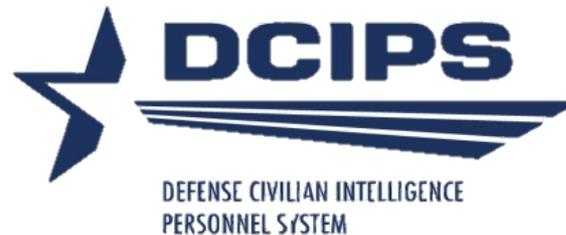

DCIPS Retention Program for Employees



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- Overview of DCIPS Retention Program (DRP)
 - Your Responsibilities as a DRP Registrant
 - Offers
 - Next Steps
 - Frequently Asked Questions (FAQs)
 - Additional Resources

Overview of the DCIPS Retention Program (DRP)

What is the DRP?

- The DRP is a mandatory program which supports the retention of DCIPS employees who are pending separation from their organization, also known as Component, due to an Adjustment in Force (AIF)

What organizations participate in the DRP?

- All DoD Components with DCIPS positions participate in the DRP. Components participate with their available DCIPS positions. They are:

- Air Force
- Army
- Marine Corps
- Navy
- Defense Intelligence Agency (DIA)
- National Geospatial-Intelligence Agency (NGA)
- National Security Agency
- (NSA)
- DoD Office of Inspector General (OIG)
- DoD Office of General Counsel (OGC)
- Defense Prisoner of War/Missing Personnel Office (DPMO)
- Defense Security Services (DSS)
- Defense Threat Reduction Agency (DTRA)
- Missile Defense Agency (MDA)
- National Reconnaissance Office (NRO)
- Office of the Undersecretary of Defense for Intelligence (OUSD(I))

How does the DRP work?

- The DRP attempts to match you with available DCIPS positions at DCIPS Components for which you are qualified
- Matches are determined based on your skills, qualifications and experience as reflected in the DRP Registration Package
- While a match is not guaranteed, all positions at DoD Components with DCIPS positions are put on a hold until Registration Packages for DRP Registrants are checked against the position

Is the DRP different from other placement programs?

- The DRP is a supplemental program, unique to DCIPS positions and employees
- As such, it runs concurrently with and subordinate to other placement programs, e.g., the DoD Priority Placement Program (PPP)

Want more information on the **other placement programs**? Review p. 19 of the DRP Guidance.
The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

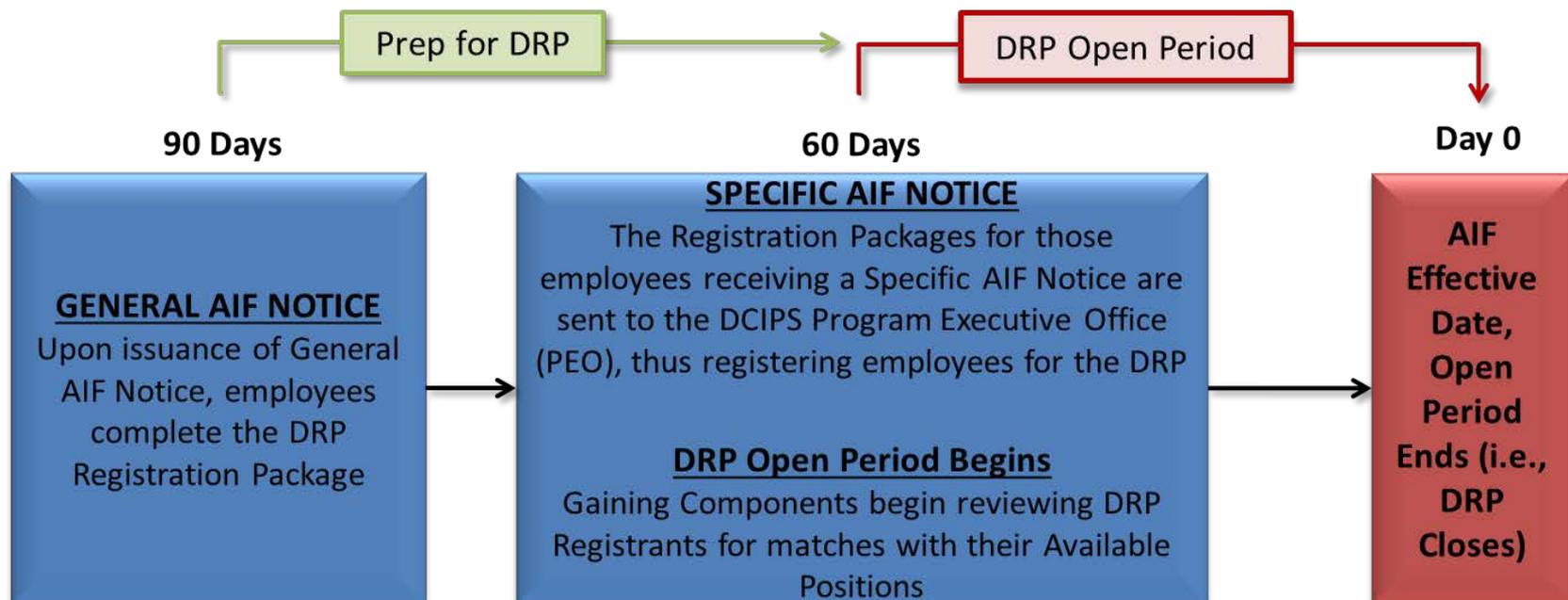
What positions will I be considered for?

