

# *DCIPS*

## *Transition Guidance*

Transition to  
DCIPS Grades

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# DCIPS Transition Guidance

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# *Transitioning to DCIPS Grades*

## *Chapter 1 – General*

This DCIPS Transition Guidance provides specific guidance for establishing the DCIPS graded position structure, to include DCIPS grades and steps, for use at the time of transition to DCIPS Grades using the DCIPS occupational structure established in DoDI 1400.25-Volume 2007 (“Volume 2007”). The DCIPS occupational structure begins at the highest level with mission categories, then proceeds to work categories, and work levels for all positions, aligning to bands for those operating in the DCIPS pay bands, and proceeding to grades for those operating under DCIPS Grades. The GG pay series is used for those operating under the DCIPS graded structure.

This DCIPS Transition Guidance is designed to support human resources functions and is applicable solely to the task of transitioning Defense Intelligence employees currently operating under DCIPS and DCIPS INTERIM guidance to DCIPS Grades. This guidance also provides an initial list of Frequently Asked Questions for use by Component HR professionals when responding to questions from employees and managers about the transition to DCIPS Grades. This list will expand as additional questions and issues suitable for large audiences evolve. Human resources representatives are encouraged to work with Component DCIPS leads for Component-specific transition issues.

Chapter 1 provides an overview of processes and procedures involved in the transition of DCIPS positions and assigned DCIPS employees to DCIPS Grades. Subsequent chapters provide greater details regarding specific areas that must be addressed when preparing for and effecting the transition. The subsequent chapters cover the following topics:

- Chapter 2 – Position Alignment
- Chapter 3 – Setting Pay Upon Transition to DCIPS Grades
- Chapter 4 – Examples and Frequently Asked Questions
- Chapter 5 – Component Readiness Checklist

This transition to DCIPS Grades affects only two areas: 1) the transition of DCIPS pay-banded positions and DCIPS employees in the IA pay plan to DCIPS Grades in the GG pay plan, and, 2) the alignment of DCIPS graded positions with the DCIPS occupational structure. All aspects of DCIPS remain covered by Volumes 2001-2015 of DoDI 1400.25, including the post-transition management and administration of the DCIPS occupational structure, for all DCIPS Components.

The transition procedures provided in this Guidance allow for two alternative means to effect the transition of a Component workforce from the DCIPS pay bands to the DCIPS graded structure. The first method, the preferred approach that was used successfully in the National Security Personnel System transition to grades, is a mechanical position-based process that accepts the current DCIPS mission categories, work categories, occupational series and titles, and work levels for all positions, along with current position descriptions generally available that support transition to a DCIPS grade within the occupational structure.

The second method is a manual individual position-based process in which the Component makes no assumptions regarding the accuracy of current DCIPS mission categories, work categories, occupation series and titles, or work levels. Rather, the Component will conduct a review of all positions, and make a new alignment (i.e., classification) decision for each position to determine the appropriate mission category, work category, occupational series and title, work level and DCIPS grade based on analysis of the position in accordance with the procedures contained in DCIPS Volume 2007. Components shall advise USD(I) of the method they will use to effect transition, and provide their plan for accomplishing required activities to meet their planned transition date.

Components shall issue additional guidance, instructions, training and/or communications materials appropriate for their audiences consistent with the information presented in this Guidance and DCIPS policies.

## **General Information**

### **A. Summary of Basic Statutory and Policy Provisions**

1. Sections 1601-1614 of title 10 of the U.S. Code provide the statutory basis for all DCIPS policies. In some situations, specific sections of the statutory provisions governing DCIPS limit authorities contained in title 10 to those that exist in other statutory provisions, specifically certain title 5 pay provisions.
2. As a result of the repeal of the statutory authority for the National Security Personnel System (NSPS) by the FY 2010 National Defense Authorization Act, certain provisions of DCIPS policy, specifically the ability to establish pay rates that exceed the level IV rate of the Executive Schedule (the annual basic pay limitation) by 5 percent, are no longer available as a basis for extending the Pay Band 5 range beyond the annual basic pay limitation authorized for the General Schedule.
3. DCIPS regulations will remain in effect, as modified by DCIPS INTERIM guidance, pending approval of updated regulations implementing the August 4, 2010, Secretary of Defense decisions regarding the future direction of DCIPS.
4. The Department has determined that no DCIPS employee shall suffer a loss of or decrease in pay as a result of the transition to the DCIPS graded structure.

