

# DCIPS RETENTION PROGRAM GUIDANCE

Prepared by the Defense Civilian Intelligence Personnel System  
Program Executive Office

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# DCIPS Retention Program Guidance

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# DCIPS Retention Program Guidance

## Introduction

### Program Introduction

Department of Defense (DoD) Components with Defense Civilian Intelligence Personnel System (DCIPS) positions have had significant success to date with their internal efforts to place DCIPS employees who might otherwise have been separated by Adjustment in Force (AIF). The likelihood of future workforce shaping and restructuring efforts that would necessitate an AIF identifies a clear need to operate as an Enterprise and make every reasonable effort to find placements for experienced Defense Intelligence employees performing at the Successful or above levels with high level clearances who may be separated through AIF.

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. As such, the Under Secretary of Defense for Intelligence (USD(I)) has directed the implementation of an Enterprise-wide placement program to effect the policy set forth in DoD Instruction 1400.25, Volume 2004, for employees facing separation through AIF. On August 16, 2012, the Defense Intelligence Human Resources Board endorsed the general structure of the DCIPS Retention Program (DRP).

DCIPS Components should use all available and appropriate flexibilities, tools and programs that may be made available by DCIPS policy or applicable DoD or Federal regulations to assist employees affected by AIF. These may include restructuring or workforce shaping flexibilities and use of vacant positions for placements. Components that participate in the DoD Priority Placement Program (PPP) will work closely with their registering offices to ensure registrations are accomplished according to PPP guidelines for all those required to register. The PPP will not place title 10 DCIPS excepted service employees into competitive service title 5 positions unless the employee has personal competitive status. While many DCIPS employees in Components participating in the PPP do have personal competitive status and would want to highlight this in their PPP registration, many do not. In addition, a number of Components do not participate in the PPP. The DRP fills this gap for employees who do not have personal competitive status or whose Components do not participate in the PPP, and offers placement potential specifically focused on title 10 DCIPS excepted service positions.

### Purpose of Guidance

This DRP Guidance has been developed to support the program goal of retaining DCIPS employees facing separation by AIF while minimizing disruption of Component hiring processes. This is accomplished by running the DRP concurrent with Component recruitment efforts. The DRP will provide a standardized process with central oversight to match employees pending separation by AIF with available DCIPS positions matching their skills and experience in a consistent, equitable and timely manner, to include reporting requirements to support program application. Available DCIPS positions are those made available by a Component to candidates external to the Component's DCIPS population, either through announcement, direct hire or reassignment actions.

This guidance provides the requirements and overarching processes to be followed in determining matches for available DCIPS positions through the DRP. Each Component is required to have written implementing guidance that assigns program responsibilities within the Component and specifies decision authority within the program. At a minimum, Component implementing guidance must identify those authorized to determine matches and non-matches, identify internal review and referral

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procedures, and identify methods to perform record keeping and reporting procedures related to the DRP. During a DRP open period, Components are required to consider DRP Registrants for all positions available to candidates outside of the Component's current DCIPS population. The Component may choose to review positions for potential matches throughout the DRP open period, or Components may choose to match forecasted vacancies in addition to conducting regular reviews throughout the DRP open period as additional positions become available. It is expected that once a match is determined by a Component and accepted by an employee, the Component will make it a priority to complete the action as soon as possible applying the Component's regular hiring procedures. Due to the limited period of time (approximately 60 days for a DRP open period) time is of the essence, and every effort should be made to have the employee on-board before the AIF effective date.

### DRP Overview

The goal of the program and the DRP process is the same for all Components, positions and affected employees. At the time that a group notice, or AIF General Notice, is provided to employees likely to be affected by an AIF, Components initiate local programs to support preparation for the AIF and DRP, both from the systems and programs side and with employees. Preparation for employees should include counseling regarding the AIF and programs available to help them find employment, information on entitlements under AIF, updating their resumes in preparation for eligibility for the DRP, preparing the DRP Registration Package, and registering for the Department's Priority Placement Program (PPP), if applicable. The AIF specific notice serves to inform the employee of exactly what impact the AIF will have on them. Employees informed that they will be separated by the AIF are required to register for the DRP.

The DRP works through information exchange involving the Component conducting an AIF, the DCIPS Program Executive Office (PEO) and all Components with DCIPS positions through their DRP liaison or other designated point of contact. The DRP involves a 5-phase process:

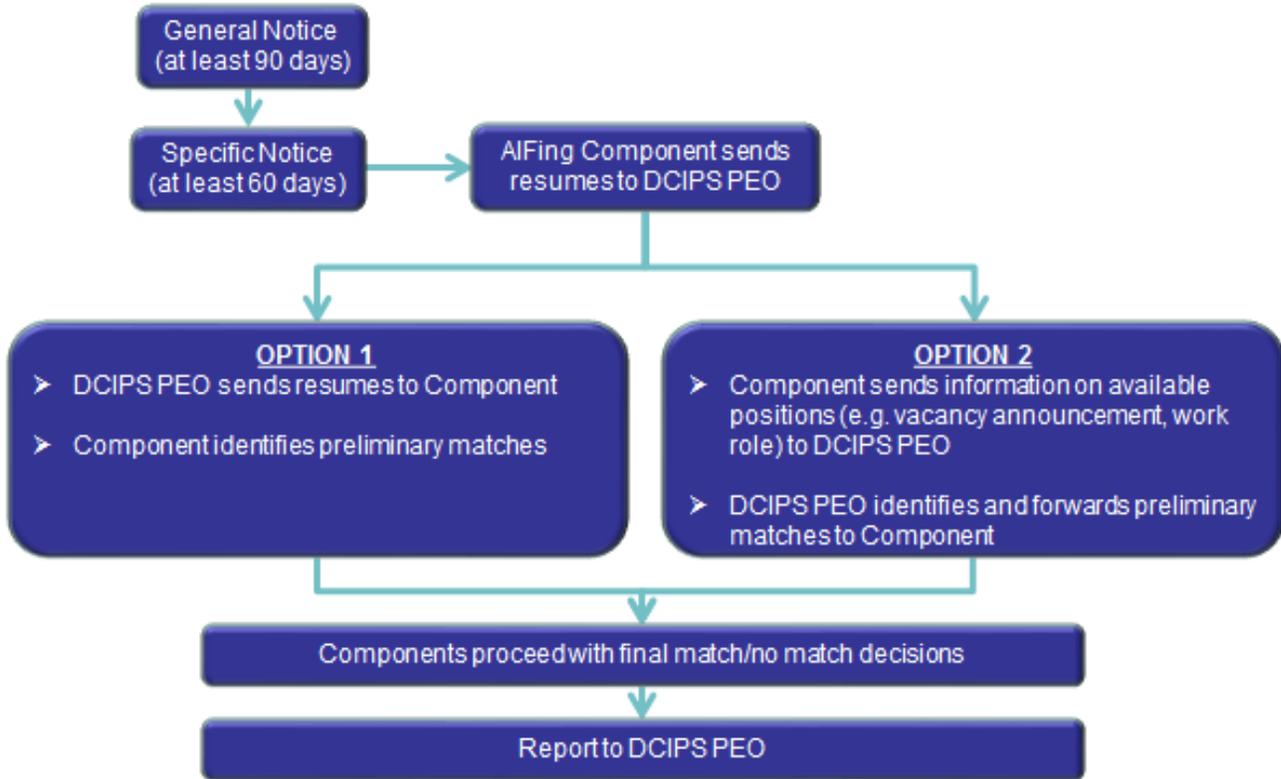
1. Preparation for DRP;
2. Preliminary Matching Process;
3. Component Considerations;
4. Finalization of Match Decisions;
5. DRP Closeout.

Because the process is in place for the entire open period, steps 2, 3 and 4 occur throughout the open period. At any one time, various positions and Registrants will be in various steps of the program, both within a Component and across the enterprise. Only steps 1 and 5 have a structured and finite period.

The DCIPS PEO is responsible for oversight of the DRP and coordinating with the designated Component DRP Liaisons during a DRP open period for the purposes of exchanging information and providing support and oversight. All DCIPS Components making positions available to candidates outside of their current DCIPS workforce are required to consider those as available positions for matching. Candidates from outside of the current DCIPS workforce are referred to as external candidates for the purposes of this program. DRP Registrants must be considered for all positions for which a Component is willing to consider, through announcement, recruitment event, direct hire, reassignment, or similar effort, an employee outside of its current DCIPS workforce. This consideration supports the program goal of placing DCIPS employees who are pending separation by AIF before non-DCIPS employees. DRP Registrants are not required to be considered for positions open only internally to a Component's current DCIPS population; however at the Components discretion they could consider DRP Registrants.

