

DCIPS Retention Program – Frequently Asked Questions

BACKGROUND

Q1. What is the DCIPS Retention Program?

A1. The DCIPS Retention Program or DRP, is a program established by the Under Secretary Defense for Intelligence (USD(I)) as an Enterprise-wide placement program to effect the policy set forth in DoDI 1400.25, Volume 2004, Adjustment in Force(AIF). The DRP assists Defense Civilian Intelligence Personnel System (DCIPS) Component employees pending separation by an AIF while minimizing disruption of Component hiring processes. The program helps match employees pending separation with available DCIPS positions in a consistent, equitable and timely manner.

Q2. When is the DRP used?

A2. All Department of Defense (DoD) Components with DCIPS positions apply DRP procedures when a Component experiences an AIF that is expected to result in a separation of part of its DCIPS population. A DRP open period begins on the date that specific AIF notices are distributed and ends the day after the effective date of the AIF. If multiple AIFs are in process at the same time, the DRP stays open until the day after the latest AIF effective date. For more information on AIF, please visit the Adjustment in Force webpage (<http://dcips.dtic.mil/adjustmentinforce.html>).

Q3. What are the phases of the DRP?

A3. There are five phases of the DRP:

- **Phase 1: Preparation for DRP** – This phase is largely comprised of notifying appropriate parties, gathering information, preparing, and counseling affected employees. The initiation of this phase begins with the release of the General AIF Notice.
- **Phase 2: Preliminary Matches** – In this phase, the DRP open period begins with the release of the Specific AIF Notice. Employees pending separation by AIF are registered in the DRP. This phase includes reviewing employee resumes against all available positions to identify preliminary matches between the employees and available positions. All DCIPS Components making positions available to candidates outside of their current DCIPS workforce are required to consider those as available positions for matching. Weekly reporting to DCIPS PEO begins and continues throughout the DRP open period.
- **Phase 3: Component Consideration** – In this phase, Components consider the resumes of those identified as preliminary matches. This phase includes a more detailed review, the option of an interview if a preliminary match is identified, and the final match/no-match decision by the Component. Weekly reporting continues.
- **Phase 4: Finalize Match Decisions** – Throughout the DRP and as the DRP open period comes to a close, Components work to complete placement efforts identified through the DRP and meet weekly reporting requirements to the DCIPS PEO. Gaining Components work to extend

DCIPS Retention Program – Frequently Asked Questions

all firm and conditional offers during this phase. The DRP open period is closed at the conclusion of this phase.

- **Phase 5: DRP Closeout** – This phase is largely comprised of final reporting, documentation, reviews, and any necessary actions to officially close-out the DRP. Match decisions in process when the DRP closes are permitted to continue even after the DRP has ended but the AIF effective date does not change.

Q4. Is my DCIPS Component required to participate in the DRP if we are not initiating an AIF?

A4. Yes, participation by all Components with DCIPS positions is required. Because DCIPS title 10 authorities place DCIPS employees in the excepted service, their best – and sometimes only – chance to avoid separation as a result of AIF is through placement in another DCIPS position. Components are expected to exercise every flexibility they can to help retain DCIPS employees in DCIPS positions, per DoDI 1400.25, Volume 2004.

Q5. Can the AIFing Component also be a Gaining Component?

A5. Yes, an AIFing Component, meaning one that has issued specific AIF notices informing certain employees that they are pending separation by AIF, is also a Gaining Component regarding the review of available positions for matches against employees who are pending separation by AIF, either in the same Component or other Components. DCIPS policy encourages the use of vacant positions for AIF placements within a Component. The DRP supports the Enterprise by ensuring that no new employee is brought in until those employees already in the Enterprise and pending separation by AIF have been reviewed for available positions.

DRP REGISTRATION

Q1. Is employee registration for the DRP mandatory?

A1. Yes, registration for the DRP is mandatory for employees who receive a Specific AIF Notice noting they will be separated by AIF. DRP registration is completed through submission of a Registration Package through the Component's process. This information is then provided to the DCIPS PEO and shared throughout the Defense Intelligence Enterprise when positions that are a possible match are available as placement opportunities. Employees with specific AIF notices noting separation by AIF who decline to register within five business days of the Specific AIF Notice will be registered for positions within the local commuting area by their Component's DRP Liaison or other POC using available information.

Q2. If I have a specific AIF notice and am pending separation by AIF do I get referred for all available DCIPS positions?

A2. No, employees are referred only for positions for which it appears they may be a preliminary match. It is important for employees to ensure their DRP resumes clearly identify positions they have held to help support the matching process.

DCIPS Retention Program – Frequently Asked Questions

Q3. Can I opt-out of being considered for positions in specific Components?

A3. Yes, in the Registration Package employees have an opportunity to opt-out of consideration for positions in specific Components by identifying Components to which they do not want to be referred. Employees should consider the impact of opting-out of consideration by specific Components because of the reduction of opportunities through the DRP.

Q4. Are there exceptions to the requirement that all employees pending separation by AIF register for the DRP?

A4. Yes, limited exceptions to the requirement for employees to register do exist. For example, some exceptions include cases where the employee is on Workers' Compensation or has poor performance and/or conduct. Exceptions are noted in the DRP guidance and additional exceptions may be requested in writing from the DCIPS PEO.