### **B. Coverage**

This guidance covers all DCIPS positions within DCIPS Components transitioning to DCIPS Grades.

### **C. Effect of Transition on Other Processes**

Components must consider the effect of transition on other concurrent processes such as performance management, staffing and HR processing. In particular, the requirements of Volume 2011 must be taken into consideration when establishing timelines for transition, especially for those Components using the manual individual position-based process. In cases where transition results in the placement of an employee in a different DCIPS work category, work level, occupational series or job title, performance plans and objectives will need to be revised to reflect the responsibilities of the post-transition position.

### Transition Schedule and Readiness Assessments

1. Components will transition their entire workforces on an effective date selected in coordination with the USD(I) that will be contingent on 1) final approval by the Department of all DCIPS policies revised due to transition to DCIPS Grades, and 2) achievement of all readiness conditions set forth, to include those in Chapter 5 of this Guidance.
2. All employees hired or reassigned into a Defense Intelligence Component prior to the Component's transition to DCIPS Grades will enter on duty at the DCIPS pay band appropriate for the position to which he or she is being assigned. DCIPS INTERIM policy for aligning employees to a GGE will continue until the Component transitions to DCIPS Grades.
3. Components will be transparent in sharing information regarding the transition to the DCIPS graded structure with their workforces. Information appropriate for wide distribution should be provided as soon as practicable, and include transition timelines and processes, at a minimum. Components are responsible for informing each individual employee of their position alignment under DCIPS Grades, including work level, DCIPS grade and step, in advance of processing the transition personnel action. Components making additional changes to an employee's current alignment to the DCIPS occupational structure through a manual individual position-based process will inform employees of all applicable changes.
4. Components will advise all applicants for employment of the transition schedule and effects on employment and placement actions such as recruitment, hiring, promotion, and reassignment actions once a transition date has been established.
5. Components will coordinate with the USD(I) DCIPS Program Executive Office to establish their transition schedule, and complete readiness assessments prior to transition.

## **Basic Procedures Supporting Transition to DCIPS Grades**

### A. Applicable Regulations

All actions within DCIPS Components, pre-transition, upon transition, and post-transition, will be governed by Volumes 2001-2015 of DoDI 1400.25, and/or any supplemental guidance provided by USD(I).

## B. Basic Transition Process

The position-based transition approach established for all DCIPS Components is driven by the work employees are assigned to perform and current position alignment within the DCIPS occupational structure. The transition to DCIPS Grades is a two-step process. First, the appropriate DCIPS grade is determined for the position following guidance contained in Chapter 2 of this Guidance, and Volume 2007. Second, the employee is aligned to the appropriate grade of their official position of record. Once the employee's DCIPS grade is determined, pay will be set based on the guidance in Chapter 3 – Setting Pay Upon Transition to DCIPS Grades.

## Transition Tools and Support

### A. Automation

1. The Defense Civilian Personnel Data System (DCPDS), the personnel data system for the Military Services, the Defense Security Service, and the Office of the Under Secretary of Defense (Intelligence), has been updated to provide automated mass processing of personnel data for the transition to DCIPS Grades. The Defense Intelligence Agency (DIA) is updating their EZHR personnel system, and plans to have automated capability to process transactions necessary for transition. DIA will announce their timeline in local implementing guidance.
2. For the Military Services, the Defense Security Service and the Office of the Under Secretary of Defense, the USD(I) DCIPS Program Executive Office will work directly with the DoD Civilian Personnel Management Service (CPMS) to direct DCPDS changes necessary to support transition. DCPDS will handle mass processing of the transition to DCIPS Grades for most personnel contained within the database. Exceptions will apply for any employees whose salary is above the step 10 rate of their grade, employees on pay retention, employees receiving Targeted Local Market Supplements (TLMS) and for any actions during time frames where CPMS is unable to meet requests for automation changes. Such employees must be transitioned manually using instructions that will be provided by the USD(I) DCIPS PEO. DIA will advise through internal implementing guidance of any situations where manual processing will be necessary.
3. Components will update all Component automated tools that are necessary to perform the DCIPS transition and follow-on administration of DCIPS as an element of the Component DCIPS Transition Plan.