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Figure 1: AIF and DRP Process Overview

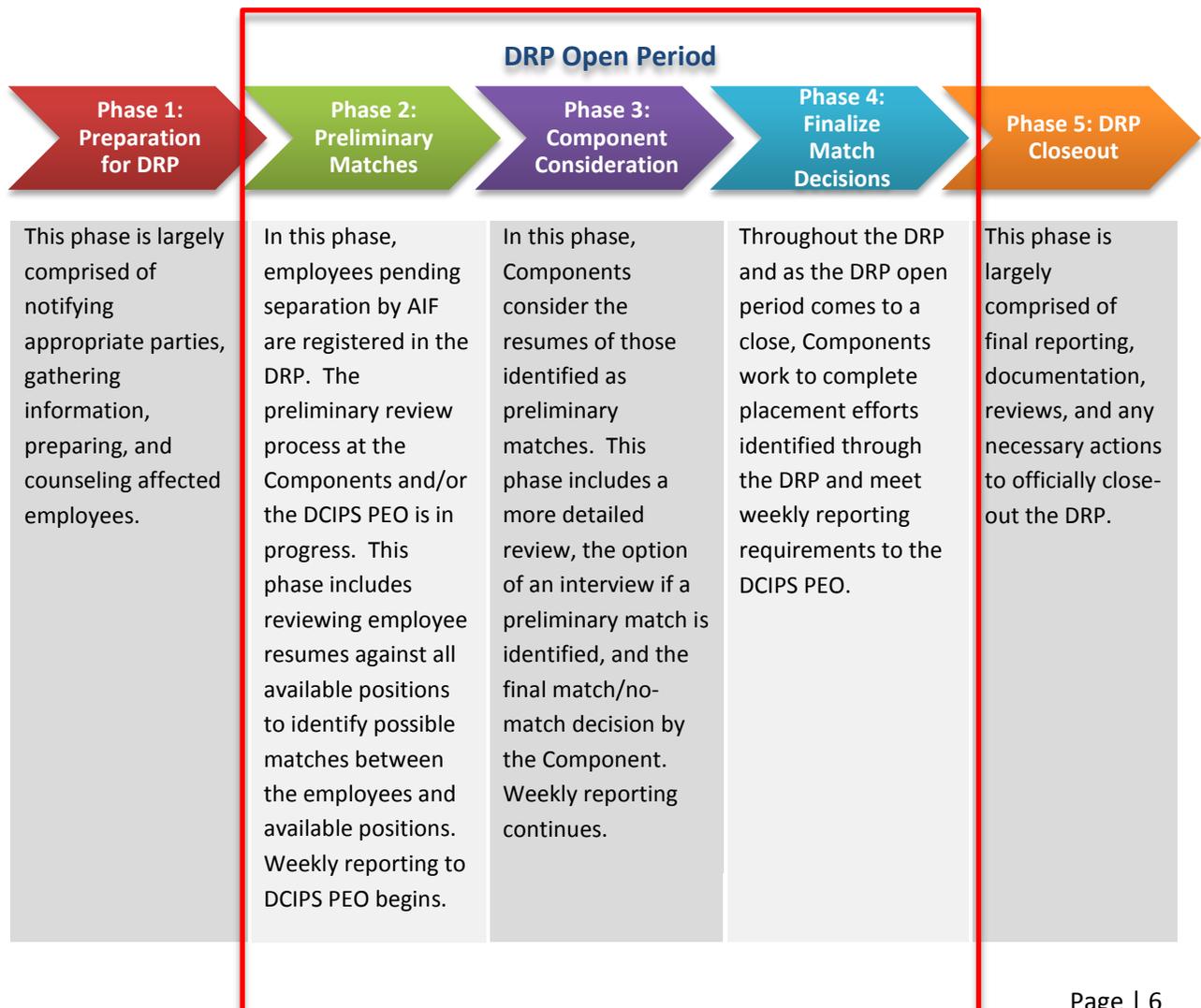


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### Program Process

Each DRP open period proceeds through five phases. The “open period” includes specific start and stop dates which coincide with the AIF specific notice period in which the individual employee notices are issued. The minimum DRP open period, tied to the AIF specific notice period, is 60 days. In the event multiple AIFs are in process at the same time, the DRP will remain open through the day after the effective date of the latest running AIF. This does not extend the AIF effective date. Under DoDI 1400.25, Volume 2004, individual employee notices may be issued not less than 60 days before the AIF effective date, and earlier issuance would result in a longer DRP open period. For the purposes of this program, all days are calendar days.

Specific timelines established for DRP processes will ensure that there is no delay in processing Component actions, while giving employees a reasonable amount of time to make a decision about a position offer, or offers. For example, the timeline provides three days for employee to consider and accept or decline a firm offer. If an employee receives a firm offer on day one, and while considering that offer receives another offer on day two, the employee must respond to the first offer within the initial three day timeline. Once a final offer has been accepted, the employee is removed from the DRP and any further consideration for other positions through the program.



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### Roles

<b>DCIPS PEO</b>	<ul style="list-style-type: none"> <li>The Office responsible for central oversight of the DRP for the Defense Intelligence Enterprise, and analyzing, retaining and distributing DRP data and analysis, as applicable.</li> </ul>
<b>AIFing Component</b>	<ul style="list-style-type: none"> <li>The DCIPS Component that employs DCIPS individuals pending separation by AIF. The AIFing Component issues AIF notices to employees, provides counseling to DRP Registrants, and coordinates with DCIPS PEO and DCIPS Components throughout the DRP.</li> </ul>
<b>DCIPS Components/ Gaining Components</b>	<ul style="list-style-type: none"> <li>The Components responsible for considering employees affected by AIF for available positions. For purposes of the DRP, this includes all Components with DCIPS positions, including the AIFing Component(s). While Components are encouraged to use available positions for placement of their employees who are pending separation by AIF, if that is not possible and the positions are available to candidates external to the Components' DCIPS population, then those positions are subject to the DRP. For Components with both DCIPS and non-DCIPS positions, DRP applies only to DCIPS positions.</li> </ul>
<b>DRP Liaison</b>	<ul style="list-style-type: none"> <li>The points of contact within each of the Components, including the AIFing Component, responsible for managing the DRP program requirements and providing internal guidance on process. This person carries out liaison functions for their Component and with DCIPS PEO to ensure proper and timely flow of information between the Component and the DCIPS PEO. The DRP liaison may lead a team of DRP counselors or others responsible for supporting employee understanding of the DRP. This person is also responsible for approving Registrants' DRP Placement Codes.</li> </ul>
<b>DRP Counselor</b>	<ul style="list-style-type: none"> <li>The role within the AIFing Component responsible for leading informing potential DRP Registrants of the program and counseling DRP Registrants of the impact on decisions to opt-out of certain Component consideration, accepting or declining offers through the program, impact on severance pay and benefits, and much more. <i>Note: This role may or may not be fulfilled by the same person as the DRP Liaison and/or the AIF Counselor.</i></li> </ul>
<b>Human Capital Office/Human Resources Office</b>	<ul style="list-style-type: none"> <li>The primary action office within each Component designated to coordinate actions related to AIF and/or DRP. This office develops local implementing guidance for DRP and coordinates between hiring manager/selecting official and DRP Liaison.</li> </ul>
<b>Human Resources Servicing Organization</b>	<ul style="list-style-type: none"> <li>The organization providing human resources servicing if not the Human Capital/Human Resources office. This organization coordinates with affected DCIPS Components to apply program guidance to DCIPS positions. <i>Note: This role may not be applicable to all DCIPS Components.</i></li> </ul>
<b>Hiring Manager/Selecting Official</b>	<ul style="list-style-type: none"> <li>The Official identifying hiring needs and position requirements within a Component. This person may also participate in the matching process according to Component procedures; provides additional information upon request and participates in interviews, if appropriate.</li> </ul>
<b>DRP Registrant</b>	<ul style="list-style-type: none"> <li>The employee who has received a specific AIF notice of pending separation and is mandated to participate in the DRP. The DRP Registrant ensures availability and continues to pursue employment options in addition to participation in the DRP.</li> </ul>

