



## DCIPS INTERIM FAQs

### *Why was it necessary to create a DCIPS INTERIM period?*

On October 28, 2009, the National Defense Authorization Act for Fiscal Year 2010 (NDAA FY2010) was signed into law. Unlike NSPS, NDAA FY2010 did not repeal or terminate DCIPS but it did suspend certain of its pay authorities for a stated period of time, specifically October 28, 2009, through December 31, 2010.

The suspension period has been named DCIPS INTERIM to differentiate the pay setting provisions required by NDAA FY2010 from the normal DCIPS pay setting provisions. During the DCIPS INTERIM period, an independent review of DCIPS will be conducted.

It is important to keep in mind that the DCIPS INTERIM provisions apply to all DCIPS components except the National Geospatial-Intelligence Agency (NGA). Congress specifically exempted NGA from the NDAA FY2010 language suspending certain DCIPS pay-setting authorities.

### *Does this mean that DCIPS will be terminated upon expiration of the suspension period?*

No, as noted above, the DCIPS INTERIM period is scheduled to run from October 28, 2009, through December 31, 2010. It is not known at this time what will occur after that time but NDAA FY2010 provisions require that the results of the independent review factor into any decisions made.

### *Do I need to take any special action during this DCIPS INTERIM period or make any changes to my position description?*

No, it's not necessary for you to do anything special during the DCIPS INTERIM period. Your position will remain classified to a DCIPS band, work category and work level, and your salary will not change because of enactment of the NDAA FY2010 provisions specific to DCIPS.

### *Have the DCIPS bands been eliminated?*

No, the DCIPS bands will remain in place during the DCIPS INTERIM period and the DCIPS occupational band structure will be overlaid with the GS/GG structure. This provides for your alignment to a GS/GG grade, known as a GG Equivalent (GGE).

### *What type of pay increase will I receive in January 2010?*

Unless you are on retained pay, you will receive 100% of the 2010 General Pay Increase (GPI) and, if applicable, a local market supplement (LMS) increase equal to the locality pay increase for your official work location. Your total basic pay, to include LMS, cannot exceed the rate for level IV of the Executive Schedule, unless your salary was already above that rate prior to enactment of NDAA FY2010.



***My salary is above the step 10 rate of my GGE. Will I have to be put on retained pay?***

Provided your salary did not exceed the rate for level IV of the Executive Schedule prior to enactment of NDAA FY2010, you WILL NOT be placed on retained pay for the DCIPS INTERIM period even though your salary is above the step 10 rate of your GGE. This means that you will receive 100% of the General Pay Increase in January. You cannot, however, receive other pay increases during the course of FY10, such as periodic increases.

***After converting to DCIPS bands, pay was permitted to exceed the statutory pay cap (level IV of the Executive Schedule) by 5%. Does this higher cap still apply under DCIPS INTERIM?***

Under DCIPS INTERIM rules, the cap on basic pay reverts to level IV of the Executive Schedule as specified in Title 5 of the Code of Federal Regulations. No employee may be hired, or receive a pay increase, that would cause their total basic pay, to include LMS, to exceed level IV of the Executive Schedule (\$155,500 for 2010). Separate rules, detailed below, apply if an employee's salary already exceeded level IV of the Executive Schedule prior to enactment of NDAA FY2010.

***Because of the pay cap flexibility noted above, my pay was already above level IV of the Executive Schedule prior to enactment of NDAA FY2010. What can I expect in January 2010 with regard to any pay adjustment?***

Because we do not have the authority to pay above level IV of the Executive Schedule under DCIPS INTERIM, you will be placed on retained pay. This means that you will receive 50% of the difference between the 2009 and 2010 rates of pay for level IV of the Executive Schedule. The difference between the 2009 rate for level IV of the Executive Schedule (\$153,200) and the 2010 rate for level IV of the Executive Schedule (\$155,500) is \$2,300. This means that you will receive 50% of that amount, \$1,150.

Again, this applies only if you were already being paid above level IV of the Executive Schedule prior to enactment of the NDAA FY2010.

***How will Targeted Local Market Supplements (TLMS) be handled during the DCIPS INTERIM?***

TLMS rates in effect for polygraphers will continue. DCIPS employees assigned outside the continental United States (OCONUS) areas will continue to receive a TLMS rate as well. For those in foreign areas, this rate is equal to the Washington, DC, locality rate. However, the TLMS rate and cost-of-living allowance for DCIPS employees in non-foreign OCONUS areas are impacted by separate NDAA FY2010 provisions related to non-foreign area allowances.