### B. Training and Communication

1. A variety of training and communication materials are available to assist employees, HR practitioners, managers and supervisors during transition. See the DCIPS website (<https://dcips.dtic.mil>) for information.
2. Components are encouraged to develop supplemental training and communication materials specific to their organizations. Such training should be included as a part of the Component's transition plans and training and communications plans. Component DCIPS transition information may be found at each individual Component's DCIPS website.

# *Transitioning to DCIPS Grades*

## ***Chapter 2 – Position Alignment***

The following guidance is intended to facilitate and inform the process of conducting a position-based approach to transition under either a mechanical position-based or manual individual position-based process aligning grades into the DCIPS occupational structure. In either case, transition to the DCIPS graded structure is a two-step process. The first step is to establish the complete position alignment (i.e., classification) from mission category through DCIPS grade following either the mechanical position-based process or individual position-based manual process detailed below. The second step is to assign the employee to their permanent position of record aligned to the DCIPS graded structure as established in step 1. Under the mechanical position-based process this step will be the addition of a grade; under the manual individual position-based process this step will be the addition of a grade and could include other changes to the employee's alignment to the DCIPS occupational structure.

Employees may not experience a loss of or decrease in pay as a result of the transition to DCIPS Grades under either transition process.

### **General Information**

- A. In accordance with 10 U.S.C. 1601-1614, Intelligence Community Directive 652 and Volume 2007, the basis for alignment to DCIPS Grades must be the duties and responsibilities of the position and the qualifications required by those duties and responsibilities. DCIPS positions are aligned with the occupational structure outlined in Volume 2007, and will continue to be so aligned after transition to DCIPS Grades.
- B. In all DCIPS Components, a position or group of positions is officially established when a position description has been written, and mission category, work category, work level, and pay band for those operating under DCIPS pay bands or DCIPS grade for those operating under DCIPS Grades, title and series have been determined by an appropriate authority.
- C. DCIPS policy supports the principle of equal pay for substantially equal work. Grade levels assigned have a direct relationship to the level of difficulty and responsibility of the work performed and to qualification requirements for the positions.
- D. DCIPS employees will be assigned to a specific rate of basic pay based on guidance provided in Chapter 3, Setting Pay Upon Transition to DCIPS Grades.
- E. For Components using the mechanical position-based transition process, DCIPS employees will be aligned to a DCIPS grade that falls within the DCIPS mission category, work category, and work level associated with the pay band to which the employee is assigned at the time of transition; alignment to the occupational structure does not change. For Components using the manual individual position-based process employees

will be assigned at transition to the mission category, work category, occupational series and title, work level, and DCIPS grade that is determined through the Component's position alignment process, following policy contained in Volume 2007.

- F. DCIPS employees on details or temporary assignments (e.g., Joint Duty Assignments) will be transitioned to DCIPS Grades based on their permanent DCIPS position of record.
- G. DCIPS employees who are absent (e.g., on leave without pay, military furlough; in a workers' compensation status, etc.) from their position at the time of transition will transition to DCIPS Grades based on their permanent position of record.
- H. All employees assigned to the same DCIPS pay banded position description (PD) will be assigned to the same DCIPS graded PD at the same mission category, work category, occupational series, and work level, unless more than one PD is necessary to show distinctions in duties and responsibilities and/or qualifications of positions.

## **Establishing or Reestablishing GG Position Descriptions (PDs) under DCIPS Grades**

### **A. Mechanical Position-based Transition Procedures**

Employees must be assigned to a PD that accurately describes their assigned work. While under the DCIPS banded structure, employees were assigned to a PD aligned to the appropriate mission category, work category, occupational series and title, and work level. For those Components transitioning to DCIPS Grades using a mechanical position-based transition process, the alignment from mission category through the work level is accepted for transition. Using this Guidance, the Component shall determine the appropriate DCIPS grade within the currently assigned DCIPS work level. For the purposes of a mechanical position-based transition, Components must determine whether there is an existing PD for the employee that describes his or her current duties and responsibilities sufficiently to assign a DCIPS grade. Multiple employees may be assigned to the same PD, provided the PD appropriately describes their work and they are all serving at the same mission category, work category, work level and DCIPS grade.

