

DCIPS RETENTION PROGRAM GUIDANCE

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Program Executive Office

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DCIPS Retention Program Guidance

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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).

Gaining 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 General AIF 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 Specific AIF 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:

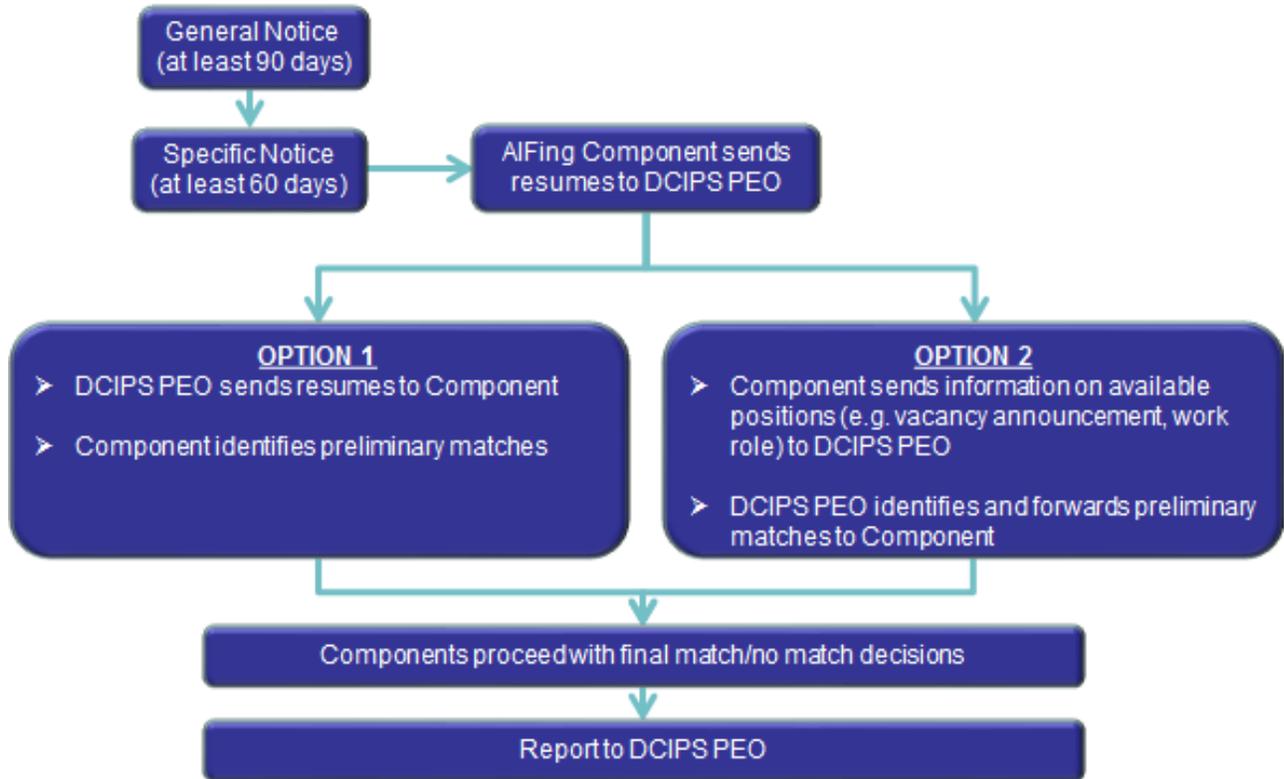
1. Preparation for DRP;
2. Preliminary Matches;
3. Component Considerations;
4. Finalization of Match Decisions;
5. DRP Closeout.