- As a DRP Registrant, you will be considered for all Available Positions for which you are qualified, and are no lower than 2 grades or 1 pay band below your current grade or band at Components for which you did not opt-out of consideration
- Available Positions are DCIPS positions for which the hiring Component is willing to consider employees from outside of their current DCIPS population. For example, through USA Jobs or Job Fairs or even positions being considered for Direct Hire actions

Want more information on the **other placement programs**? Review p. 19 of the DRP Guidance.
The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

When does the DRP start?

- Employees prepare for the DRP upon receipt of a General AIF notice; the goal is to have all those who receive a Specific AIF notice “ready-to-go” immediately upon receipt of that notice
- The “DRP Open Period” begins upon distribution of the Specific AIF Notices, which occurs no less than 60 days before the AIF effective date
- Effective that date and throughout the next 60 days, in the “DRP Open Period,” your Registration Package is reviewed against all available DCIPS positions at DCIPS Components



Who will be my point of contact for the DRP?

- As a DRP Registrant, or possible Registrant, your Component DRP Counselor will be your main point of contact throughout the DRP
- This person will:
 - Inform you about the DRP
 - Counsel you on DRP guidance and requirements
 - Assist you in the completion of any mandatory materials, such as the Registration Package and DRP Registrant Counseling Acknowledgement Statement

Your Responsibilities as a DRP Registrant

How do I prepare for the DRP?

- To prepare for the DRP, employees in receipt of a General AIF Notice must complete:
 - DRP Registration Package
 - DRP Registrant Counseling Acknowledgment Statement
- Although all employees who receive a General AIF Notice are required to prepare for the DRP by completing a Registration Package (which will include an updated resume), only those employees who receive a Specific AIF Notice notifying them that they are pending separation by AIF will be registered in the DRP

Want more information on the **preparing for the DRP**? Review p. 8 of the DRP Guidance.
The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

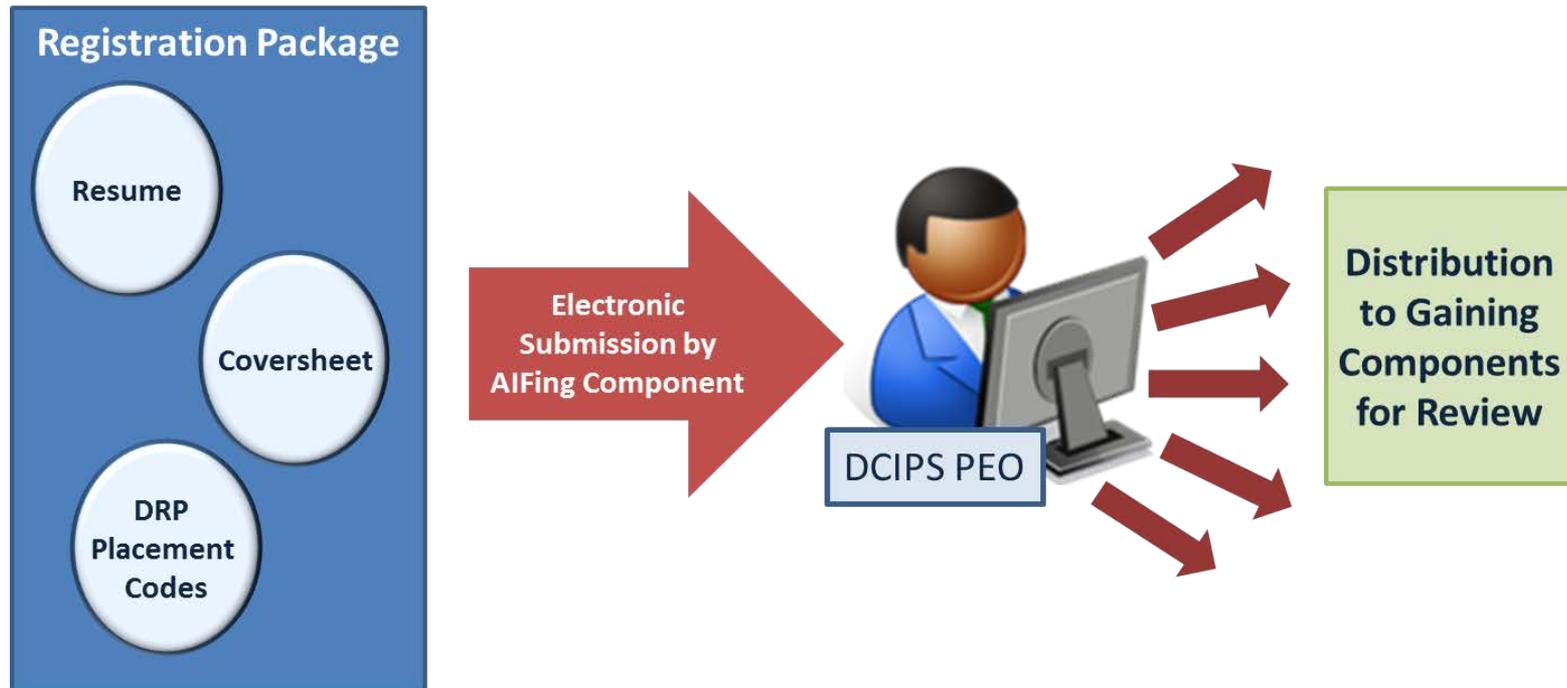
What is the Registration Package?

