



## Conversion Fact Sheet June 2009

This Fact Sheet provides general information concerning the conversion of employees to DCIPS Pay Bands. For more information on this and other DCIPS subjects, please visit the DCIPS web site at <http://dcips.dtic.mil>. You are encouraged to consult with your servicing Human Resources office for supplemental Component or local guidance.

### Conversion – How It Works

DCIPS civilian employees convert to DCIPS Pay Bands based on their permanent position of record and are placed into the appropriate DCIPS pay band. **There is no loss in pay.**

As part of the conversion process, eligible employees may receive a salary increase based on the time worked towards their next Within Grade Increase (WGI). This is called a WGI buy-in. Employees receive a WGI buy-in if they are:

- Below step 10 of their grade. **Note:** If employees are at or above Step 10, they are ineligible for a WGI buy-in because they have received all the step increases allowed within their grade.
- Not on a performance improvement plan.
- Not on pay retention.

Similar to the GG system, basic pay for employees assigned to locations in the contiguous 48 United States is comprised of their base salary plus the Local Market Supplement (LMS) for the geographic region where the position is located. For now, LMS rates are the same as GG locality rates and are paid to employees as a percentage of pay, based on the geographic region of their position, added to their base salary.

For DCIPS employees in DCIPS Pay Bands assigned to locations outside the contiguous 48 United States, a Targeted Local Market Supplement (TLMS), equal to the LMS rate for Washington, DC, is in effect and is considered part of employees' basic pay.

The table on page 2 identifies how work categories, grades, and steps map to the five pay bands. The broad pay bands provide more opportunity for growth than the former GG structure. Because four of the five pay bands combine GG grades, pay increases that in the past required a promotion may now be provided based on performance and results. In addition, each of the five pay bands' maximum rate is the equivalent of the maximum rate of the GG grade corresponding to that band, plus two steps, i.e., a "constructed" step 12 of that grade.. This means that employees currently at or near the top of their GG grade as they enter a pay band may receive future performance-based pay increases without exceeding the pay band limit.

<b>Work Category – Technician/Administrative Support</b>	
<b><i>If you are:</i></b>	<b><i>You convert to:</i></b>
GG 01/01 – GG 07/12	Pay Band 1
GG 08/01 – GG 10/12	Pay Band 2
GG 11/01 – GG 13/12	Pay Band 3
<b>Work Category – Professional</b>	
<b><i>If you are:</i></b>	<b><i>You convert to:</i></b>
GG 05/01 – GG 10/12	Pay Band 2
GG 11/01 – GG 13/02	Pay Band 3
GG 13/03 – GG 14/12	Pay Band 4
GG 15/01 – GG 15/12	Pay Band 5
<b>Work Category – Supervision/Management</b>	
<b><i>If you are:</i></b>	<b><i>You convert to:</i></b>
GG 11/01 – GG 13/02	Pay Band 3
GG 13/03 – GG 14/12	Pay Band 4
GG 15/01 – GG 15/12	Pay Band 5

**Note:** Positions at any grade in the Technician/Administrative work category whose primary responsibilities are supervisory will normally convert to pay band 3. However, when the work supervised is predominantly work level 1, the position shall convert to pay band 2.

## **Conversion Calculator**

A conversion calculator is available to show how employees convert to DCIPS Pay Bands. By entering the occupational series, current grade and step, the date of the last WGI (or date of hire), and the date of conversion, employees can see their DCIPS work category, work level, pay band, and estimated WGI buy-in amount. The DCIPS conversion calculator is located on the DCIPS web site under Pay Bands and Resources.

## **Special Conversion Guidance**

**Career Ladder Positions** – Under DCIPS, career ladder positions no longer exist. However, documented career ladder positions are continued after conversion to DCIPS Pay Bands. Employees will be converted into the DCIPS pay band structure at their current grade (not the target grade of the position) and step and will be advanced noncompetitively as they would have been under the GG system, provided certain eligibility requirements are met.

**Fair Labor Standards Act** – There is no change in the application of the Fair Labor Standards Act under DCIPS. An employee is converted to the DCIPS pay band structure with the exemption status of his or her permanent position of record.

**Grade Retention** – DCIPS does not provide for grade retention. When an employee receiving grade retention is converted to the DCIPS pay band structure, the grade of the employee's position of record (not the grade being retained) is used to place the employee in the appropriate work category, work level, and pay band. If the employee's base salary exceeds the maximum of the assigned DCIPS pay band, the employee will receive pay retention.

**Pay Retention** – An employee on pay retention at the time of conversion to DCIPS will be converted to a work category, work level, and pay band based on his or her permanent position of record. However, the employee is not eligible for the WGI buy-in. If the employee's base salary exceeds the maximum salary range of the pay band, the employee will continue under indefinite pay retention. An employee on pay retention is not eligible for base salary increases; however, the employee is eligible for any increase in the local market supplement (LMS) rate (or TLMS rate, if applicable). Employees on pay retention are eligible for performance bonuses and awards

**Supervisory or Managerial** – An employee in a supervisory or managerial position is converted into the appropriate work category, work level, and DCIPS pay band corresponding to the occupational series and grade of the current position.

**Temporary Promotion** – DCIPS does not provide for temporary promotions. An employee on a temporary promotion at the time of conversion to the DCIPS pay band structure will be converted on the basis of the permanent position (not the grade and series of the temporary position). Immediately after conversion, however, management may temporarily adjust the pay of or promote the employee under DCIPS for the duration of the original temporary promotion. Upon completion of the original temporary promotion, the employee will revert to his/her permanent position of record.

## Frequently Asked Questions

**Q: Will an employee lose salary when converted to the DCIPS pay band structure?**

**A:** No. The employee will convert to DCIPS Pay Bands based on his or her permanent position of record without a loss of pay. An employee's full salary, including any applicable locality payment, special rate, or retained rate, is preserved.

**Q: Will an employee at step 10 receive a WGI buy-in?**

**A:** An employee at step 10 is not eligible for a WGI buy-in because he or she has already received all 10 step increases under the GG system. The WGI buy-in is a process used during conversion to DCIPS to pay the employee for time spent working towards the next step increase.

**Q: How does an employee find out when he or she converts to DCIPS Pay Bands?**

**Answer:** Each Component is communicating its conversion timeline to employees. If the conversion date is not clear, employees may contact their servicing Human Resources office or DCIPS point of contact for further information.

**Q: How can an employee determine his or her pay band upon conversion to DCIPS?**

**A:** Use the DCIPS conversion calculator that is available on the DCIPS web site (<http://dcips.dtic.mil>).