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 Gaining 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

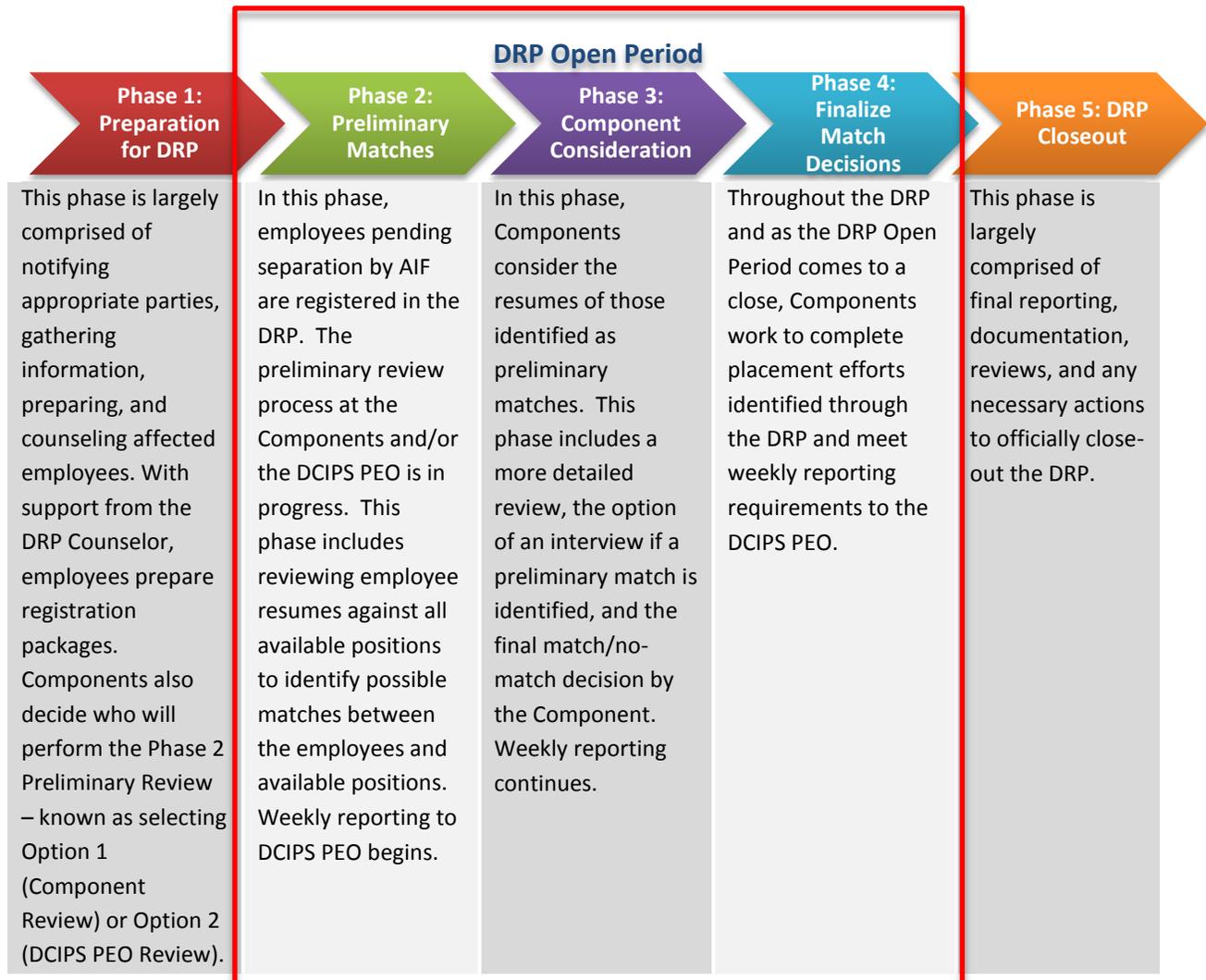


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Program Process

Each DRP Open Period proceeds through five phases. The “DRP Open Period” includes specific start and stop dates which coincide with the Specific AIF Notice period in which the individual employee notices are issued. The minimum DRP Open Period, tied to the Specific AIF 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, Specific AIF Notice 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