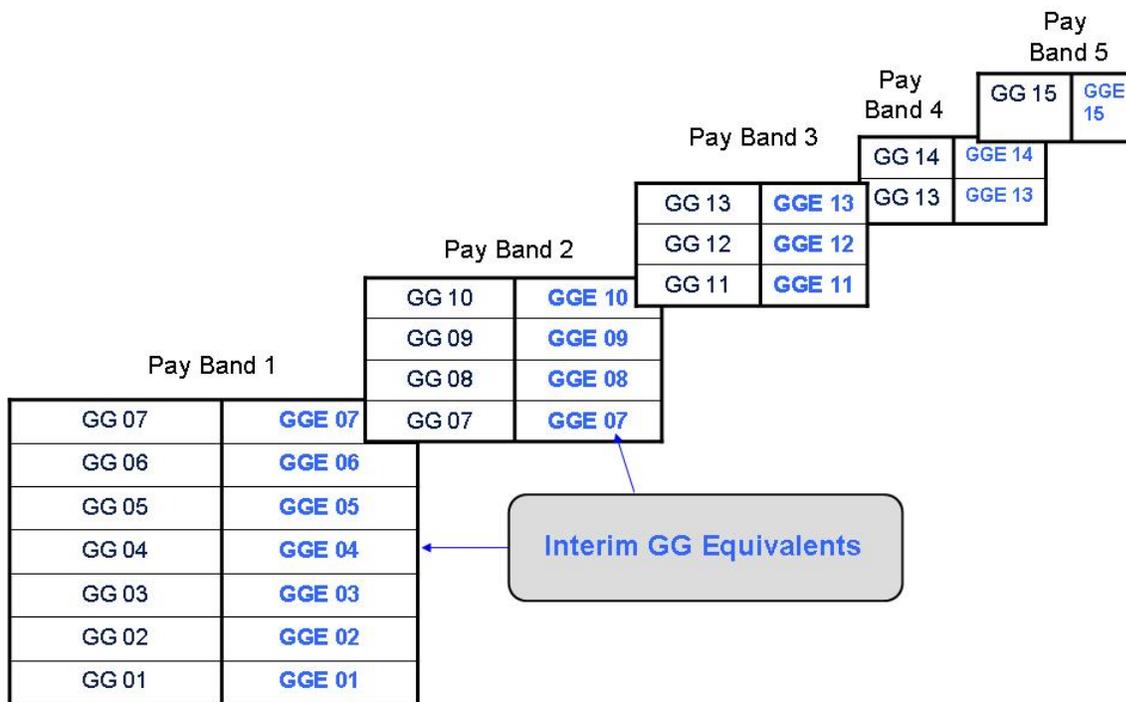
To prevent DCIPS employees in non-foreign area OCONUS areas from losing pay in 2010 as a result of the COLA reduction, DCIPS employees will receive a TLMS increase of 4.72%, which equals the new GS locality rate for non-foreign OCONUS areas effective January 2010. NSA employees will receive a 4.72% increase to their special salary rates. A separate DCIPS INTERIM fact sheet, "The Non-Foreign Area Retirement Equity Assurance Act of 2009



Implications for DCIPS Employees," has been posted on the DCIPS website and provides further information regarding these changes.

**What is a GGE?**

During this INTERIM period the DCIPS occupational band structure has been overlaid with the GS/GG structure. This provides for your alignment to a GS/GG grade, known as a GG Equivalent (GGE). Your GGE is simply a reference point to be used during the DCIPS INTERIM period to determine the waiting period for your next periodic increase.



The DCIPS INTERIM pay structure consists of the 5 DCIPS occupational pay bands overlaid with 15 GGEs that correspond to GS/GG pay grades.

*I have not had any salary changes since my component converted to DCIPS bands. Is my GGE simply the grade that I held at the time of conversion?*

Yes, that’s correct. Your GGE is the grade that you held at the time of your component’s conversion to DCIPS bands.

*Shortly after my component converted to DCIPS bands, my salary was increased as a result of my participation in a developmental program. My salary can now be found at more than one GS/GG grade in my band. What is my GGE?*



In this case, your GGE is the highest GS/GG grade at which your base salary is at or above step 4 of that grade. If your base salary is less than step 4 of the lowest GS/GG grade in your band, the lowest grade in the band is your GGE.

*What is a periodic increase?*

A periodic increase is similar to a within-grade increase (WGI) under the GS/GG system. The amount of the increase to your base salary, and the frequency by which it occurs, is equivalent to the amount and frequency of a WGI. Because of this, it is important to keep in mind that your salary will remain between steps if it was already between steps prior to your periodic increase.

*How can I determine when I can expect a periodic increase?*

Your eligibility date for a periodic increase can be determined by looking at the date of your last salary increase (discussed below) combined with your salary alignment to a GGE. For most employees, the date of the last salary increase is the date of your component's conversion to DCIPS bands as that is the date you received a "buy-in" of the time served toward your next step increase, as applicable.

As with the GS/GG system, you will receive a periodic increase, if eligible, at one, two or three year intervals.