Mechanical position-based transition is intended to keep the creation of new PDs to a minimum by accepting current alignment to mission categories, work categories, work levels, and occupational series unless substantial changes are required to make the PDs sufficient. Where no changes, or only minor changes, to the position have occurred since conversion to DCIPS pay bands, employees will transition to their previously held grade on the previously used PD. Minor pen and ink changes are permitted to support the use of previous PDs including transferring mission category, work category and work level information where it is not already identified. The vast majority of transition actions are expected to fall in this category.

The following situations should be considered for mechanical position-based transition:

1. Adequate PD available. In many cases, employees were assigned to properly graded positions at the time of conversion into DCIPS bands. There is no requirement to rewrite an existing DCIPS pay banded PD in those cases where the employee's duties have not changed since conversion, or he or she was assigned to a DCIPS banded position with sufficient information to make an appropriate alignment or classification decision. For example, all Pay Band 5 PDs will transition to Work Level 4 (Expert), GG-15 PDs, thus supporting the transition of Pay Band 5 employees to GG-15 at Work Level 4 (Expert) and supporting the use of DCIPS pay banded PDs as DCIPS graded PDs. Minor pen and ink changes to DCIPS pay banded PDs are appropriate. Similarly, PDs previously used at one DCIPS grade level will transition at their current work level to that one grade level. For example, a Logistician PD at the GG-14 existed before conversion to DCIPS pay bands, and a DCIPS pay banded PD at the Pay Band 4/Work Level 3 (Senior), was created for this position. The DCIPS Pay Band 4 PD will transition to a Work Level 3 (Senior), GG-14 PD under DCIPS Grades. The mission category and work category remain the same.
2. Preexisting PD. Where a PD existed prior to conversion to the DCIPS banded structure, and the work described has not changed significantly, the preexisting PD may be reactivated for use under the DCIPS graded structure. Minor pen and ink changes to the PD are appropriate including transferring mission category, work category, and work level information where it is not already identified .
3. New PD. Where neither the prior DCIPS banded PD or a preexisting DCIPS graded PD are available to adequately describe the work performed, a new PD must be established in advance of transitioning to DCIPS Grades that appropriately describes the work performed, including mission category, work category, work level, occupational series and DCIPS grade in accordance with transition guidance and Volume 2007. The new DCIPS graded PD should be used at the point of transition.
4. PD Sharing. When an adequate or preexisting PD is not available, Components may use their Component PD library or other DCIPS source to identify an existing PD that accurately describes the work of the employee as the basis for assigning the appropriate DCIPS grade within the work level to which the employee is assigned.

## **B. Manual Individual Position-based Transition Process.**

For Components that have elected to use a manual individual position-based transition process, no assumptions will be made with regard to the accuracy of the employee's current alignment to the DCIPS occupational structure or their current PD. Each position within the Component will be reviewed to determine the accuracy of the duties and responsibilities described in the PD. On certification of the duties and responsibilities by an appropriate management official, the position will be aligned (i.e., classified) to mission category, work category, occupational series and title, work level, and DCIPS grade in accordance with the requirements of Volume 2007, summarized below in "Understanding the Alignment Process."

Components using the manual individual position-based transition process will follow their internal position alignment (i.e., classification) processes, provided they are fully compliant with Departmental requirements contained in DCIPS regulations, specifically Volume 2007.

## Understanding the DCIPS Alignment Process

**A. DCIPS Grades - Alignment Process - General.** DCIPS positions are aligned (i.e., classified), to mission categories, work categories, work levels, and pay bands (for those operating under DCIPS pay bands) or mission categories, work categories, work levels and DCIPS grades (for those operating under DCIPS Grades), according to Volume 2007. For the purposes of transition, the alignment process described below is applicable to either a mechanical position-based or manual individual position-based transition.

