

Clarification of DCIPS Policy (CDP)

The chart below provides policy clarification. The clarification conveys the intent of the language of the policies. We continue to evaluate all DCIPS policies for effectiveness in support of mission. We seek your support in identifying gaps or unintended consequences of current policy and bringing those to the attention of the DCIPS PEO, through your Component DCIPS lead, for clarification or inclusion in updates to policy.

CDP Number	DCIPS Volume	Clarification
2004-01	Volume 2004: Adjustment in Force	<ul style="list-style-type: none"> • Requirements for obtaining the USD(I)'s approval for an AIF, page 6: DCIPS Volume 2004 requires Components to obtain USD(I) approval before conducting an AIF. Approximately 120 days before the AIF Effective Date (generally 30 days before a Component plans to issue AIF General Notices), Component Heads request this approval from the USD(I) via memo through the DCIPS PEO. The request memo must include the following information: <ul style="list-style-type: none"> ○ Reason for the AIF and efforts used to minimize impact/avoid AIF ○ AIF Effective Date ○ Competitive Area(s) for the AIF ○ Expected number and occupational groups of positions to be affected ○ Anticipated dates for issuing the General Notification (aka "General Notice") and Individual Employee Notification (aka "Specific Notice") ○ Confirmation that Congressional Notification will be accomplished by the Component, if required. Such notification is required for AIFs 1) releasing 50 or more civilians; 2) that may be of special interest to Congress or the public; 3) that realign 50 or more civilians outside the local commuting area; or 4) that reduce contract operations by 100 or more contractor employees.
2005-01	Volume 2005: Employment & Placement	<ul style="list-style-type: none"> • Requirements for entering developmental programs, page 16: DCIPS Volume 2005 states that developmental programs may include non-competitive salary advances or promotions <u>up to and through</u> the Full Performance Work Level for the Professional Work Category. Given the purpose of the program is to support progressive development through established milestones, all employees hired into the Professional Work Category at the entry level must be hired at the pay band 2 level or the GG-7, 8, 9, or 10 level. This is designed to progress an employee from the Entry/Developmental Work Level (GG-07-10 or PB-02) <u>up to and through</u> the Full Performance Work Level (GG-11-13 or PB03). Program entry must be at the Entry/Developmental work level.
2005-02	Volume 2005: Employment & Placement	<ul style="list-style-type: none"> • Grade minimums for the Professional Work Category, page 10. Positions in the Professional Work Category cannot be lower than a GG-7. DCIPS Volume 2005 states that in the absence of USD(I) qualification profiles, the DoD Components with DCIPS positions may adopt OPM qualification standards or use existing Component-specific qualification standards derived from OPM qualification guidance in evaluating candidate qualifications. The policy then describes how OPM minimum qualifications should be applied to DCIPS, stating that the minimum qualifying grade using a GS grade-based standard for the Professional Work Category is GG-07. This is consistent with Volume 2007: Occupational Structure, which states that the Professional Work Category begins at GG-7.

The most recent DCIPS Policies can be found on the DoD Issuances website:

http://www.dtic.mil/whs/directives/corres/html/CPM_table2.html

Note: Each DCIPS component is required to have local implementing guidance and policies consistent with these policies.

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2008-01	Volume 2008: Awards & Recognition	<ul style="list-style-type: none"> • Awarding of partial steps, page 9: A partial DCIPS Quality Increase (DQI) or DCIPS Sustained Quality Increase (SQI) cannot be awarded. DCIPS Volume 2008 states that the amount of a DQI or SQI is the amount of one or two steps at the employee's current grade, therefore, awarding a partial step is <u>not</u> permitted.
2009-01	Volume 2009: Disciplinary, Performance-based, & Adverse Action Procedures	<ul style="list-style-type: none"> • Proposed Written Reprimands, page 6: The intent of DCIPS Volume 2009 is for Components to establish policies that outline internal procedures, such as, what an HR practitioner and/or supervisor should include when drafting or proposing to prepare written reprimands. Policy does not support "proposed written reprimands". Written reprimands are discussed, or proposed, internally, and if the Component proceeds, a written reprimand is provided to the employee.
2011-01	Volume 2011: Performance Management	<ul style="list-style-type: none"> • Role of the Performance Management Performance Review Authority (PM PRA) in the Informal Reconsideration Process, pg. 25. If an employee disagrees with the ratings on the performance evaluation, the employee can contact the rating and reviewing officials within 5 days of the employee's receipt of the rating to resolve the disagreement informally. DCIPS Volume 2011 states that the Performance Management Performance Review Authority (PM PRA) is responsible for final independent review of employee evaluation of record when challenged by an employee; therefore, if the rater and/or reviewing official deem that a rating change is warranted through informal reconsideration, it must be approved by the PM PRA.

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2011-02	Volume 2011: Performance Management	<ul style="list-style-type: none"> • Responsibilities and authority of the PM PRA and reviewing officials in reviewing evaluations of record, pg. 24-25. At no time can an evaluation of record be finalized without PM PRA approval. Evaluations of record cannot be finalized until the PM PRA 1) completes the review of the evaluations of record and, 2) informs the reviewing officials that the review is complete and they may proceed in finalizing the evaluations of record. • The PM PRA must withhold completion of this review if ratings or narratives do not support the proposed evaluation of record or closeout, or if there is concern regarding the merit of the proposed evaluation of record. The PM PRA can, and must, send back proposed evaluations of record where there is a mismatch between the narrative and the proposed evaluation of each performance objective or performance element, or any indication that policy was not followed. • The PM PRA should initially encourage the rating and/or reviewing officials to resolve issues identified, but may direct that specific action be taken, if necessary. If the rating or reviewing officials are unavailable or unwilling to make changes, the PM PRA may make changes to ensure compliance. Similarly, reviewing officials may initially encourage rating officials to resolve issues identified by the reviewing official, may direct that specific action be taken, and if necessary, may make changes to ensure compliance.
2014-01	Volume 2014: Employee Grievances	<ul style="list-style-type: none"> • Grievable matters for term or temporary employees, page 9. DCIPS Volume 2005 varies from Title 5 on this issue and states that termination of a temporary or term appointment can occur at any time. DCIPS Volume 2014 states the following is <u>not</u> a grievable matter, "I. Termination or expiration of a term or temporary appointment <u>on the date</u> specified as a condition of employment at the time the appointment was made." DCIPS policy does not support changing a term or temporary employee's employment status as a result of a grievance if he or she was terminated on a date on <u>or before</u> the date specified as a condition of employment because per DCIPS Volume 2005, these employees can be terminated at any time.

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