1. If your rate of base pay is less than step 4 of your GGE, your waiting period for a periodic increase is one year.
2. If your rate of base pay is equal to or greater than step 4 of your GGE, and less than step 7 of your GGE, your waiting period for a periodic increase is two years.
3. If your rate of base pay is equal to or greater than step 7 of your GGE, and less than step 10 of your GGE, your waiting period for a periodic increase is three years.
4. An employee whose salary is at or above step 10 of their GS/GG grade cannot receive a within-grade increase. Likewise, if your salary is at above step 10 of your GGE, you cannot receive a periodic increase.

*What constitutes the last salary increase when determining the eligibility date for a periodic increase?*

The changes that qualify as a Last Equivalent Increase for this purpose include promotions, periodic increases, developmental increases, salary advancements for within band movement, and changes in salary associated with a change to a lower band. The annual pay raise in January and QSIs are not taken into consideration when determining within-grade increases and, likewise, are not factored into the determination for periodic increases.



*My salary does not clearly align to a step. Will I receive a partial amount to align my salary to a step or will I receive the entire amount of the periodic increase?*

As noted above, periodic increases are paid in the same manner as WGs. This means that, if eligible, you will receive the full periodic increase provided it does not cause your salary to exceed step 10 of your GGE.

*Is the receipt of a Targeted Local Market Supplement (TLMS), either at the time of my component's conversion to DCIPS or upon a reassignment, taken into consideration when determining the date for my periodic increase?*

No, a TLMS is not a factor. The salary changes that are taken into consideration when determining periodic increases are noted above.

Please refer to the "How to Determine Periodic Increases During the DCIPS INTERIM Period" fact sheet posted on the DCIPS website for further information regarding periodic increases.

*How were the pay pools handled this year as a result of the DCIPS INTERIM?*

The pay pool processes continued to run as scheduled. The NDAA FY2010 did not change how bonuses would be paid but the suspension of certain pay authorities did dictate that the performance-based salary increases could NOT be processed during the DCIPS INTERIM period. Bonus decisions were effected but salary increase decisions will be used only as data for the independent reviews of DCIPS as required by the NDAA FY2010.

*Can I still compete for a promotion to the next band?*

Yes, you may still compete for a promotion to a higher band during the DCIPS INTERIM period. If you are promoted during the DCIPS INTERIM period, you will receive an increase to the minimum of the next highest band, OR, an increase using GS/GG pay setting rules for promotion, whichever is higher. Changes to salary through promotion will result in alignment of your salary to a GS/GG grade and step, not to exceed step 10 of the GGE, whichever is higher.

*What about salary increases within my own band? Is that permissible under DCIPS INTERIM?*

Yes, during the DCIPS INTERIM period, you may compete for a new position in the same band and, if selected, you may be eligible for Salary Advancement if your contribution in the new position is expected to have greater impact than in your current position. Your HR staff, taking into consideration the recommendation of the selecting official/hiring manager, will determine if a Salary Advancement is appropriate based on the vacancy announcement and your application package.



***Do the same DCIPS rules involving an accretion of duties apply under DCIPS INTERIM?***

The DCIPS classification rules do not change under DCIPS INTERIM and the DCIPS occupational band structure remains in place. Reclassification of a position to a higher band due to a change in work and/or scope of responsibilities can result in a noncompetitive promotion as a result of an accretion of duties.

***Can a promotion as a result of an accretion of duties occur within the same band?***

No. As noted above, the DCIPS occupational structure does not change under DCIPS INTERIM. As positions remain classified to a band, not to individual grades, an accretion of duties cannot occur for work or responsibilities represented by the same band.

***How does DCIPS INTERIM impact developmental positions?***

Employees in the professional work category will continue in their developmental positions and programs. They will receive salary increases calculated using the GS/GG pay setting rules for promotion and will be aligned to a GS/GG grade and step, not to exceed step 10 of your GGE.

***I was on a career ladder at the time my component converted to DCIPS bands? Does the DCIPS INTERIM impact me?***

No, documented career ladders that were continued at the point of your component's conversion to DCIPS bands remain in effect. You will receive salary increases calculated using the GS/GG pay setting rules for promotion and will be aligned to a GS/GG grade and step, not to exceed step 10 of your GGE.

***What about my performance evaluation? Do my objectives need to be changed?***

The NDAA FY2010 did not affect the performance management aspects of DCIPS. As a result, your performance evaluation requires no change. You and your supervisor will continue to follow the DCIPS performance management policies and process.

***There is Department of State guidance posted on the DCIPS website regarding Quarters Groups for DCIPS employees. Is this impacted in any way by the DCIPS INTERIM period?***

No, the Quarters Groups remain unchanged and are as follows:

Quarters Group 2 - DISES/DISL and DCIPS Band 4 and Band 5 employees

Quarters Group 3 - DCIPS Band 3 employees

Quarters Group 4 - DCIPS Band 1 and Band 2 employees



*Similarly, there is guidance posted on the DCIPS website regarding DCIPS bands and military equivalencies. Is there any change to that information?*

No, there is no change. Military equivalencies are as follows:

- Band 5 - O6
- Band 4 - O5
- Band 3 - O4
- Band 2 - O3
- Band 1 - O2