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### Program Process Phases

<b>Phase 1: Preparation for DRP</b>		
<b>Owner</b>	<b>Action</b>	<b>Timeframe</b>
<b>DCIPS PEO</b>	<ul style="list-style-type: none"> <li>Reviews AIF requests and coordinates for USDI approval</li> <li>Notifies Components of pending AIF and DRP expected open period</li> <li>Makes Component Information Forms available to DRP liaisons</li> </ul>	<p>Minimum of 120 days out from AIF effective date</p> <p>5 days prior to specific AIF notice</p>
<b>AIFing Component</b>	<ul style="list-style-type: none"> <li>Provides minimum 90 days AIF general notice and minimum 60 day AIF specific notice to employees of pending AIF</li> <li>Keeps DCIPS PEO informed as needed</li> <li>Informs employees of requirement to register in the DRP, and PPP as applicable</li> <li>Reviews all potential DRP Registrant Registration Packages for accuracy and completion, returning or making edits as required</li> <li>Prepares to submit DRP Registrant Packages to DCIPS PEO for employees pending separation by AIF</li> <li>Submits Package using information available for employees declining to participate</li> </ul>	<p>Beginning with AIF general notice period</p> <p>Submit information within 5 days before AIF Specific Notice</p>
<b>DRP Counselor</b>	<ul style="list-style-type: none"> <li>Counsels employees and provides assistance to prepare employees who have received general notice for possible registration in DRP, including timelines and advising potential DRP Registrants of necessary forms to complete in preparation</li> </ul>	Beginning with AIF general notice period
<b>DCIPS Components/ Gaining Components</b>	<ul style="list-style-type: none"> <li>Prepare for DRP</li> <li>Provide changes to Component Information Form, if applicable</li> <li>Provide security information and/or forms to DCIPS PEO for Registrants to help facilitate quick submission of Registration Package as needed</li> </ul>	Prior to AIF Specific Notice
<b>Potential DRP Registrant</b>	<ul style="list-style-type: none"> <li>Attends counseling and information sessions to understand DRP and impact of decisions including opting-out of consideration by specific Components and accepting or declining offers</li> <li>Prepares resume and fills out resume cover sheet</li> <li>Reviews Component Information Forms</li> <li>Submits completed Registration Package to DRP Liaison</li> </ul>	As soon as possible after receipt of AIF General notice or 5 Business days before anticipated AIF Specific Notice
<b>DRP Liaison</b>	<ul style="list-style-type: none"> <li>Ensure internal implementing guidance is prepared</li> <li>Provide current contact information to DCIPS PEO</li> <li>Verify and approve DRP Placement Codes for DRP Registrant</li> </ul>	Prior to AIF Specific Notice

**Important Considerations**

*Program Application.* The DRP program applies only to DCIPS employees who have received a specific AIF notice and are pending separation by AIF. The program does not apply when recruiting for positions internally, meaning only candidates internal to the DCIPS Components are permitted to compete for the positions, nor

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does it apply to internal actions such as promotion or reassignment. While not required, Components may, at their discretion, include internal positions for consideration in the DRP program.

**DRP Open Period.** The DRP open period begins the day that specific AIF notices are distributed and ends the day after the effective date of the AIF. Multiple AIFs may overlap or be in process concurrently. DRP Registrants will be considered for available positions through their specific AIF notice period and will be removed from the program the day after the effective date of their AIF, if they have not been removed because of selection for a position before that date. Considerations in process on the AIF effective dates will continue to the final match or no-match decision even if the employee was separated by AIF. While DRP closing dates may be extended due to concurrent AIFs, the extension applies only to the DRP open period. AIF effective dates remain as announced in the specific AIF notices unless changed in accordance with DCIPS Volume 2004.

**Component Participation.** Component participation in the DRP is mandatory across the Enterprise whenever an AIF is in process and there is an open DRP period. DoD Components with DCIPS positions must make all available positions that are open for placement consideration available to the DCIPS PEO for matching against DCIPS employees who have received a specific AIF notice and are expected to be separated through an AIF. Components with DCIPS positions are not required to accept employees based on the initial review indicating a preliminary match. All Components must provide information on all available positions to the DCIPS PEO; in Option 1 this is accomplished in the weekly report and in Option 2, this is accomplished through submission of the information on available positions. As depicted in Figure 1 on page 5, Components have two options in determining if there is a preliminary match with an available position in their Component. Once a preliminary match is determined, Components determine if there is a true match through a more in-depth review. Once a match has been determined, Components may conduct interviews, if desired, to validate the match identified through a review of the DRP Registrant's resume against the description of the position. In all cases, Components provide documentation of their decision regarding a match in the weekly update provided to the DCIPS PEO. Documentation of non-match decisions made at all stages of the process includes written justification that is documented in the program record.

**Registering for the DRP.** In anticipation of receipt of a specific AIF notice of pending separation, employees are counseled and work through their Component processes to register for the DRP and the PPP, if applicable. This preparation gives employees who will receive Specific AIF notices the maximum allotted time to be reviewed and potentially matched through the DRP. Registration in the DRP is mandatory for employees upon receipt of specific AIF notice of pending separation, unless an exception applies, the employee is on Workers Compensation, or has poor performance and/or conduct. Exceptions may be requested in writing from the DCIPS PEO. Registration for the DRP is completed through submission of a Registration Package to the DCIPS PEO through the DRP Liaison. Employees who decline to register within five business days of the Specific AIF Notice will be registered for positions within the Local Commuting Area by the DRP Liaison or other POC using available information. The Registration Package can be found at Appendix II. Once registration is completed and resumes of affected employee resume have been shared with the DCIPS PEO, DRP Registrants are entitled to consideration for all available positions which they are qualified to perform that are within the local commuting area and not more than two grades or one pay band lower than the DRP Registrant's current position. For purposes of the DRP, available positions are those for which the Component is willing to consider candidates from outside the Component's current DCIPS population. These may be positions offered through USA Jobs or other solicitations or postings, and includes Direct Hire and reassignments.

**Employee DRP Registration.** Employees' participation in the DRP refers to the mandatory requirement for employees in receipt of a specific AIF notice of pending separation to register for the DRP. It is the DoD's goal, and the goal of the DRP program to place employees and thereby prevent employee separations

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through AIF and the obligation to pay severance pay and other entitlements.

While program registration is mandatory for employees unless an exception is granted by the DCIPS PEO, employees choosing not to participate in the registration process will be registered in the DRP by their DRP Liaison. An employee granted an exception is required to sign a statement acknowledging that placement assistance (including registration and possible referral through the DRP) was offered and declined by the employee and that the employee has been advised on the impacts of not registering for the DRP, including the effect on benefits or entitlements.

In the event the employee refuses to sign an acknowledgement statement, the DRP Liaison or designee will document for the record that the employee was provided the opportunity to sign the statement and refused. The DRP Liaison will sign and date a statement and provide a copy to the employee and retain the original for the record. For DCIPS Components that are required to use PPP, employees subject to separation through AIF will be automatically registered in the PPP regardless of whether they elect to register themselves.

**Component Information Form.** Every Component with DCIPS positions is required to provide a Component Information Form that identifies the Component-specific information and any other special hiring requirements that are used when recruiting external candidates from outside of their DCIPS workforce, excluding any classified information. The DCIPS PEO will make this Component Information Form available to the DRP liaisons in all Components for sharing with employees pending separation by AIF. It is made available to employees for the purposes of informing them of Component-specific information and supporting their identification of Components at which they do not want to be considered, i.e., Components to which they desire to “opt-out” of consideration. This information is retained and shared by the DCIPS PEO and may be updated at any time by the Component. The most recent information form on file will be used during each AIF.

**Component Consideration Opt-Out.** Employees may opt-out of consideration for positions in specific Components by identifying Components to which they do not want to be referred. Before or during counseling, employees will be provided Component Information Forms regarding Component information specific to the DoD Components with DCIPS positions, e.g., polygraph requirement, mobility requirement. Employees should be cautioned as to the impact of opting-out of consideration by specific Components because of the reduction of opportunities through the DRP. Employees can update and revise their opt-out decision throughout the DRP open period through their DRP liaison. Revisions to an employee’s opt-out decisions will not apply retroactively. Employees must opt-out in writing and document on DRP Registration Package (Appendix II) the Components for which they do not wish to be considered. There is no limit on the number of Components an employee may opt-out of consideration for. If an employee does not opt-out of any, he or she will be considered by all. If an employee does not register for the DRP but instead a registration is completed for them, he or she will not be “opted-out” of any Components.

**Employee Counseling.** During an AIF, the AIFing Component is required to provide counseling to employees who are expected to be affected by AIF and are in the receipt of the AIF General Notice. In addition, the AIFing Component is required to offer counseling to those employees who are in receipt of specific AIF notices identifying them for separation. Counseling sessions should include discussions regarding registration in the DRP, the PPP (where applicable), benefits and entitlements applicable under DoDI 1400.25, Volume 2004 (i.e. severance pay, retirement, etc.), and Component-specific programs and assistance available. These discussions should include the information and decisions available to them through the DRP, and the impact of those decisions such as opting-out of consideration from certain Components and refusing to submit a resume for participation in the DRP. The Counseling Acknowledgment Form (Appendix I) that must be signed by the DRP Registrant and DRP Liaison and saved for the record.