DCIPS PEO	<ul style="list-style-type: none"> • 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.
AIFing Component	<ul style="list-style-type: none"> • 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 Gaining Components throughout the DRP.
Gaining Components	<ul style="list-style-type: none"> • 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.
DRP Liaison	<ul style="list-style-type: none"> • 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.
DRP Counselor	<ul style="list-style-type: none"> • 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. This role may also support the completion of DRP Registration Packages. <i>Note: This role may or may not be fulfilled by the same person as the DRP Liaison and/or the AIF Counselor.</i>
Human Capital Office/Human Resources Office	<ul style="list-style-type: none"> • 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.
Human Resources Servicing Organization	<ul style="list-style-type: none"> • The organization providing human resources servicing if not the Human Capital/Human Resources office. This organization coordinates with affected Components to apply program guidance to DCIPS positions. <i>Note: This role may not be applicable to all Components with DCIPS positions.</i>
Hiring Manager/Selecting Official	<ul style="list-style-type: none"> • 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.
DRP Registrant	<ul style="list-style-type: none"> • 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.

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Program Process Phases

Phase 1: Preparation for DRP		
Owner	Action	Timeframe
DCIPS PEO	<ul style="list-style-type: none"> Reviews AIF requests and coordinates for USDI approval 	Minimum of 120 days out from AIF effective date
	<ul style="list-style-type: none"> Notifies Components of pending AIF and DRP expected Open Period 	As early as practicable
	<ul style="list-style-type: none"> Makes Component Information Sheet available to DRP liaisons 	5 days prior to Specific AIF Notice
AIFing Component	<ul style="list-style-type: none"> Provides minimum 90 days General AIF Notice and minimum 60 day Specific AIF Notice to employees of pending AIF Keeps DCIPS PEO informed as needed Informs employees of requirement to register in the DRP, and PPP as applicable Reviews all potential DRP Registrant Registration Packages for accuracy and completion, returning or making edits as required Prepares to submit DRP Registrant Packages to DCIPS PEO for employees pending separation by AIF 	<p>Beginning with General AIF Notice period</p> <p>Submit Registration Packages within 5 days of Specific AIF Notice</p>
DRP Counselor	<ul style="list-style-type: none"> Counsels employees and provides assistance to prepare employees who have received General AIF Notice for possible registration in DRP, including timelines and advising potential DRP Registrants of necessary forms to complete in preparation Discusses DRP Counseling Acknowledgement Statements with potential DRP Registrants and confirms understanding 	Beginning with General AIF Notice period
	<ul style="list-style-type: none"> Completes Registration Packages using information available for employees who do not complete a Registration Package 	5 days prior to Specific AIF Notice
Gaining Components	<ul style="list-style-type: none"> Prepare for DRP Provide changes to Component Information Sheet, if applicable Provide security information and/or forms to DCIPS PEO for Registrants to help facilitate quick submission of Registration Package as needed Decide who will perform the preliminary match review of all DRP Registrants; decision made through selection of Option 1 (Component Review) or Option 2 (DCIPS PEO Review) 	Prior to Specific AIF Notice
Potential DRP Registrant	<ul style="list-style-type: none"> 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 	As soon as possible after receipt of General AIF Notice,

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	<ul style="list-style-type: none"> • Prepares resume and fills out resume cover sheet • Reviews Component Information Forms • Submits completed Registration Package to DRP Liaison 	but no later than 5 days before anticipated Specific AIF Notice
DRP Liaison	<ul style="list-style-type: none"> • Ensure internal implementing guidance is prepared • Provide current contact information to DCIPS PEO • Verify and approve DRP Registration Packages, which includes the DRP Coversheet with self-identified DRP Placement Codes, and a resume and submits information to the DCIPS PEO 	Prior to Specific AIF Notice 5 days before Specific AIF Notice

Important Considerations

Program Application. While all employees who receive a General AIF Notice must register for the DRP, the program only applies 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 Gaining Component are permitted to compete for the positions, nor 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, at 12:01 AM. 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 for any other reason, such as 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. DRP Open Periods are specific to their corresponding AIF; in the case that concurrent AIFs are being implemented, DRP Open Periods will have separate closing dates specific to the populations being affected. 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 a DRP Open 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. The interview may not be used to measure “fit” with the organization. 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.