1. Basis for Alignment Determinations. DCIPS alignment determinations are based on the duties and responsibilities of the position and the qualifications required by the duties and responsibilities. The following table further describes the major considerations in the DCIPS alignment process:

<b>DCIPS alignment is based on:</b>
Work performed on a regular and recurring basis
Work that represents the position’s primary purpose
Work that governs the position’s primary qualifications and responsibilities

2. Mission Categories. Mission categories in DCIPS are the broad categorizations of work that are common across the Intelligence Community. These mission categories are adopted in their entirety for application to the DCIPS occupational structure. The mission categories are: Collections and Operations; Processing and Exploitation; Analysis and Production; Research and Technology; Enterprise Information Technology; Enterprise Management and Support; and Mission Management. The use of additional or alternative mission categories is not authorized. Under a mechanical position-based transition, mission categories do not change as a result of transition to DCIPS Grades.
3. Work Categories. Work categories describe broad sets of related occupational groups characterized by common types of work within the DCIPS Enterprise There are three DCIPS work categories:
  - a. Supervision/Management – Positions with duties and responsibilities that primarily involve planning, directing, and coordinating the operation of units within Components; developing and/or executing strategy; formulating and/or

implementing policies; overseeing daily operations; and managing material, financial, and/or human resources.

Professional – Positions with duties and responsibilities that primarily involve professional or specialized work that requires the interpretation and application of concepts, theories, and judgment. As a minimum, all groups in this category require either a bachelor's degree or equivalent experience for entry. However, some occupations in this category have positive education requirements, (i.e., a requirement for a particular type or level of academic degree). This work category features multiple career stages and work levels.

- b. Technician/Administrative Support – Positions with duties and responsibilities that primarily involve support for the operations and functions of a particular type of work or organizational unit. Such support activities are technical or administrative in nature, and qualifications are generally acquired through practical experience supplemented by on-the-job and/or skills-specific training. Such work tends to have few career stages and work levels. Positions in this category typically are covered by sections 201-219 of title 29, U.S.C., commonly known as the Fair Labor Standards Act.

Under a mechanical position-based transition, work categories do not change as a result of transition to DCIPS Grades.

- 4. Work Levels. Work levels define work in terms of increasing complexity; span of authority and/or responsibility; level of supervision (received or exercised); scope and impact of decisions; and work relationships associated with a particular work category. There are four DCIPS work levels:

- a. Entry/Developmental – In both the Professional and the Technician/Administrative Support Work Categories, work at this level includes learning and applying basic procedures and acquiring competencies through training and/or on-the-job experience. Positions in the Technician/Administrative Support Work Category at this level may involve independent performance of duties. Technician/Administrative Support positions should be placed in this work level when their primary function is the execution of established procedures and standard program practices, and when typical career patterns for the occupation do not extend to the complexity, variety, and scope of the Full Performance Work Level.
- b. Full Performance\* – Work at this level involves independently performing the full range of non-supervisory duties assigned to the employee. Employees at this level have successfully completed required entry-level training or developmental activities either within the employing organization or prior to joining the organization. Employees at this work level have a full understanding of the technical or specialty field; independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Within established priorities and deadlines, Full Performance employees exercise independent judgment in

selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Actions at this level may have impact beyond the work unit and, as a result, employees at this level typically collaborate internally and externally with their peers.

- c. Senior\* – Work at this level involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in the technical or specialty field. Receiving broad objectives and guidelines from the supervisor, Senior employees independently handle a wide range of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Following broad objectives and guidelines, employees act independently to establish priorities and deadlines within expectations established by the supervisor and exercise individual judgment to choose alternative guidelines to complete assignments. Employees may lead and coordinate special projects, teams, tasks, and initiatives and may be required to build and utilize collaborative networks with key contacts within and outside of their immediate organization. Actions at this level are likely to have an impact beyond the employee's immediate organization.
- d. Expert\* – Work at this level involves an extraordinary degree of specialized knowledge or expertise to perform highly complex and ambiguous assignments that normally require integration and synthesis of a number of unrelated disciplines and disparate concepts. Employees at this level set priorities, goals, and deadlines, and make final determinations on how to plan and accomplish their work. Components rely on employees at this level for the accomplishment of critical mission goals and objectives and, as a result, employees may lead the activities of senior and other expert employees, teams, projects, or task forces. Employees at this level create formal networks involving coordination among groups across the intelligence community and other external organizations.