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<b>Phase 2: Preliminary Matching</b>		
<b>Owner</b>	<b>Action</b>	<b>Timeframe</b>
<b>DCIPS Components/ Gaining Component</b>	<ul style="list-style-type: none"> <li>• All available positions throughout the DRP open period must be included in a preliminary review. Components may choose to perform this review as positions become available throughout the DRP open period or forecast expected vacancies and then review unplanned vacancies as they occur</li> <li>• Determines and advises DCIPS PEO regarding whether preliminary review will be completed at the Component or whether the Component desires DCIPS PEO to perform it on their behalf</li> <li>• If preliminary review is to be completed at the Component (Option 1), requests resumes from DCIPS PEO, and upon receipt, reviews each resume for preliminary match against all available decisions. At Component discretion, a review is anticipated for available positions for which the Component would be willing to hire</li> <li>• If preliminary review is to be completed by the DCIPS PEO (Option 2), sends available position information (vacancy announcement, job solicitations, etc.) to the DCIPS PEO</li> <li>• Continues to perform preliminary review for each position open to external candidates and report during DRP open period</li> <li>• Continues to conduct external recruitment via regular hiring processes</li> <li>• Ensures available positions have cleared DRP before extending an employment offer for positions subject to the DRP</li> <li>• Provides weekly status updates</li> </ul>	Within 2 days of the start of the open period and then throughout the open period
<b>DCIPS PEO</b>	<ul style="list-style-type: none"> <li>• For Components requesting DCIPS PEO review option (Option 2): Reviews DRP database to identify preliminary matches based on experience, skills, current position</li> <li>• Sends information for preliminary matches to DCIPS Component(s) for their final match/no-match decision</li> <li>• For DCIPS Components performing preliminary match review themselves, sends all resumes to the Component</li> </ul>	Immediately upon the open date of and then throughout the open period
<b>AIFing Component</b>	<ul style="list-style-type: none"> <li>• Supports DCIPS PEO, DCIPS Components and DRP Registrants as needed</li> <li>• Continues with other outplacement assistance programs</li> <li>• Provides DCIPS PEO with updates during open period on status of DRP Registrants</li> <li>• Within five days of Specific AIF Notice, verifies all employees pending separation have registered or are otherwise registered using available information</li> </ul>	Throughout the open period
<b>DRP Registrant</b>	<ul style="list-style-type: none"> <li>• Provides supporting documentation and updates</li> <li>• Responds to DCIPS Components' inquiries, if contacted</li> </ul>	Throughout the open period
<b>Important Considerations</b>		
<i>Preliminary Review.</i> A standard review ensures that the same process and standards are applied to all. The		

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preliminary review supports consistency across the enterprise, regardless of whether the DCIPS PEO is performing the review for preliminary matching or whether the Components are performing this review through use of the standard DRP coversheet and approved resumes, which provide key information necessary to determine preliminary matches. This information includes the use of DRP Placement Codes, provided in Appendix III. Each employee may select up to five DRP Placement Codes, for which they are qualified. The DRP Placement Codes used are aligned generally with the OPM occupational families/PPP skill codes, except in the case of unique codes added to accommodate DCIPS work. In such cases, the table is annotated to identify deviations.

**Qualifications.** DRP Placement Codes are selected from the DRP list provided in the Registration Package by the Registrant, in partnership with the DRP Liaison. The DRP Liaison's role is to help ensure the employee understands the DRP registration process and ensures they register only for those DRP Placement Codes they are truly qualified to perform. Qualification decisions made by a registering DRP Liaison at the AIFing Component are final. Gaining Components with DCIPS positions may inquire about them, but cannot direct a change or determine that an employee is not qualified for a skill code. Components retain the right to determine that an employee is not a match for a specific position.

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### Phase 3: Component Consideration

Owner	Action	Timeframe
<b>DCIPS Components</b>	Review AIF employee resumes identified as preliminary matches to available positions, or forecasted positions (at Component discretion) <ul style="list-style-type: none"> <li>• Confirms match                             <ul style="list-style-type: none"> <li>○ Performs more detailed, in-depth review to confirm there is a match</li> <li>○ After the match decision is made, may conduct optional interviews to validate information on the resume</li> <li>○ Contacts employee directly for interview scheduling</li> </ul> </li> <li>• Determines non-match                             <ul style="list-style-type: none"> <li>○ Provides non-match justification to DCIPS PEO in weekly report</li> <li>○ Continues with regular hiring process</li> </ul> </li> </ul>	5 days from Component receipt of Registration Package
<b>AIFing Component</b>	<ul style="list-style-type: none"> <li>• Continues to provide outplacement support</li> <li>• Coordinates with DCIPS Components, if applicable</li> </ul>	Throughout the open period

### Important Considerations

**Matching Process.** Upon identification of a preliminary match, a Component with DCIPS positions performs a more in-depth review of the DRP Registrant’s Registration Package against the position description or other description of the work. The purpose of this level of matching is to confirm that there appears to be match between the Registrant and the specific position. If the Component believes there is a match, the Component may interview the employee to validate information included on the resume with the description of the work. 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 focus of the interview must be to confirm the DRP Registrant appears to be able to perform at least at the Successful level in the position.

If, upon further review, the Component determines the DRP Registrant is not a match, the Component is responsible for providing a written justification to the DCIPS PEO for inclusion in program documentation. This should be included in the weekly report to the DCIPS PEO. If there are no other DRP Registrants for the DCIPS Component’s consideration for that position, the position is documented as cleared and the Component proceeds with regular hiring methods to fill the position. Any positions re-advertised must be cleared through the DRP again, and previously considered candidates must be considered again. The re-consideration is performed to determine if any additional information has been added to the Registrants’ resumes that would support a match, or to determine if any modification to the announcement or solicitation would result in the DRP Registrant, or another DRP Registrant, being a match. Records from previous review may be used to aid the DCIPS PEO or the Components in making this decision.

**Interview Process.** After a resume is identified as a preliminary match by a DCIPS Component, or the DCIPS PEO on its behalf, the Component is responsible for completing the final review and determining whether there is or is not a match. If a match is confirmed, the Component may conduct an interview according to Component procedures. The purpose of the interview is to confirm that there is a match between the skills, abilities and experience of the candidate as documented in the resume and the requirements of 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.

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A qualified 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 interview may only apply to the DRP process.

**Determining a Match.** A DRP Registrant is considered a match if he/she is able to perform successfully in the position to be selected under the DRP program. The qualified Registrant does not have to be the best qualified for the position out of all non-DRP or possible candidates to be selected.

**Offers.** Upon determination that a DRP Registrant is a match for an available position, he or she will receive an offer from the gaining Component. An offer is provided to the DRP Registrant once the prospective employee has fulfilled all pre-employment conditions (i.e., conditions of employment) and met any required criteria (e.g., successful background check, security clearance) and the gaining Component has cleared the DRP Registrant to enter on duty. When declination of an offer (i.e., Firm Offer) would result in the possible loss of severance pay, pay retention benefits, eligibility to participate in the PPP, or any other benefits or entitlements related to being separated as a result of an AIF, the offer must be in writing. For purposes of the DRP an offer “in writing” may be issued through email, fax, or original letter. The requirement for the offer to be in writing does not preclude the Component from sharing verbally with the employee that an offer is pending. Such notice can assist the employee in completing any advance paperwork that may be required (e.g., security related). The employee’s timeline for response begins on the day the employee receives the offer. All acceptances/declinations must be made by close of business on the third day after receipt of the offer. The date of receipt of an offer is considered day 1.

**Multiple Matches/Offers to One Employee.** In the event that a DRP Registrant is determined to be a match for more than one position, and receives more than one offer, he/she will make the decision on which offer to accept. All acceptances/declinations must be made by close of business on the third day after receipt of the offer. The date of receipt of an offer is considered day 1. As soon as the DRP Registrant accepts an offer, he/she is removed from the DRP, including any other pending considerations.

**Justification Process.** DCIPS Components are required to identify an individual within their Component, the DRP Liaison or other, who is authorized to approve justifications for non-matches and submit these in the weekly report to the DCIPS PEO. This information must be contained in the Component’s implementing guidance.

**Reporting Process.** DCIPS Components are required to report weekly during DRP open periods using the standard template provided for this purpose. This weekly report will include all actions taken relating to the DRP since the previous report was submitted. This includes reviews for preliminary matches, decisions on final matches, interviews held with employees, etc. Gaining DCIPS Components should continue to report weekly to DCIPS PEO even after the AIF effective date if Registrants are still pending placement. Through the reporting process, DCIPS PEO will provide oversight of the process while supporting DCIPS Components in their management of the DRP. If multiple AIFs are taking place concurrently, separate reporting templates should be used for each AIF. See the “Weekly Reporting Template” section for more information on the standard reporting template.