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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 who receive a General AIF Notice, 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. While all employees who receive a General AIF Notice must register, only those employees who then receive a Specific AIF Notice stating the employee will be separated move forward and become DRP Registrants. Registration for the DRP is completed through submission of the Registration Packages, which includes the DRP Coversheet with self-identified DRP Placement Codes, and a resume, 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 (LCA) by the DRP Counselor and/or 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 resumes 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 LCA 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. Employee 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 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 Counselor and/or 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 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 Sheet. Every Component with DCIPS positions is required to provide a Component Information Sheet 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 Sheet available to the DRP Liaisons in all Components for sharing with employees pending separation by AIF. It is made available to potential DRP Registrants 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.

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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 Sheets 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 General AIF 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 must 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) must be signed by the DRP Registrant and DRP Counselor and saved for the record.

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Phase 2: Preliminary Matches		
Owner	Action	Timeframe
Gaining Components	<ul style="list-style-type: none"> • 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 • Determines and advises DCIPS PEO regarding whether preliminary review will be completed at the Component (Option 1) or whether the Component desires DCIPS PEO to perform it on their behalf (Option 2) • 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 positions. At Component discretion, a review is anticipated for available positions for which the Component would be willing to hire • 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 	Within 2 days of the start of the DRP Open Period
	<ul style="list-style-type: none"> • Continues to perform preliminary review for each position open to external candidates and report during DRP Open Period • Continues to conduct external recruitment via regular hiring processes • Ensures available positions have cleared all DRP Registrants before extending an employment offer to candidates outside of the DRP • Provides weekly status updates on DRP Registrant activity and Available Position status 	Throughout the DRP Open Period
DCIPS PEO	<ul style="list-style-type: none"> • Sends all resumes to the Component • For Components requesting DCIPS PEO review option (Option 2): Reviews DRP database to identify preliminary matches based on experience, skills, current position • Sends information for preliminary matches to DCIPS Component(s) for their final match/no-match decision • Alerts Components to any program changes and/or removals of DRP Registrants • Monitors weekly reports submitted by Gaining Components on DRP Registrant activity and Available Position status 	Immediately upon the start of the DRP Open Period and then throughout the DRP Open Period
AIFing Component	<ul style="list-style-type: none"> • Submits all Registration Packages for employees who received Specific AIF Notices of separation to the DCIPS PEO for dissemination to the Enterprise DRP Liaisons 	Immediately upon the start of the DRP Open Period

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	<ul style="list-style-type: none"> • Supports DCIPS PEO, Gaining Components and DRP Registrants as needed • Continues with other outplacement assistance programs • Provides DCIPS PEO with updates during Open Period on status of DRP Registrants 	Throughout the DRP Open Period
DRP Registrant	<ul style="list-style-type: none"> • Provides supporting documentation and updates • Responds to Gaining Components' inquiries, if contacted 	Throughout the DRP Open Period

Important Considerations

Preliminary Review. A standard review ensures that the same process and standards are applied to all. The 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 Registration Package, 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.