\*DCIPS work levels are applied to the Supervision/Management Work Category as follows:

- Supervision – Work of this type involves planning, directing, assigning, leading, and monitoring the work of the unit; hiring or selecting employees; and, managing and appraising employee and organizational performance. Supervisors make decisions that impact the resources (people, budget, material) of the work unit, ensure the technical quality and timeliness of the work produced by employees in the unit, and collaborate with supervisors across the organization in unstructured situations.
- Management – Work of this type involves supervision of other subordinate managers and/or supervisors and/or direction of units, functions, or projects that may be staffed by civilian or military personnel. Managers are responsible for justification, direction, and allocation of resources (people, budget, material) across the organization through one or more levels of supervision, and for setting organizational goals, objectives and priorities. They handle highly complex, sensitive, or ambiguous challenges facing the organization(s); interact with, influence, and persuade high-

ranking officials within and outside the organization, agency, and other external organizations; and, make decisions that have an impact within and outside of the immediate organization and agency.

Under a mechanical position-based transition, work levels do not change as a result of transition to DCIPS Grades.

5. Occupational Groups. Occupational groups represent groups of positions (in specific job series) that share common technical qualifications, competency requirements, career paths, and progression patterns. Under a mechanical position-based transition, occupational groups do not change as a result of transition to DCIPS Grades.
6. Job Titling. Job titles are the labels assigned to each position to identify the sets of work activities, specialized tasks, and competencies required to do a specific job. For purposes of transition, job titles are based on Component policy, however, as noted in Volume 2007, a future common titling effort will bring commonality to the DCIPS positions. Under a mechanical position-based transition, job titling does not change as a result of transition to DCIPS Grades.

## **B. Fair Labor Standards Act (FLSA) Exemption Status**

FLSA exemption status will be assigned to positions based on duties assigned to each individual position in accordance with Federal guidance governing administration of the Fair Labor Standards Act.

## **Requesting Reconsideration of the Transition Alignment Decision**

After transition to DCIPS Grades, if an employee believes an inappropriate position alignment decision, i.e., assignment of their mission category, work category, work level, occupational series, title, or grade of their position, was made during transition to DCIPS Grades, the employee may submit a reconsideration request through the Component's alignment reconsideration process. The Component's human resources organization or servicing Human Resources Office (HRO) can explain the alignment reconsideration process to the supervisor and the employee.

For purposes of transition, employees may not request reconsideration of the content or accuracy of their position description, the accuracy of an alignment (i.e., classification) standard, an agency's *proposed* alignment decision, the alignment of a position to which the employee is detailed, or the alignment of a position to which the employee is not officially assigned. It is recommended that an employee speak to his or her supervisor if concerned with the content or accuracy of his or her position since the supervisor is responsible for the actual assignment of work to the position. Component alignment reconsideration processes must be communicated and available to all employees and should include a final review outside the employee's immediate chain of command.

# *Transitioning to DCIPS Grades*

## ***Chapter 3 – Setting Pay Upon Transition to DCIPS Grades***

### **General Information**

- A. The term "basic pay" in this guide means a DCIPS employee's base salary plus any local market supplement (LMS) or targeted local market supplement (TLMS) paid to that employee.
- B. For employees transitioning to DCIPS Grades, each employee's permanent DCIPS position will be aligned (i.e., classified), to a mission category, work category, work level and DCIPS grade based on the application of appropriate DCIPS classification standards contained in DoDI 1400.25 – Volume 2007 ("Volume 2007"). See Chapter 2 of this Guidance and salary will be set in accordance with compensation administration policy contained in DoDI 1400.25-Volume 2006 ("Volume 2006").
- C. Except where provided herein, pay-setting provisions post-transition to DCIPS Grades will be pursuant to Volume 2006.

### **DCIPS Pay Setting upon Transition to DCIPS Grades**

#### **A. General Pay-Setting**

DCIPS employees covered by this Guidance will transition to the DCIPS grade of their permanent position of record following alignment (i.e., classification) to mission category, work category, occupational series and title, work level, and DCIPS grade in accordance with guidance contained in Chapter 2 of this Guidance and Volume 2007. When the employee's base salary aligns exactly to the base rate for a step in the employee's DCIPS grade, the transition determination for DCIPS grade and step is complete. When the employee's base salary does not align exactly to the base rate for a step in the employee's new DCIPS grade, the employee's step and salary will be established in accordance with the following procedures.