## DCIPS Retention Program Guidance

<b>Phase 4: Finalize Match Decisions</b>		
<b>Owner</b>	<b>Action</b>	<b>Timeframe</b>
<b>DCIPS Component/ Gaining Component</b>	<p>If the employee is determined to be a match:</p> <ul style="list-style-type: none"> <li>• Provides a conditional or firm offer to the employee</li> <li>• Begins all pre-employment processes</li> <li>• Component may require SF-50, SF-75, or similar documentation to proceed with on-boarding. Components will advise DRP Registrant of their requirements</li> <li>• If additional employees have been referred, continues with the consideration process until all matches have been reviewed for consideration</li> </ul> <p>If the employee is determined <u>not</u> to be a match:</p> <ul style="list-style-type: none"> <li>• Provides a justification to the DCIPS PEO in the weekly report</li> <li>• Proceeds with external candidate selection process but not make firm offer until review of all other preliminary matches is completed</li> <li>• Notifies DRP Registrant IF contacted but not selected (i.e., interviewed)</li> <li>• Notifies DCIPS PEO of any matches declining reasonable or firm offers</li> </ul>	5 days from Component receipt of Registration Package
<b>DRP Registrant</b>	<p>Accepts the DCIPS Component DRP Reasonable offer:</p> <ul style="list-style-type: none"> <li>• DRP Registrant provides Parent HR or HRO contact information to DCIPS Component to begin transfer process</li> </ul> <p>Declines the DCIPS Component Reasonable DRP offer:</p> <ul style="list-style-type: none"> <li>• Removed from DRP if DRP Reasonable Offer and may be ineligible for severance pay</li> <li>• Referred to PPP Coordinator (if applicable)</li> </ul> <p>Accepts the DCIPS Component Offer that is not defined as a DRP Reasonable Offer:</p> <ul style="list-style-type: none"> <li>• DRP Registrant provides Parent HR or HRO contact information to Component to begin transfer process</li> </ul> <p>Declines the DCIPS Component's offer that is defined as not a reasonable offer:</p> <ul style="list-style-type: none"> <li>• Remains in DRP and PPP</li> </ul>	3 days within receipt of offer
<b>DRP Liaison</b>	<ul style="list-style-type: none"> <li>• Notifies DCIPS PEO and PPP Coordinator of DRP Registrants' decisions in response to offers                             <ul style="list-style-type: none"> <li>○ If DRP Registrant declines a DRP Reasonable Offer, removes Registrant from the program and advises PPP Coordinator to take appropriate action per PPP policies</li> </ul> </li> </ul>	Ongoing
<b>DCIPS PEO</b>	<ul style="list-style-type: none"> <li>• If employee is selected, removes employee from DRP once the firm offer is provided to the DRP Registrant</li> <li>• Documents offer in DRP file</li> <li>• Removes candidates upon notification of declination of DRP Reasonable Offer or acceptance of another position</li> </ul>	On the date of the offer and throughout the open period

## DCIPS Retention Program Guidance

<b>AlFing Component</b>	<ul style="list-style-type: none"> <li>• Coordinates with DCIPS Component in order to release DRP Registrant – when applicable</li> <li>• Notifies DRP Registrant of expiration of DRP program enrollment</li> </ul>	Ongoing
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### DRP Open Period is Closed

### Important Considerations

**Job Offers.** The DCIPS Component provides job offers to employees identified through the DRP who are matches for available Component positions. The DCIPS PEO is not involved in making job offers, except in an advisory capacity as needed.

**Declination of Registrant by Component.** Components may decline further consideration of DRP Registrants considered to be preliminary matches at any time that a match is determined not to be feasible. 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. Such declination by a Component indicates only that there was not a match between the DRP Registrants and the requirements of a specific position and has no impact on future referrals of the DRP Registrants to that Component or any other Component.

**Contacting the DRP Registrant.** Unless contact was made with the Registrant (e.g., interview) the Registrant is not contacted regarding non-match decisions. If the Registrant participated in an interview, the Component is responsible for sharing the non-match decision with them.

**DRP Registrant Unable to meet Conditions of Employment.** 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. Registrants with more than one conditional offer would be expected to accept one and decline the other(s) within the timeframes allotted. If for some reason the offer that was accepted fell through, the Registrant would remain in the DRP.

**Declination of a Firm Offer.** If a DCIPS Component provides a DRP Registrant with a firm offer of employment and the employee declines, the employee must decline the offer in writing. Component specific guidance should provide a process for employees to follow. The employee is removed from the DRP. In addition, if the offer is also considered a Reasonable DRP Offer the DRP Registrant may become ineligible for Severance Pay and may be ineligible for continued placement assistance through the PPP (where applicable, based on PPP policies).

**Local Commuting Area (LCA).** The LCA is a geographic area that usually constitutes one area for employment purposes. It includes any population center or two or more neighboring ones, and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment. For purposes of the DRP, OPM local commuting area determinations will be applied.

**DRP Reasonable Offer.** 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. The DCIPS Components must determine whether an employee was provided a reasonable offer.

**Severance Pay Eligibility.** A DRP Registrant is not eligible for severance pay if he or she is serving under a non-qualifying appointment; declines a reasonable offer of assignment to another position; is serving under a qualifying appointment in an agency scheduled to be terminated within 1 year after the date of the appointment; is receiving injury compensation chapter 81, subchapter I, of title 5, United States Code

## DCIPS Retention Program Guidance

(U.S.C.); or is eligible upon separation for an immediate annuity from a Federal civilian retirement system or from the uniformed services. (See 5 CFR 550.701 for information about Severance Pay)

***Declining a DRP Reasonable Offer.*** Declining a DRP Reasonable Offer removes a DRP Registrant from the DRP. For Severance Pay and other purposes, declination of a DRP Reasonable Offer could negatively impact and terminate eligibility for severance pay, or eligibility for retained pay as a result of an AIF. Declining the offer must be made in writing from employee.

***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. An employee who leaves the service as a result of AIF who is being considered for a placement through the DRP at the time of their separation and is offered that position through the DRP will have their pay set at a rate no lower than their basic rate of salary at the time they were separated by AIF. An employee who moves to a new local market supplement (LMS) area will receive the LMS for the new area. In such cases, there is no eligibility for retained pay.

***Requirement for Firm Offers in Writing.*** When declination of an offer (i.e., Firm Offer) would result in the possible loss of severance pay, pay retention benefits, eligibility to participate in the PPP, or any other benefits or entitlements related to being separated as a result of an AIF, the offer must be in writing and conform to the requirements of a DRP Reasonable Offer as provided above.

***Withdrawal of Final Offers.*** Withdrawal of firm offers should occur only in rare circumstances. Components must obtain approval in advance from the DCIPS PEO, and explain the reasons why a firm offer will be withdrawn. This will ensure that the reason for the withdrawal is documented at the DCIPS PEO and that the DRP Registrant is provided with additional placement assistance when applicable and that the employee's ability to receive severance pay or eligibility to participate in PPP is not adversely impacted.

## DCIPS Retention Program Guidance

<b>Phase 5: DRP Closeout</b>		
<b>Owner</b>	<b>Action</b>	<b>Timeframe</b>
<b>DCIPS PEO</b>	<ul style="list-style-type: none"> <li>• Provides notice to AIFing Component that DRP is now closed to enrollees from that AIF</li> <li>• Notifies DCIPS Components that a specific AIF has been completed and that Registrants from that AIF are to be removed from the DRP; removes AIF employees from the DRP the day after AIF effective date</li> <li>• If multiple AIFs are in progress, inform Components of which employees are to be removed from the DRP</li> <li>• Follows-up with Components on any missing or incomplete information or reports</li> <li>• Closes out the DRP Reports and maintains program documentation for the record</li> </ul>	Immediately prior to and after AIF effective date
<b>DCIPS Components/ Gaining Component</b>	<ul style="list-style-type: none"> <li>• Completes review of all positions made available on or before the effective date of the AIF against all DRP Registrants.</li> <li>• Proceeds with any preliminary matches or matches in process to the final match/no-match decision regardless of the DRP closing date</li> <li>• Completes on-boarding of employees</li> <li>• Completes final DRP weekly reports and submit to the DCIPS PEO</li> <li>• Continues to review positions and employees of concurrent AIFs that may be in progress</li> </ul>	Immediately prior to and after the AIF effective date
<b>AIFing Component</b>	<ul style="list-style-type: none"> <li>• Provides final report to DCIPS PEO regarding DRP results</li> <li>• Continues with placement assistance where applicable (i.e. PPP)</li> </ul>	Within one week of AIF effective date
<p><b>Important Considerations</b></p> <p><b><i>DRP Registrants In Process when Open Period Closes.</i></b> 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.</p> <p><b><i>Requests for Process Review.</i></b> DRP decisions cannot be grieved or appealed, but if a Registrant feels that process was not followed, he or she may request a review by the DCIPS PEO. Appeals regarding AIF should be directed to the AIF Appeals Committee (AIF AC).</p>		

## DCIPS Retention Program Guidance

### Exceptions to the DRP Guidance

Requests for exceptions to the DRP Guidance must be submitted to the DCIPS PEO. Exceptions must be approved by the DCIPS PEO in advance of taking the action requested. Exceptions shall be granted on an individual bases unless otherwise specified.

### Program Evaluation

The DRP shall be evaluated on a regular basis to evaluate the DRP process at the Component-level and Enterprise-level. Evaluations will address program effectiveness and progress in achieving program goals. Please refer to DoDI 1400.25 DCIPS Volume 2013, Program Evaluation, for more information.

### Relationship with other Placement Programs and Efforts

The DCIPS DRP is a supplemental program, unique to DCIPS positions and employees. As such, it runs concurrently with other placement programs, and subordinate to mandatory programs like the DoD Priority Placement Program.

**DoD Priority Placement Program (PPP).** The DoD Priority Placement Program (PPP) is mandatory for all Department of Defense organizations unless an exception has been granted by the Department. The PPP regulations are found at DoDI 1400.25, Volume 1800. Matches resulting from the PPP take precedence over matches made through the DRP. In the event there is a PPP match and a DRP match and a Component believes the DRP match is the best placement, the Component may, in accordance with PPP regulations, initiate a formal dispute. Final decisions regarding the application of PPP regulations lie with the Department's PPP program coordinators under the Civilian Transition Program.