Consideration for Positions Outside of the LCA. DRP Registrants may opt-out of consideration for positions outside of their LCA. In the event an DRP Registrant does not opt-out of consideration for positions outside of their LCA and is preliminarily matched to a position outside of his or her LCA, a specific procedure must be used for position eligibility:

1. Upon a preliminary match with an available position outside of the DRP Registrant's LCA, the DRP Liaison at the Gaining Component may call the DRP Liaison at the AIFing Component to confirm that the DRP Registrant is agreeable to moving to the new location. *Please note that AIFing Components will pay all permanent change of station costs.*
2. The AIFing Component DRP Liaison then asks the DRP Registrant if they are interested in the new location.
3. If yes, the Gaining Component may proceed with the matching process. If no, the Gaining Component no longer considers the DRP Registrant.
4. If the DRP Registrant is extended an offer to the position outside of his or her LCA, the employee may decline that position without removal from 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 this decision on the DRP Registration Package (Appendix II).

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Phase 3: Component Consideration

Owner	Action	Timeframe
DCIPS Components	Review resumes of those DRP Registrants identified as preliminary matches to available positions, or forecasted positions (at Component discretion) <ul style="list-style-type: none"> • Confirms match <ul style="list-style-type: none"> ○ Performs more detailed, in-depth review to confirm there is a match ○ After the match decision is made, may conduct optional interviews to validate information on the resume ○ Contacts employee directly for interview scheduling • Determines non-match <ul style="list-style-type: none"> ○ Provides non-match justification to DCIPS PEO in weekly report ○ Continues with regular hiring process for positions that cleared the DRP 	Within 3 days of identification of preliminary match and throughout the DRP Open Period
AlFing Component	<ul style="list-style-type: none"> • Continues to provide outplacement support • Coordinates with Gaining Components, if applicable 	Throughout the DRP Open Period

Important Considerations

Matching Process. Upon identification of a preliminary match, Gaining Components perform a more in-depth review of the preliminarily matched 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 is a match between the DRP 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 will be documented in the weekly report to the DCIPS PEO. If there are no other DRP Registrants for the Component’s consideration for that position, the position is documented as cleared and the Component may proceed 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 DRP 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 Gaining 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

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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. 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. If an interview is conducted and the Component determines the DRP is not a match, the Gaining Component must inform the DRP Registrant of the no match decision.

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. Successful is defined as being able to perform the duties and requirements of the position at the “Successful” level within 90 days. 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. Gaining 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. Gaining 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 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 Gaining and AIFing 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.

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

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AlFing Component	<ul style="list-style-type: none"> • Coordinates with DCIPS Component in order to release DRP Registrant – when applicable • Notifies DRP Registrant of expiration of DRP program enrollment 	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 an Offer. If a DCIPS Component provides a DRP Registrant with an offer of employment (firm or conditional) 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 LCA 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 LCA 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 Gaining 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

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(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.

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Phase 5: DRP Closeout		
Owner	Action	Timeframe
DCIPS PEO	<ul style="list-style-type: none"> • Provides notice to AIFing Component that DRP is now closed to enrollees from that AIF • Notifies Gaining 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 • If multiple AIFs are in progress, inform Components of which employees are to be removed from the DRP • Follows-up with Components on any missing or incomplete information or reports • Closes out the DRP Reports and maintains program documentation for the record 	Immediately prior to and after AIF effective date
Gaining Components	<ul style="list-style-type: none"> • Completes review of all positions made available on or before the effective date of the AIF against all DRP Registrants. • Proceeds with any preliminary matches or matches in process to the final match/no-match decision regardless of the DRP closing date • Completes on-boarding of employees • Completes final DRP weekly reports and submit to the DCIPS PEO • Continues to review positions and employees of concurrent AIFs that may be in progress 	Immediately prior to and after the AIF effective date
AIFing Component	<ul style="list-style-type: none"> • Provides final report to DCIPS PEO regarding DRP results • Continues with placement assistance where applicable (i.e. PPP) 	Within one week of AIF effective date
<p>Important Considerations</p> <p><i>DRP Registrants In Process when DRP Open Period Closes.</i> 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><i>Requests for Process Review.</i> 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>		

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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.

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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. Gaining 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 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 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.

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Glossary

The following definitions apply in the context of the DRP.