1. When an employee's base rate of pay at the point of transition falls at, or below, step 10 of his or her DCIPS grade, the employee's base pay will be set at the step that is closest to, but no lower than, his or her current base rate. For example, if an employee's base rate is higher than step 5 of his grade, but less than step 6, his or her new step will be step 6. The employee's LMS or TLMS will be applied as a percentage in addition to his or her final base DCIPS grade and step.
2. When the employee's base rate falls below the step 1 base rate for the applicable DCIPS grade, the employee's base rate will be set at step 1 of his or her DCIPS grade. The

appropriate LMS or TLMS rate will be applied as a percentage in addition to his or her final base DCIPS grade and step.

3. When the employee's base pay exceeds step 10 of his or her DCIPS grade, but is equal to or below the maximum of the extended base rate range (equivalent to the step 12 rate for the grade), the employee's current base rate of pay will be his or her base rate of pay upon transition. Employees whose rate of pay is set in accordance with guidance contained in this paragraph will not be eligible for scheduled within-grade increases, but will continue to receive the annual General Pay Increase (GPI) and any increases to local market supplements or targeted local market supplements but may not exceed the basic pay limitation of the level IV rate of the Executive Schedule.
4. When the employee's base rate of pay exceeds the maximum of the extended rate range (equivalent to the step 12 rate for the grade), or when the employee's basic pay (base rate plus LMS or TLMS) exceeds the level IV rate of the Executive Schedule, the employee will be placed on pay retention.
5. A DCIPS performance evaluation of record of "Minimally Successful – Level 2" or "Unacceptable – Level 1" will not disqualify an employee from any increase in pay necessary to transition that employee to the appropriate DCIPS grade and step under DCIPS Grades under the guidance contained in this chapter.
6. Specific pay-setting examples are included in Chapter 4 of this Guidance.

## **B. Pay Retention in the GG System**

1. DCIPS pay retention rules found in Volume 2006 will be applied when necessary to prevent an employee from suffering a loss of or decrease in pay upon transition to the DCIPS graded structure.
2. Pay retention under the DCIPS is "indefinite." A DCIPS employee on pay retention is on pay retention until a terminating event occurs. Volume 2006 and Component DCIPS program offices should be consulted for information on terminating events. Components covered by special programs that may apply to employees on pay retention, e.g., the Priority Placement Program, are encouraged to provide Component specific guidance on such programs as appropriate.
3. Following DCIPS retained pay policy contained in Volume 2006, at the time of a Federal government-wide pay increase, DCIPS employees on pay retention receive 50 percent of the amount of the increase in the maximum rate of basic pay (i.e., the equivalent to the step 12 base rate plus any applicable LMS or TLMS) for the employee's DCIPS grade. This continues indefinitely until (a) the employee's base salary falls at or below the equivalent to the step 12 base rate for his or her DCIPS grade, or (b) the employee's basic pay falls below the level IV rate of the Executive Schedule, or (c) pay retention terminates on occurrence of a terminating event defined in Volume 2006. A retained rate

may not be adjusted to exceed the level IV rate of the Executive Schedule except where otherwise provided for by law (for example, those whose salaries are permitted to exceed the level IV rate of the Executive Schedule under the Non-foreign Area Retirement Equity Assurance Act of 2009).

4. An employee who will be placed on pay retention upon transition to DCIPS Grades must be provided notification, describing the circumstances warranting pay retention, the nature of that entitlement, terminating events, and the impact of terminating events.

### **C. Impact on Living Quarters Allowance (LQA)**

Employees assigned to DCIPS Grades will follow the LQA tables set forth in the Department of State's Standardized Regulations. Those employees who may fall into a lower quarters group as a result of transition may remain in the higher quarters group for the duration of their current tour.

