.	Step		
13.1.3.	Position title		
13.1.4.	Position series		
13.1.5.	Supervisory status code		
13.1.6.	BUS code		
13.1.7.	Pay table ID		
13.1.8.	Basic pay		
13.1.9.	Adjusted basic pay		
13.1.10.	Other pay		
13.1.11.	DLEI		

13.1.12.	Premium pay		
13.1.13.	Total pay		
13.1.14.	Locality pay		
13.1.15.	Pay rate determinant		
13.1.16.	Pay retention incentive		
13.1.17.	Intelligence position indicator		
3.2.	Organization has corrected all errors identified and notified employee, as required		