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

Available Position – All positions for which the Gaining 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. Declination of a conditional, but also DRP Reasonable Offer, may result in the loss of severance benefits and removal from the DRP and PPP, if applicable.

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. This is also known as a Gaining Component.

DRP Open Period – The start date or “open” date is the date that the Specific AIF 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 DRP Open 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.

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 Gaining Components must determine whether an employee was provided a reasonable offer, applying 5 CFR 550.703. Declination of a DRP Reasonable Offer may result in the loss of severance benefits and removal from the DRP and PPP, if applicable.

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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.

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.” Declination of a firm, but also DRP Reasonable Offer may result in the loss of severance benefits and removal from the DRP and PPP, if applicable.

Gaining Component – The Component(s) that is considering employees that have received Specific AIF Notices and are expected to be separated by AIF. For the purposes of the DRP, the AIFing Component also serves as a Gaining Component.

General AIF 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.

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.

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

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organizations operating under the DCIPS graded structure), within his or her DCIPS Component. (Reference DoDI 1400.25, Volume 2005)

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

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.

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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

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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

- 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.
- 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	Description	Code
Accounting, Budget and Finance	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform professional, technical, or related clerical work of an accounting, budget administration, related financial management, or similar nature 	ACC
Acquisition, Contract and Procurement	Includes positions that involve: <ul style="list-style-type: none"> Performing or supervising clerical and technical work that supports the procurement of supplies, services, and/or construction 	ACQ
Administrative, Clerical, and Office Support Services	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Administer, supervise, or perform work involved in management analysis; stenography, typing, correspondence, and secretarial work; mail and file work; the operation of office appliances Operation of communications equipment, use of codes and ciphers, and procurement of the most effective and efficient communications services Operation of microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment Other work of a general clerical and administrative nature 	ADM
Communications	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Supervise or perform communications work required in support of communications operations or in the maintenance of communications records when the work requires knowledge of and ability to apply communications instructions, rules, regulations, and procedures Does not require knowledge of the concepts, methodology, and techniques of communications or of technical communications principles 	COM
Copyright, Patent, and Trademark	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform professional scientific, technical, and legal work involved in the cataloging and registration of copyrights, in the classification and issuance of patents, in the registration of trademarks, in the prosecution of applications for patents before the Patent Office, and in the giving of advice to Government officials on patent matters 	COP
Education	Includes positions that involve: <ul style="list-style-type: none"> Administering, managing, supervising, performing, or supporting 	EDU

Occupational Family	Description	Code
	education or training work when the paramount requirement of the position is knowledge of, or skill in, education, training, or instruction processes	
Engineering and Architecture	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform professional, scientific, or technical work concerned with engineering or architectural projects, facilities, structures, systems, processes, equipment, devices, material or methods 	ENG
Equipment, Facilities, and Services	Includes positions the duties of which are to: <ul style="list-style-type: none"> Advise on, manage, or provide instructions and information concerning the operation, maintenance, and use of equipment, shops, buildings, laundries, printing plants, power plants, cemeteries, or other Government facilities, or other work involving services provided predominantly by persons in trades, crafts, or manual labor operations 	EQU
Human Resources Management	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform work involved in the various phases of human resources management This is separate from administrative work 	HUM
Information and Arts	Includes positions that involve: <ul style="list-style-type: none"> Professional, artistic, technical, or clerical work in the communication of information and ideas through verbal, visual, or pictorial means Collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts A branch of fine or applied arts such as industrial design, interior design, or musical composition 	INA
Information Technology	Includes two-grade interval administrative positions that: <ul style="list-style-type: none"> Manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services Information technology requires paramount knowledge on systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information Information technology includes computers, network components, peripheral equipment, software, firmware, services, and related resources 	INF
Inspection, Investigation, Enforcement, and Compliance	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform inspection, investigation, enforcement, or compliance work primarily concerned with alleged or suspected offenses against the laws of the United States, or such work primarily concerned with determining compliance with laws and regulations. 	IEC
Intelligence – All Source Analysis	Includes all positions relating to: <ul style="list-style-type: none"> Intelligence obtained by all sources of information, most frequently including human resources intelligence, imagery intelligence, 	IAS