- A Registration Package, which is completed electronically, consists of three items:
 - Coversheet (an electronic form is provided)
 - DRP Placement Codes (DRP-specific codes used by Components to help determine preliminary matches based on skills; a list of codes is provided)
 - Resume (an electronic template is provided)
- The Registration Package is a standard format to provide information for consideration of available positions; in this package, you may also opt-out of consideration by a specific Component or Components
- Once completed and submitted to Component DRP Counselors, they are reviewed by the DRP Liaison, the Component's lead for the DRP, and sent to the DCIPS Program Executive Office (PEO). The DCIPS PEO, located within the OUSD(I) Human Capital Management Office, oversees the DRP

Want more information on the **Registration Package**? Review p. 8, 9, 13 and iv – xii of the DRP Guidance. The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

How does my Registration Package get distributed?

- The DCIPS PEO will upload DRP Registrant information from the Registration Packages into a report
- The report, along with the Registration Packages, is then provided each DoD Component for them to review DRP Registrants against all their open positions



What is the DRP Registrant Counseling Acknowledgement Statement ?

- DRP Counselors will individually meet (preferably in person, but phone or other means is acceptable) with each DRP Registrant
- DRP Counselors and DRP Registrants will discuss and complete the DRP Registrant Counseling Acknowledgement Statement
- The DRP Registrant Counseling Acknowledgement Statement serves as a checklist to guide the conversation between DRP Registrants and their DRP Counselor to ensure shared understanding of the program tenets

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 opt-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

Appendix I: DRP Registrant Counseling Acknowledgment Statement Page | i

Want more information on the **DRP Registrant Counseling Acknowledgement Statement**? Review p. 10 and i-iii of the DRP Guidance.

The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

What positions will I be considered for?

- You will be considered for all available DCIPS position at a DCIPS Component, however, you will not be considered for positions at Components you “opted out” of on your Registration Package
 - **Note:** Opting out of a Component’s consideration will reduce your likelihood of being placed
- Gaining Components (the Components with the available DCIPS positions) will review the information you provided in your Registration Package to determine if your skills and experience are a preliminary match to their available positions
- If you are found to be a preliminary match, additional reviews will take place to determine if you are a match
- If a Component believes you are a match, they may request an optional interview with you to validate information included on the resume with its description of the work

Want more information on **opting out**? Review p. 10 of the DRP Guidance.
Want more information on **interviews**? Review p. 9 and 13 of the DRP Guidance.
The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

Offers

If I am found to be a match, how will I receive an offer?

- If a match, you will receive an offer of employment from the Gaining Component
- An offer may be a “Reasonable Offer,” meaning:
 - A written job offer for a position 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
 - Not more than two grades or one pay band lower than the DRP Registrant’s current position; and not at a grade or band higher
- DRP Registrants are required to accept Reasonable Offers. If they decline, they are removed from the DRP and the local PPP coordinator is informed

Want more information on the **DRP Reasonable Offers**? Review p. 15 – 17 of the DRP Guidance. The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

What are my options for responding to an offer?