**Other Placement Programs and Efforts to Assist Affected Employees.** The DRP and the DoD PPP are the only placement programs formally recognized within the Defense Intelligence Enterprise. However, Components are authorized, under DoDI 1400.25, Volume 2004, and encouraged, to explore other avenues to assist employees affected by AIF, both formally and informally. Component specific supplemental efforts should not conflict with policies and procedures for the PPP (as applicable) or the DCIPS DRP.

**DRP and Blended Organizations.** Service Components and other blended organizations which include both DCIPS and non-DCIPS positions and employees may have Component-specific workforce shaping and restructuring efforts in place during a DRP open period creating a situation where following DRP guidance regarding placement of enterprise DCIPS employees over non-DCIPS employees would create a conflict with the Component's efforts. In such cases and upon request Components will be granted an exception to the DRP, permitting the DRP candidates to be considered for available positions after the Component's workforce, both DCIPS and non-DCIPS employees, are considered.

### Miscellaneous

**Veterans' Preference.** Veterans' Preference is not applicable under the DCIPS DRP because veteran's preference, if any, is applied during the AIF process.

## DCIPS Retention Program Guidance

**Travel Costs.** Payment of Travel and Relocation Expenses are paid by the AIFing Component in accordance with the current Joint Travel Regulation (JTR). Under the DCIPS AIF and the DRP, the AIFing Component must pay for travel costs associated with DRP Registrant placement in a position at a different Component. Furthermore, in the event a match is identified through the DRP but not finalized or effected until after the Registrant has been separated by AIF, the AIFing Component remains liable for travel costs.

**Weekly Reporting Template.** DCIPS Components are required to report to DCIPS PEO on a weekly basis during DRP open periods using the standard reporting template. This weekly report should include all actions taken relating to the DRP since the previous report was submitted. Components must report weekly even if there is no change from the previous week's report. Gaining DCIPS Components should continue to report weekly to DCIPS PEO even after the AIF effective date if Registrants are still pending placement. If multiple AIFs are taking place concurrently, separate reporting templates should be used for each AIF.

The Reporting Template has multiple tabs: DRP Registrant Activity Report and the Current, Projected, and Other Available Position Report. The DRP Registrant Activity Report is separated in two groups of columns: The first group will be pre-populated with Registrant information (based on information provided in the Registration Package). The second group contains editable columns that the gaining DCIPS Components complete.

Components provide information about their available positions in the next three tabs. The Current Available Position Report should include information related to currently available positions. DCIPS PEO will complete this tab for Components that have elected to give DCIPS PEO preliminary matching authority. The Projected Available Positions tab is optional and is provided for Components that have the capability of forecasting available positions. Finally, the Other Available Positions tab is also optional and can be used to report positions that might be direct hire, etc. Additional instructions are provided in the Weekly Reporting Template.

## DCIPS Retention Program Guidance

### Glossary

The following definitions apply in the context of the DRP.

**AIFing Component** – The Component(s) that is conducting or carrying out the AIF.

**AIF General Notice** – Term used to describe the General notice provided to employees who are potentially affected by the planned AIF no less than 90 calendar days prior to the effective date of the AIF.

**AIF Specific Notice** – Term used to describe the Individual Employee Notification provided to an employee no less than 60 days prior to the AIF effective date.

**Available Position** – All positions for which the hiring Component is willing to consider employees from outside of their DCIPS population. A position is an Available Position based on the area of consideration or sources considered to fill the position, not the status of the proposed selectee.

**Conditional Offer** – Position offer provided to DRP Registrant and is conditional and contingent on the prospective employee fulfilling all conditions of employment or certain criteria (e.g., successful background check, security clearance). The DCIPS Component has not cleared the DRP Registrant to enter on duty. For purposes of the DRP, the term “conditional” offer is synonymous with the terms “preliminary,” “contingent,” and “tentative” offers.

**Conditions Of Employment** – A requirement or precondition for holding a position that is in addition to knowledge, skills, abilities, or educational qualification requirements. Examples of conditions of employment include, but are not limited to, the requirement to obtain and maintain access to the level of classified information required for a position, undergo a periodic polygraph examination, meet physical or medical standards, or sign a mobility agreement. Conditions of employment may vary across Components. Component-specific information will note conditions of employment unique to the individual Components.

**DCIPS Employee** – An individual appointed to an excepted service position under title 10, United States Code, in DCIPS. For purposes of the DRP, the only DCIPS employees that can be included in the program are those pending separation by AIF.

**DoD Component with DCIPS Positions** – A Department of Defense Component that has DCIPS Positions. Components may be entire agencies or portions of a service or other organization.

**DRP Reasonable Offer** – 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, and is not more than two grades or one pay band lower than the DRP Registrant’s current position. The DCIPS Components must determine whether an employee was provided a reasonable offer, applying 5 CFR 550.703.

**External Candidates** – For the purposes of the DRP, external candidates are candidates outside of a Component’s DCIPS workforce from other federal and non-federal sources.

## DCIPS Retention Program Guidance

**Firm Offer** – Job Offers, i.e., “offers” provided to DRP Registrant once the prospective employee has fulfilled all pre-employment conditions (i.e., conditions of employment) and met any required criteria (e.g., successful background check, security clearance). DCIPS Component has cleared the DRP Registrant to enter on duty. For purposes of the DRP, this term “firm offer” is synonymous with “final offer.”

**Gaining Component** – The Component(s) that is considering employees that have received AIF specific notices and are expected to be separated by AIF.

**Local Commuting Area** – The geographic area that usually constitutes one area for employment purposes. It includes any population center or two or more neighboring ones, and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

**Match** – The determination after review following the DRP process that a DRP Registrant is a match an available position at a Gaining Component. Because the determination of a match is the final decision in the review process, only one match can be identified per available position.

**Open DRP Period** – The start date or “open” date is the date that the Individual Employee Notice is issued. The end or “close” date is the day immediately after the AIF effective date. In the event more than one AIF is running concurrently, the Open DRP Period is extended to accommodate the AIF with the latest effective date. The AIF Effective date is not extended if an open period is extended.

**Performance-based Action** – A removal, reduction in base pay, or reduction in work level, pay band (for organizations operating under the DCIPS banded structure), or grade (for organizations operating under the DCIPS graded structure) as a consequence of performance that fails to meet established standards and has been properly documented as unacceptable. (Reference DoDI 1400.25, Volume 2009)

**Priority Placement Program (PPP)** – The Department-level placement program established pursuant to DoDI 1400.20 (Reference (o)) and DoDI 1400.25, Volume 1800)

**Qualified Registrant** – DRP Registrant who 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 Registrant must have actually applied the knowledge, skills, and abilities in the performance of current or past job assignments. If selective or quality ranking factors are used on the announcement, solicitation or similar form, they cannot be applied in determining DRP Registrant matches if they are so restrictive that they run counter to the goal of placing DRP Registrants. For example, it would normally be inappropriate to require experience gained in a single Component or using a specific automated data system to screen out Registrants who are otherwise qualified.

**Reassignment** – The assignment of a DCIPS employee to another DCIPS position in the same work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure), within his or her DCIPS Component. (Reference DoDI 1400.25, Volume 2005)

## DCIPS Retention Program Guidance

**Transfer** – Under DoDI 1400.25 Volume 2005, transfer is the permanent appointment of a DCIPS employee involving the movement from one DCIPS Component to another without a break in service in accordance with the authority in section 1601 of Reference (f). Such appointments may be made noncompetitively or competitively. Noncompetitive transfers, i.e., lateral transfers, are made to the same work category, work level, pay band (for those organizations operating the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure). DRP placements are non-competitive transfers. DRP placements cannot be made to higher work levels, pay bands or grades. There is an exception to the restriction on placements in higher work levels; such placements may occur under the DRP if they are to the same grade (e.g., GG-13 to a GG-13 in the Professional Work Category, regardless of the work level of the available position).

**Trial periods** – DCIPS employees are required to complete a 2 year DCIPS Trial Period following initial appointment in DCIPS (see DoDI 1400.25 Volume 2005). Employees serving DCIPS Trial Periods and pending separation by AIF are required to participate in the DRP. Such employees placed through the DRP who have not completed their trial periods will complete them at the gaining Component.

# DCIPS Retention Program Guidance

## Appendices

### Appendices

#### **Appendix I: DRP Registrant Counseling Acknowledgment Statement**

##### **Registrant Information**

Registrant's Name:

Last 4 of SSN:

##### **Purpose**

A DCIPS Retention Program (DRP) open period occurs when an Adjustment In Force (AIF) is in progress. This checklist is provided to guide the conversation between a DCIPS Retention Program (DRP) Registrant and the DRP Counselor or other designated point of contact (referred to as DRP Counselor in this document) to ensure shared understanding of the program tenets. Each Registrant should be counseled using a common baseline of information in preparation for a DCIPS Retention Program (DRP) open period and given the opportunity to ask questions for clarity and understanding. Components may, at their discretion, include additional information in their counseling about the DRP.