Occupational Family	Description	Code
	measurement and signature intelligence, signals intelligence, and open-source data in the production of finished intelligence	
Intelligence – Collection Management	Includes all positions involved in: <ul style="list-style-type: none"> • Planning the collection effort, developing collection guides and evaluating and analyzing collection results • Raw data are derived from overt or covert sources of information overseas, from returned travelers, from published material acquired either overseas or domestically, or from monitored foreign broadcasts 	
Intelligence – Counterintelligence	Includes all positions relating to: <ul style="list-style-type: none"> • Intelligence obtained by information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage, or assassinations conducted by or on behalf of foreign governments or elements thereof, foreign organizations, or foreign persons, or international terrorist activities 	ICI
Intelligence – Cryptology	Includes all positions related to: <ul style="list-style-type: none"> • Collection and/or exploitation of foreign communications and non-communications emitters, known as signals intelligence • Solutions, products, and services to ensure the availability, integrity, authentication, confidentiality, and non-repudiation of national security telecommunications and information systems, known as information assurance. 	ICR
Intelligence – Cyber	Includes all positions relating to: <ul style="list-style-type: none"> • Intelligence obtained by measures to identify, penetrate, or neutralize foreign operations that use cyber means as the primary tradecraft methodology, as well as foreign intelligence service collection efforts that use traditional methods to gauge cyber capabilities and intentions 	ICY
Intelligence – GEOINT	Includes all positions relating to: <ul style="list-style-type: none"> • Intelligence obtained by the exploitation and analysis of imagery and geospatial information to describe, assess, and visually depict physical features and geographically referenced activities on the Earth 	IGE
Intelligence – HUMINT	Includes all positions relating to: <ul style="list-style-type: none"> • Intelligence obtained from information collected and provided by human sources 	IHU
Intelligence – Joint	Includes all positions where: <ul style="list-style-type: none"> • Intelligence professionals and organizations are designed to support two or more Services employed in coordinated action 	IJT
Intelligence – MASINT	Includes all positions relating to: <ul style="list-style-type: none"> • Intelligence obtained by quantitative and qualitative analysis of data (metric, angle, spatial, wavelength, time dependence, modulation, plasma, and hydromagnetic) derived from specific technical sensors for the purpose of identifying any distinctive features associated with the emitter or sender, and to facilitate subsequent identification and/or measurement of the same 	IMA

Occupational Family	Description	Code
Intelligence – OSINT	Includes all positions relating to: <ul style="list-style-type: none"> Intelligence obtained by sources that are available to the general public 	
Intelligence – SIGINT	<ul style="list-style-type: none"> A category of intelligence comprising either individually or in combination all communications intelligence, electronic intelligence, and foreign instrumentation signals intelligence, however transmitted Intelligence derived from communications, electronic, and foreign instrumentation signals Also called SIGINT. See also communications intelligence; electronic intelligence; foreign instrumentation signals intelligence 	ISI
Language Specialist	Includes positions where the primary duties of which are to: <ul style="list-style-type: none"> Administer, supervise, or perform work in rendering from a foreign language into English or from English into a foreign language the spoken or written word where the ultimate objective is accurate translations and/or interpretations 	LAN
Legal	Includes positions that: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform work of a legal or kindred nature 	LEG
Library and Archives	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform professional and scientific work or subordinate technical work in the various phases of library and archival science 	LIB
Logistics	Includes positions concerned with: <ul style="list-style-type: none"> Directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program 	LOG
Mathematical Sciences Group	Includes all classes of positions where the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform research or other professional and scientific work or related clerical work in basic mathematical principles, methods, procedures, or relationships 	MAT
Medical, Hospital, Dental, and Public Health	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform research or other professional and scientific work, subordinate technical work, or related clerical work in the several branches of medicine, surgery, and dentistry or in related patient care services 	MED
Natural Resources Management and Biological Sciences	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform research or other professional and scientific work or subordinate technical work in any of the fields of science concerned with living organisms, the soil, and the management, conservation, or utilization thereof for particular purposes or uses 	NAT
Physical Sciences	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> Advise on, administer, supervise, or perform research or other professional and scientific work, or subordinate technical work, in any 	PHY