Once an offer has been extended to you, you have **three** calendar days from receipt to respond to the offer(s):

Acceptance of an Offer

- If you accept your offer, the Gaining Component will immediately begin working with your current Component (the AIFing Component) on the transfer process
- If you receive more than one offer, you must accept or decline each offer within their respective timeframes

Declination of an Offer

- If you decline your offer, you may become ineligible for continued placement assistance through the DRP and PPP, where applicable
- Declinations of a DRP Reasonable Offer may also make you ineligible for severance pay and will be reported to the local PPP coordinator
- If an offer does not meet the criteria of a DRP Reasonable Offer (for example, a position outside the local commuting area) you can decline the offer and stay in the DRP

Want more information on the **accepting or declining an offer**? Review p. 14 – 17 of the DRP Guidance. The DRP Guidance can be found online at <http://dcips.dtic.mil/adjustmentinforce.html>

What else should I know about offers?

- Some Components may provide you with a conditional offer as a statement of intent prior to a final offer
 - A Conditional Offer may also be referred to as a tentative offer, or contingent offer
 - It is considered a stated intent to offer you a position once specific administrative tasks are completed – e.g., clearance, polygraph
- The DRP focuses on grades (or bands for Components operating in the banded environment) and seeks to place DRP Registrants within two grades (or one band) of their current grade
- DRP Registrants are permitted to be offered positions outside of their current Work Category; this is acceptable under the DRP
- You cannot be offered positions that would be considered a promotion
- If the offer is considered a DRP Reasonable Offer (i.e., it meets the criteria provided on slide 15), it may be a firm offer, or a conditional offer

Next Steps



Review DRP Registrant Counseling Acknowledgement Statements with DRP Counselor



Attend informational sessions provided by the Component so that you are informed of AIF and the DRP



Decide which Components, if any, you will opt-out of consideration from and include that information in your Registration Package



Complete the DRP Registration Package (DRP Coversheet, Resume and DRP Placement Codes)

Frequently Asked Questions (FAQs)

General DRP

1. Who participates in the DRP?

All Components with DCIPS Positions must participate in the DRP. Because DCIPS title 10 authorities place DCIPS employees in the excepted service, their best chance to avoid separation as a result of AIF may be through placement in another DCIPS position. Components are expected to exercise every flexibility they can to help retain DCIPS employees in DCIPS positions, per DoDI 1400.25, Volume 2004.

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

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

3. What is considered an Available Position?

All DCIPS 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.

DRP Registration

1. Is employee registration for the DRP mandatory?

Yes, registration for the DRP is mandatory for employees who receive a Specific AIF Notice noting they will be separated by AIF. Employees with specific AIF notices noting separation by AIF who decline to register within five business days of the Specific AIF Notice will be registered by their Component's DRP Counselor.

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

Yes, in the Registration Package employees have an opportunity to opt-out of consideration for positions in specific Components by identifying Components to which they do not want to be referred. While there is no limit on the number of Components an employee may opt-out of, employees should consider the impact of opting-out of consideration by specific Components because of the reduction of review for available positions through the DRP.

DRP Registration

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

No, employees cannot be registered for the DRP prior to the release of Specific AIF Notice because the DRP officially opens only after the Specific AIF Notices are distributed. However, employees are required to prepare for the DRP as if they have the Specific AIF notice in hand by completing their Registration Packages and by participating in counseling sessions with their DRP Liaisons.

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

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

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

No, the DRP is only open to those DCIPS employees being separated by AIF. DCIPS employees are not affected by RIFs, as they are covered by DCIPS which provides for the use of AIF. The DCIPS policy on AIF is provided at DoDI 1400.25 Volume 2004.

Other

1. How is Veterans' Preference applied in the DRP?

Veterans' Preference is not applicable under the DRP. DCIPS requires application of Veterans' Preference as a retention factor in AIF and in hiring actions, in accordance with DoDI 1400.25 Volumes 2004 and 2005.

2. How will my pay be set if I am identified as a match?

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. If separated by AIF before the placement is effected, a DRP Registrant will have pay set at a rate no lower than the base rate of salary at the time he/she was separated. This pay setting rule is unique to DCIPS DRP.

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

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

Additional Resources

- Visit the DCIPS Website
 - <http://dcips.dtic.mil>
- DRP Guidance, Fact Sheet and FAQs
 - <http://dcips.dtic.mil/adjustmentinforce.html>
- Adjustment in Force (AIF) 101
 - <http://dcips.dtic.mil/training.html>
- AIF Fact Sheet and FAQs
 - <http://dcips.dtic.mil/adjustmentinforce.html>
- Clarification of DCIPS Policy (2004-01, 2004-02)
 - <http://dcips.dtic.mil/policies.html>