



**Pay Setting for DCIPS  
Retention Program (DRP)  
Placements**

This fact sheet provides general information concerning pay setting for DRP placements. For specific guidance relating to Adjustment In Force (AIF), please refer to the document 'DoDI 1400.25 Volume 2004, DCIPS Adjustment in Force' and for specific guidance relating to DRP, please refer to the document 'DCIPS Retention Program Guidance'. For specific guidance relating to processing the personnel actions, refer to the 'DCIPS NOACs Fact Sheet' and the 'US Office of Personnel Management (OPM) Guide to Processing Personnel Actions (GPPA)'.

**Pay Setting for DRP Placements**

DRP registrants placed through the DRP will have their pay set at a rate no lower than their base rate of salary at the time they are placed in the new position, or if separated by AIF before the placement is effected, they will have their pay set at a rate no lower than their base rate of salary at the time they were separated.

If the placement is in a lower graded or banded position, the base salary will be set at the appropriate rate of the new grade or band if the rate of base pay falls within the pay range of the new position. For DCIPS Grades this means up to and through the extended salary range which ends at the equivalent of the Step 12 of the grade. For DCIPS Bands this means up through the top of the pay band. If the employee's banded salary at the time of the reduction or AIF separation does not exceed the maximum rate for the pay band, he or she shall be entitled to that salary within the band. For those graded employees whose salary does not exceed step 10 of the new grade, his or her salary will be aligned to the closest step of the new grade that is not less than the employee's current salary or salary at the time of the AIF separation, not to exceed step 10 of the new grade. For those graded employees whose salary exceeds step 10 but does not exceed the equivalent of step 12 of the new grade, his or her salary will be set at that rate, not to exceed the equivalent of step 12 of the new grade. If the base rate of salary exceeds the maximum of the range for the new position, the pay will be set at the base rate of salary or 150% of the maximum rate of basic pay of the new grade/band or the rate for level IV of the Executive Schedule, whichever is less.

If, in conjunction with this placement action, the employee's official worksite changes to a new location where a different LMS rate applies, the employee's rate of basic pay must be converted to the applicable rate before determining whether the employee's rate exceeds the maximum of the range for the new position and before determining the employee's rate of pay.

## **Pay Rate Determinant (PRD) to be used**

The following pay rate determinants (PRD) will be used when processing the placement action:

**PRD 0** Regular Rate: This code will be used for those employees whose rate is set to Step 1 thru Step 10 of the DCIPS grade or up through the top of the pay band for DCIPS Bands.

**PRD 2** Saved Rate - Indefinite: This code will be used for those employees, upon reappointment, who were separated by AIF before the placement action was effected whose basic pay is set above the maximum rate of pay for the new position. The salary for this PRD is represented as a single saved rate; i.e., base pay and LMS (or TLMS) are combined. Note: This PRD is also used for those employees whose basic pay (including LMS or TLMS) exceeds Executive Level IV but not more than 5% above Executive Level IV prior to enactment of NDAA Fy2010 and for DCIPS employees in non-foreign OCONUS areas whose basic pay on January 15, 2012, exceeds level IV of the Executive Schedule and are placed on pay retention in accordance with NAREAA.

**PRD 4** Saved Rate - Other: This code will be used for all employees whose rate exceeds Step 10 of the DCIPS grade but is equal to or below the maximum of the extended base rate range (equivalent to the step 12 rate for the grade). Step 00 will be used with this PRD and LMS (or TLMS) will apply. Employees in this PRD will continue to receive 100% of the annual General Pay Increase (GPI) and any increases to local market supplements or targeted local market supplements; however, the basic pay limitation of Executive Level IV applies. Note: This PRD is not applicable to DCIPS bands.

**PRD K** Retained Pay - Different Position: This code will be used for those employees whose placement action was effective prior to the AIF separation when the base rate of pay exceeds the maximum of the extended rate range and PRD 2 does not apply. The salary for this PRD is represented as a single saved rate; i.e., base pay and LMS (or TLMS) are combined. Note: This PRD is not applicable to DCIPS bands.

## **Remarks for Notification of Personnel Action (SF-50)**

Remark "Pay is set in accordance with the DCIPS Retention Program (DRP) rules under DCIPS Retention Program Guidance, February 2013, and USD(I) Memorandum, 'Establishment of the Defense Civilian Intelligence Personnel System Retention Program', March 05, 2013.' is to be used on the placement action. Any additional remarks as required by the Guide to Personnel Actions (GPPA) are to be added.