Occupational Family	Description	Code
	of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement, and fundamental structural particles; and the nature of the physical environment	
Police Officer	Includes positions where the primary duties of which are: <ul style="list-style-type: none"> • Performance or supervision of law enforcement work in the preservation of the peace • Prevention, detection, and investigation of crimes • Arrest or apprehension of violators • Provision of assistance to citizens in emergency situations, including the protection of civil rights 	POL
Program Management	Includes all classes of positions the duties of which are to: <ul style="list-style-type: none"> • Manage or direct, or to assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability and when the positions do not require competence in a specialized subject-matter or functional area 	PRO
Quality Assurance, Inspection, and Grading	Includes all classes of positions where the duties of which are to: <ul style="list-style-type: none"> • Advise on, supervise, or perform administrative or technical work primarily concerned with the quality assurance or inspection of material, facilities, and processes • Grading of commodities under official standards 	QUA
Safety and Occupational Health	Includes positions that involve: <ul style="list-style-type: none"> • Management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions • Primary objective of this work is the elimination or minimization of human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices 	SAF
Security Administration	Includes positions where the primary duties of which are: <ul style="list-style-type: none"> • Analytical, planning, advisory, operational, or evaluative work that has as its principal purpose the development and implementation of policies, procedures, standards, training, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss 	SEC
Social Sciences and Psychology	Includes all classes of positions where the duties of which are to: <ul style="list-style-type: none"> • Advise on, administer, supervise, or perform research or other professional and scientific work, subordinate technical work, or related clerical work in one or more of the social sciences; in psychology • Social work 	SOC

Occupational Family	Description	Code
	<ul style="list-style-type: none"> • Recreational activities • Administration of public welfare and insurance programs 	
Supply	<p>Includes positions that involve work concerned with:</p> <ul style="list-style-type: none"> • Furnishing all types of supplies, equipment, material, property (except real estate), and certain services to components of the Federal Government, industrial, or other concerns under contract to the Government, or receiving supplies from the Federal Government 	SUP
Technical Writing and Editing	<p>Includes positions that involve:</p> <ul style="list-style-type: none"> • Writing or editing technical materials, such as reports of research findings • Scientific or technical articles, news releases, and periodicals; regulations in technical areas • Technical manuals, specifications, brochures, and pamphlets • Speeches or scripts on scientific or technical subjects 	TEC
Transportation	<p>Includes all classes of positions where the duties of which are to:</p> <ul style="list-style-type: none"> • Advise on, administer, supervise, or perform clerical, administrative, or technical work involved in the provision of transportation service to the Government, the regulation of transportation utilities by the Government, or the management of Government-funded transportation programs, including transportation research and development projects 	TRA
Veterinary Medical Science	<p>Includes positions that:</p> <ul style="list-style-type: none"> • Advise on, administer, manage, supervise, or perform professional or technical support work in the various branches of veterinary medical science 	VET
Visual Information Services	<p>Includes positions that:</p> <ul style="list-style-type: none"> • Supervise or perform work involved in communicating information through visual means • Work in this series includes the design and display of such visual materials as photographs, illustrations, diagrams, graphs, objects, models, slides, and charts used in books, magazines, pamphlets, exhibits, live or video recorded speeches or lectures, and other means of communicating 	VIS