Q5. Can employees be registered in the DRP in advance of receiving Specific AIF Notice?

A5. No, employees cannot be registered for the DRP prior to the release of Specific AIF Notice because the DRP officially opens only after the Specific AIF Notices are distributed. However, employees are encouraged to prepare for the DRP by working on their resumes and Registration Form and by participating in counseling sessions with their DRP Liaisons

Q6. Can employees sign up for both the DRP and Priority Placement Program (PPP)?

A6. Yes, employees in Components that participate in the Department's Priority Placement Program (PPP) will be registered for both the DRP and PPP. PPP regulations are found in DoDI 1400.25, Volume 1800. It is important to note that matches resulting from the PPP take precedence over matches made through the DRP.

MATCHING

Q1. When is a DRP Registrant considered qualified for an available DCIPS position?

A1. A qualified DRP Registrant possesses the knowledge, skills, and abilities to successfully perform the duties of the position with no greater loss in productivity than would be expected during the orientation of any employee who is new to the organization. The DRP seeks to match employees to positions which they are qualified to perform. There is no requirement that the DRP registered employee be the best qualified, highly qualified or better than others, only that they be qualified to perform the work.

Q2. Can a Gaining Component interview a DRP Registrant before extending an offer?

A2. Yes, interviews may be conducted for candidate consideration by the Gaining Component after it has been determined that there is match between the DRP candidate and the available position. It is important to note that this is not an interview to determine if the employee is the best possible employee for the position, or that they seem to be a great fit with the organization. The purpose of the interview is to confirm that there is a match between the skills, abilities and experience of the candidate

DCIPS Retention Program – Frequently Asked Questions

as documented in the resume and the requirements of the position and to confirm the DRP Registrant appears to be able to perform at least at the Successful level in the position. As a retention program, the DRP Registrant pending separation by AIF is given preference for the position; the program requires only that the employee be qualified to perform successfully in the position.

Q3. Can a DCIPS Component decline a DRP Registrant after he/she has been preliminarily matched or even after an interview?

A3. Yes, Components may decline further consideration of DRP Registrants considered to be preliminary matches when with further review it is determined that the DRP registrant is not a match for the position. For example, although a preliminary match of job title, occupational series/work role and grade indicated a possible match, a deeper review of the DRP registrant's skills in comparison to the position determined this was not a match. The Component documents the declination with required justification, in the weekly report to the DCIPS PEO, and may proceed with filling the position with non-DRP candidate. In the event that a no-match decision is made after a DRP registrant is interviewed, the Component would also be required to contact the Registrant to inform them of the no-match decision.

Q4. Can employees affected by a Reduction in Force (RIF) participate in the DRP?

A3. No, the DRP is only open to those DCIPS employees being separated by AIF. DCIPS employees are not affected by RIFs, as they are not Title 5 employees. The regulatory requirements governing RIFs are contained in Title 5, Code of Federal Regulations, Part 351.

OFFERS

Q1. What is a Reasonable Offer under the DRP?

A1. A DRP Reasonable Offer is a job offer in writing through the DRP that the DRP Registrant is qualified to perform, within the local commuting area at a Component that the DRP Registrant has not opted-out of, matches the Registrant's current work schedule or work schedule he/she chose to be considered, and is not more than two grades or one pay band lower than the DRP Registrant's current position.

Q2. What is required of Components when an employee has accepted an offer?

A2. Upon acceptance of an offer, the DRP Liaison is responsible for notifying the DCIPS PEO and PPP Coordinator (if applicable) of this update. The DCIPS PEO removes DRP Registrants upon notification of acceptance of an offer. The AIFing Component then coordinates with the Gaining Component regarding the transfer of the employee.

Q3. What is required of Components when an employee has declined an offer?

A3. Upon declination of an offer, the DRP Liaison notifies the DCIPS PEO and PPP Coordinator (where applicable) of this update. The DRP Registrant is then removed from the DRP by the DRP Liaison if it was a declination of a Reasonable Offer. When declination of such an offer would result in the possible loss of severance pay, pay retention benefits, eligibility to participate in the PPP, or any other benefits or

DCIPS Retention Program – Frequently Asked Questions

entitlements related to being separated as a result of an AIF, the Component must provide its offer in writing. The employee must then respond to the offer in writing as well. If a Component provides a DRP Registrant with a conditional offer and upon further internal processing the DRP Registrant is unable to meet conditions of employment for the gaining DCIPS Component, this is not considered a declination and the DRP Registrant is not removed from the DRP.

The intent of this program is to find a match between DRP Registrants and Components with available DCIPS Positions. Once a match has been determined, the program has accomplished its purpose. DRP Registrants who decline their match are not entitled to further consideration.

Q4. What happens to an employee who is still in process for a possible match on the effective date of the AIF?

A4. If the DRP closes before final determinations are made regarding a match, the review process continues and DRP requirements remain in place, affected DRP Registrants remaining on the roles on the effective date of the AIF are separated and the process continues to the final match/no-match decision. The AIF effective date does not change despite continued consideration of a candidate through the DRP.

For more information on the DRP Guidance, please refer to the OUSD(I) DCIPS website at <http://dcips.dtic.mil/adjustmentinforce.html>. For information specific to Component, local implementing guidance and Human Resources staff should be consulted.