##### **Instructions for Registrant and Counselor**

DRP Counselors should use this checklist to inform Registrants on key points of the program. Counselors should check the "C" box next to each statement to acknowledge that this information has been provided and discussed during the counseling session.

DRP Registrants should use this checklist to indicate their understanding of the basis of the DRP. Registrants should check the "R" box next to each statement to acknowledge that this information has been provided by the DRP Counselor. Where additional information is requested, Registrants should check a box to respond to follow-up statements. On the final page, Registrant, DRP Counselor, and DRP Coordinator must sign and date this form.

##### **Registrant Offers**

1. C  R  I have been informed that offers made to me through my registration in the DRP are reasonable offers if they are in my local commuting area at a Component I have not opted-out of consideration for, and they are within 2 grades or 1 band of my current grade/band, match my current work schedule (i.e., full-time or part-time or intermittent), and I am qualified to perform the work. If I decline a reasonable offer I will be removed from the DRP, and my entitlements, to include eligibility for severance pay, if applicable, may be negatively affected in accordance with 5 CFR 550.
2. C  R  I have been informed that offers made to me outside the parameters listed above are not considered reasonable offers, and declination will not negatively affect my entitlements in accordance with 5 CFR 550.

##### **General Policy and Procedures for DRP Registrants**

3. C  R  I understand that I may opt-out of consideration for positions with a specific Component or Components with DCIPS Positions and that such opt-out must be documented in writing. If I opt-out of a Component, I will not be considered for available positions at that

## DCIPS Retention Program Guidance

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Component. At any time during the DRP open period, I may change my opt-out decision, in writing; however, I understand that the change will not be retroactive.

4. C  R  I have been informed that if I am not under consideration for a DCIPS position through the DRP on the AIF effective date, I will be removed from the DRP on the day after the effective date of the AIF.
5. C  R  I have been informed that if I am under consideration for a DCIPS position through the DRP on the AIF effective date, consideration through the DRP will continue through final match or no-match decision, even if the effective date of the AIF arrives and I am separated by AIF.
6. C  R  I have been informed that in the event that a DRP consideration continues after I have separated and I receive a reasonable offer, I will not be eligible for retained pay but I will be eligible for my salary to be set not lower than the base salary in effect at the time I was separated by AIF.
7. C  R  The definition of a "reasonable offer" in the DRP program has been explained to me and is available in the DRP Guidance. I understand that if I decline a reasonable offer from an organization for which I have not opted-out of consideration that I may become ineligible for severance pay, if applicable.
8. C  R  I have been informed that if I decline a "reasonable offer" that my name will be referred to the Priority Placement Program (PPP) Coordinator, if applicable.
9. C  R  I have been informed that I am eligible for only one "reasonable offer" unless multiple offers are issued at the same time and I must accept or decline a reasonable offer within 3 business days.
10. C  R  I have been informed that due to the limited open period for the DRP and the timelines for DRP actions, I must keep my DRP liaison or point of contact apprised of my whereabouts so they can contact me regarding job offers or to obtain additional information.
11. C  R  I have been informed that if I accept a position through the DRP in a different local market supplement area (LMS), my pay will be set based on the LMS rates that apply in that area and my PCS expenses will be paid by the AIFing Component in accordance with their policies.
12. C  R  I have been informed that I am required to submit a current and complete resume that abides by the established requirements and that registration in the DRP is mandatory for employees pending separation by AIF.
13. C  R  I understand that if I do not register myself for the DRP within five days of receipt of a Specific AIF Notice that my DRP Liaison, or other designated point of contact will register me on my behalf. If this occurs, information available in my personnel record will be used to populate my Registration Package and I will forfeit the opportunity to customize my preferences for the initial registration.

### Other Information

14. R  I am /  am not on workers' compensation or light duty.
15. R  I understand that the PPP is a separate program that is administered by the DoD. I also understand that I  am /  am not covered by the PPP.
16. R  I certify that all information I have provided, including the information in my narrative resume and cover sheet, is accurate and truthful to the best of my knowledge.

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**Signatures**

**Registrant**

My signature represents that the items addressed in this document were discussed with me by a DRP Counselor; it does not indicate that I agree with the Adjustment in Force or the DRP information provided above.

Registrant Name:

Date:

**Counselor**

- C  I certify that this employee's last official rating of record is at the Successful or above level (or equivalent - Level 3 on a 5-point scale) and that a check of appropriate records does not indicate any documented pending or current conduct or performance issues.
- C  I provided counseling to the named Registrant on [Click here to enter a date.](#) and the employee  signed /  declined to sign document on this date.

Counselor Name:

Date:

PRIVACY ACT STATEMENT: Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing the competitive service and authorize solicitation of this information. Gaining and releasing activities use this information to place Registrants, report actions and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for proper placement or reemployment under the respective placement assistance program.

E.O. 9397 authorizes use of the Social Security Number (SSN) as the means of identifying individuals in personnel information systems to provide placement assistance. Your SSN will only be used to ensure accurate program registration. Furnishing your SSN is voluntary, but failure to do so may result in not obtaining placement consideration.

## **Appendix II: DRP Registration Package**

### **Overview**

The Defense Civilian Intelligence Personnel System (DCIPS) Retention Program (DRP) is the enterprise-wide program that seeks to match employees who are pending separation by AIF with available positions in which they can perform successfully. Matches are determined by comparing requirements of available positions with skills, experiences and ability. To maximize opportunities for match determinations, employees who have received General AIF Notices are asked to begin working with their DRP Liaison to begin the registration process before the Specific AIF Notices are released. This provision ensures that those who must register because they have received a Specific AIF Notice of pending separation are prepared to register in the DRP as soon as the open period occurs.

The DRP Registration Package will be completed by the DRP Registrant and used to determine matches between them and available positions. Registrants will be evaluated based on the information included in the Registration Package, which includes a cover sheet and resume.

As part of the DRP registration process, Registrants will also participate in a counseling or information session during which they will be provided information regarding the DRP and the implications of decisions they may make in that program, e.g., opt-out decisions or declinations of offers.

The baseline of information that must be included in this session is established and documented to ensure consistency across the Components affected by AIF; Components have the flexibility to include additional topics in this session.

Reasonable accommodation for the DRP process may be requested from your DRP Liaison.

### **Registration Instructions for DRP Liaisons or other Designated Points of Contact**

Your role in providing information about the DRP and answering questions Registrants may have is an important one. The DRP Guidance, together with this guidance and communications from your Component are the key resources for your use in providing assistance to Registrants. This role may be fulfilled by the DRP Liaison or other designated point of contact.

### **Registration Instructions for Employees Affected by AIF**

Please complete the DRP Registration Package electronically. All parts of the DRP Registration Package must be unclassified. Your DRP Liaison or designated point of contact is available to assist you in submitting the DRP Registration Package and answer any questions about registration and your Component's DRP process.

Each DRP Registration Package must include:

1. Resume Coversheet (in MS Word)
2. Current Unclassified Resume (in MS Word or PDF)

Your DRP Liaison or designated point of contact is:

1. Name: \_\_\_\_\_
2. Unclassified Email: \_\_\_\_\_
3. Unclassified Phone: \_\_\_\_\_

Please contact him/her directly to submit your Registration Package and for any questions you may have about the Registration Package and/or the DRP.

### **Registrant Step 1: Complete Resume Coversheet**

Complete the Resume Coversheet electronically (Attachment 1). If you are unsure of an appropriate response or do not know an answer, contact your DRP Liaison or designated point of contact for assistance.

### **Registrant Step 2: Prepare Current, Unclassified Resume**

Prepare a complete, accurate and current resume. Remember that your resume must remain unclassified. An optional resume template is provided (Attachment 2).

The following information must be included in your resume:

- Name (Last, First, Middle Initial)
- Email (Home and/or Work)
- Phone Number(s) (Home, Cell and/or Work)
- Employment Dates: Beginning Date (MM/YYYY) Ending Date (MM/YYYY) for each period of employment at a specific Component/Organization or employer, if non-government
- Identification of Component/Organization or employer if non-government
- Brief Description of Work you performed including relevant knowledge, skills, abilities, experience, education and training that you wish to be considered at the time your resume is being reviewed.

The following information must not be included in your resume:

- SSN
  - Dates of Education (however, candidates may note applicable training or education they feel is relevant to their registration)
  - Age
  - Marital Status
  - Race or Ethnic Group
  - Service Computation Date
  - Pictures
  - Veterans' Preference Information
  - Medical or Health Related Information
  - Other Personal Information that is NOT relevant to your experience, education, and training.
- DRP Liaisons or other designated points of contact will return Registration Packages to the Registrants or redact this information if it is included.

### **Registrant Step 3: Submit the Registration Package and Contact your DRP Liaison or Designated POC**

Registration Packages are due to your DRP Liaison, or designated point of contact by, \_\_\_\_\_. Submitting your completed Registration Package by this date ensures it will be included in the primary submission to the DCIPS PEO and support earliest match opportunities. In the event you do not receive a Specific AIF Notice of pending separation you will not be registered for the DRP.

## Attachment 1: DRP Resume Coversheet

**Date**

Click here to enter a date.

**Employee Information**

Registrant Name (Last, First MI)

Registrant Email Address

Component Name

Choose an item.

City

State

AIF Separation Date

Current Position:

Job Title

Pay Plan

Series/Work Role

Grade/Band

Current Work Schedule

Full Time  Part Time  Intermittent

**Current or Past Qualifications and Education**

Supervisory Position

Yes  No

DAWIA Certification

Choose an item.

Other Certifications or Licenses

Education Level Code

Choose an item.

Degree:

Major

Minor

Additional Degrees:

Additional Degrees:

Special Qualifications (i.e. Language):

Qualification 1

Qualification 2

## DRP Required Information

I am qualified to perform jobs within the following DRP Placement Codes. Please use DRP Placement Codes List (Attachment 3).

DRP Placement Code 1

DRP Placement Code 2

DRP Placement Code 3

DRP Placement Code 4

DRP Placement Code 5

I must be available for positions that match my Current Work Schedule; however, I can choose to be considered for other work schedules. I am available for the following work schedules, checked below. Please select any other work schedules for which you would like be considered (do not check your current work schedule which you provided in Attachment 1):

Part-time

Full-time

Intermittent

I understand that I must be available for positions in my local commuting area; however, I am also interested and available to be considered for positions outside my commuting area:

Yes

No

Please note that selecting "Yes" to be considered for positions outside of your local commuting area does not change the definition of a DRP Reasonable Offer. See page 5 for definitions of DRP Reasonable Offer.

## Opting-out of Component Consideration

In order to maximize opportunities for placement, your resume will be referred to all Components with DCIPS positions for consideration, unless you note otherwise below. If your circumstances change and you wish to modify your selection(s) below during your DRP open period you may resubmit your Registration Package. Please note, however, modifications or changes cannot be made retroactive.

Each DCIPS Component with DCIPS positions has made available Component-specific information applicable to all applicants for positions. This information is provided to you for your consideration, and to assist you in determining if there are Components with DCIPS positions where you do not wish to be considered for DCIPS positions. Because this information varies by Component and is subject to change, you are encouraged to review it before making your opt-out decision. Please note, all DCIPS positions are Testing Designated Positions (TDP) and, depending on the Component, may require you to test before on-boarding. Please note, some positions or occupations within the component may require additional certification not stated in the Component-specific information. Your DRP Liaison or other point of contact can direct you to this information. You may opt-out of any, all, or none of the Components with DCIPS positions by checking the boxes below. Opting-out of consideration applies to the DRP only; those Registrants also participating in the PPP cannot opt-out of PPP considerations.

Check the box below if you wish to opt-out of consideration from the DCIPS positions at that Component. Note: You may not opt-out of consideration by your own Component.

- |  |  |
|--|--|
| <input type="checkbox"/> Air Force                                   | <input type="checkbox"/> Missile Defense Agency (MDA)  |
| <input type="checkbox"/> Army  | <input type="checkbox"/> National Geospatial-Intelligence Agency (NGA)                       |
| <input type="checkbox"/> Defense Intelligence Agency (DIA)           | <input type="checkbox"/> Marine Corps  |
| <input type="checkbox"/> Defense Security Service (DSS)              | <input type="checkbox"/> National Reconnaissance Office (NRO)                                |
| <input type="checkbox"/> Defense POW/Missing Personnel Office (DPMO) | <input type="checkbox"/> National Security Agency (NSA)                                      |
| <input type="checkbox"/> Defense Threat Reduction Agency (DTRA)      | <input type="checkbox"/> Navy  |
| <input type="checkbox"/> DoD Inspector General                       | <input type="checkbox"/> Office of the Under Secretary of Defense for Intelligence (OUSD(I)) |

### Reasonable Offers through the DRP

Please check the boxes next to the two statements below to acknowledge your understanding of DRP Reasonable Offers.

- I have been informed that offers made to me through my registration in the DRP are reasonable offers if they are in my local commuting area at a Component I have not opted-out of consideration for, and they are within 2 grades or 1 band of my current grade/band, match my current work schedule (i.e., full-time or part-time or intermittent), and I am qualified to perform the work. If I decline a reasonable offer I will be removed from the DRP, and my entitlements, to include eligibility for severance pay, if applicable, may be negatively affected in accordance with 5 CFR 550.
- I have been informed that offers made to me outside the parameters listed above are not considered reasonable offers, and declination will not negatively affect my entitlements in accordance with 5 CFR 550.

### Registrant Signature

- I certify that all information I have provided, including the information in my narrative resume and cover sheet, is accurate and truthful to the best of my knowledge.

Registrant Name:

Date:

## Attachment 2: Resume Template (Optional)

Registrants must submit a resume. The following template may be used to develop your resume. The use of this template is not mandatory. If you choose, you may use your current resume as long as your resume includes the required information and excludes outlined information. Please refer to page 2 of this document for lists of what must be included and what must not be included in the resume.

Name (Last, First Middle):		
Email (Home and/or Work):		
Phone Number(s) (Home, Cell and/or Work):		
JOB EXPERIENCE		
FROM DATE (YYYYMM)	TO DATE (YYYYMM)	JOB TITLE, SERIES/WORK ROLE, GR/BD
FROM DATE (YYYYMM)	TO DATE (YYYYMM)	JOB TITLE, SERIES/WORK ROLE, GR/BD
FROM DATE (YYYYMM)	TO DATE (YYYYMM)	JOB TITLE, SERIES/WORK ROLE, GR/BD
FROM DATE (YYYYMM)	TO DATE (YYYYMM)	JOB TITLE, SERIES/WORK ROLE, GR/BD

## Appendix III: DRP Placement Codes

### Purpose

DRP Placement Codes are unique to DCIPS and are used in the registration process to more specifically define qualifications and to aid in determining preliminary matches between affected employees and available positions in the DRP. The placement codes are common across the Defense Intelligence Enterprise.

### Procedural Requirements

1. Placement codes are used with the specific occupational series or work roles as listed in this appendix.
2. DRP registration will accommodate up to 5 placement codes for each Registrant. Decisions as to which placement codes used are based solely on a Registrant's qualifications as determined by the Registrant and the registering Component. Appropriate placement codes to be used should be discussed during the counseling session with the DRP point of contact or other representative.
3. Each placement codes may only be used once per Registrant.
4. If a Registrant has experience in a particular series or work role that does not correspond directly to an existing placement code identified in the list of DRP Placement Codes the placement code that fits most closely should be used based on the series and/or work role of the position.
5. The DCIPS PEO will maintain and modify, as appropriate the DRP placement code table. Recommendations to alter, add, or delete DRP Placement Codes may be referred for consideration through Component channels to the DCIPS PEO.

### DRP Placement Code Descriptions

DRP Placement Codes consist of four letters. The first letter identifies the Work Category. The next three letters represent the Occupational Family. Together, these capture the general grouping work being done by employees and positions in a particular occupation.

Work Category + Occupational Family = DRP Placement Code

For example, a DRP Registrant may have experience in the Professional Work Category in Security Administration as well experience in the Technician/Administrative Support Work Category in General Administrative, Clerical, and Office Services. Both these experiences should be listed as placement codes to maximize potential matches through the DRP.

**Example:** The placement code that captures Professional Work Category in Security Administration is:

P + SEC = PSEC

**Example:** The placement code that captures Technician/Administrative Support Work Category in Administrative, Clerical, and Office Services is:

T + ADM = TADM

## Part I: Work Category

Work Category	Code
Technician/Administrative Support	T
Professional	P
Supervision/Management	S

## Part II: Occupational Family

Occupational Family	Code
Accounting and Budget	ACC
Acquisition, Contract and Procurement	ACQ
Administrative, Clerical, and Office Services	ADM
Communications	COM
Copyright, Patent, and Trademark	COP
Education	EDU
Engineering and Architecture	ENG
Equipment, Facilities, and Services	EQU
Human Resources Management	HUM
Information and Arts	INA
Information Technology	INF
Inspection, Investigation, Enforcement, and Compliance	IEC
Intelligence – All Source Analysis	IAS
Intelligence – Counterintelligence	ICI
Intelligence – Cryptology	ICR
Intelligence – Cyber	ICY
Intelligence – GEOINT	IGE
Intelligence – HUMINT	IHU
Intelligence – Language	ILA
Intelligence – MASINT	IMA
Intelligence – SIGINT	ISI
Language Specialist	LAN
Legal	LEG
Library and Archives	LIB
Logistics	LOG
Mathematics and Statistics	MAT
Medical, Hospital, Dental, and Public Health	MED
Natural Resources Management and Biological Sciences	NAT
Physical Sciences	PHY
Police Officer	POL
Program Management	PRO

Occupational Family	Code
Quality Assurance, Inspection, and Grading	QUA
Safety and Occupational Health	SAF
Security Administration	SEC
Social Sciences and Psychology	SOC
Supply	SUP
Technical Writing and Editing	TEC
Transportation	TRA
Veterinary Medical Science	VET
Visual Information Services	VIS