### **D. Employees on Temporary Assignments Immediately Prior to Transition of their Positions to DCIPS Grades**

1. Some DCIPS employees may be on temporary assignments immediately prior to transition to DCIPS Grades; for example, employees who are temporarily assigned through details within a Component or externally through the Joint Duty Assignment program. Employees are transitioned to the DCIPS grade of their position of record and pay is set by applying the process noted in (A) above for the permanent position of record.
2. Situations involving employees on temporary promotions continued at the time of a Component's conversion to DCIPS pay bands are unique, and Components are urged to contact the USD(I) DCIPS PEO for guidance for setting pay upon transition to grades for any such individuals.

### **E. Date of Last Equivalent Increase (DLEI)**

1. The Date of Last Equivalent Increase (DLEI) refers to the date of the employee's most recent salary increase. The receipt of annual pay adjustments resulting from government-wide pay increases, adjustments to local market supplements or targeted local market supplements, or changes to any entitlements such as cost of living allowances do not change the DLEI. Specific situations and their impact on the DLEI are detailed below and examples are provided in Chapter 4 of this Guidance.
  - a. *Employees on board when their DCIPS Component converted to DCIPS pay bands who have not received a salary increase since the date of their Component's conversion.* The DLEI for employees in this situation is the Component's date of conversion as that is the date that eligible employees received a Within-Grade Increase (WGI) Buy-in of the time served toward their

next step increase. Employees at or above the step 10 rate of their grade did not receive a WGI Buy-in.

- b. ***Employees on board at a DCIPS Component on the date of conversion to DCIPS pay bands who have received a promotion, Salary Advancement, developmental progression salary increase, periodic increase, or change in salary associated with a change to a lower band while under DCIPS or DCIPS INTERIM.*** The DLEI for employees in these situations is the date of the most recent change to their salary.
  - c. ***Employees who joined a DCIPS Component after conversion and received a WGI Buy-in upon conversion to a DCIPS pay band.*** The DLEI for employees in this situation is the date the employee converted to DCIPS pay bands and received a WGI Buy-in.
  - d. ***Employees who joined a DCIPS Component after conversion but did not receive a WGI Buy-in upon conversion to a DCIPS pay band.*** Employees in this situation retain their DLEI from their previous position.
  - e. ***Employees who joined a DCIPS Component after conversion, and did not receive a WGI Buy-in as it was their first government position.*** The DLEI for employees in this situation is the date they were appointed by the DCIPS Component.
  - f. ***Employees who joined a DCIPS Component after conversion, and during DCIPS INTERIM, and did not receive a salary increase upon appointment.*** Employees in this situation retain their DLEI established prior to their DCIPS appointment.
  - g. ***Employees who received a performance-based salary increase at NGA who then laterally transferred to another DCIPS Component without an increase in pay, and have had no other salary action since that time.*** The DLEI for employees in this situation is the date of their performance-based salary increase at NGA.
2. Until transition, employees continue to be eligible for Periodic Increases, paid in the same amounts, and according to the same waiting period schedule, as within-grade increases. Periodic Increases will seamlessly transition to within-grade increases upon transition to DCIPS Grades.
  3. The transition to DCIPS Grades will not “reset” the DLEI, even for those receiving a salary increase for the purpose of aligning to a step at the assigned grade. The transition to grades will simply align an employee to a DCIPS grade and step. To determine the specific date of the next within-grade increase, an employee will need to determine their waiting period (1, 2 or 3 years) based on their actual grade and step alignment, and then calculate the due date for the next within-grade increase based on their DLEI.

4. In some cases, employees may be eligible for a within-grade increase on the date of transition to DCIPS Grades. This will occur when the employee meets the performance and waiting period requirements for a step increase on the date of transition to DCIPS Grades. When an employee is eligible for a within-grade increase on the date of transition to DCIPS Grades, the action must be processed as a separate personnel action after the transition action is processed.

## **F. Setting Pay under DCIPS Grades**

While DCIPS pay bands offered many pay-setting flexibilities that were unique to a pay banding environment, many flexibilities of DCIPS apply also in the graded environment. Tools available to attract, retain, and reward employees include recruitment, retention and relocation incentives. Pay setting flexibilities permit setting pay in the DCIPS grade at the appropriate step in consideration of the employee's qualifications and skills, and the requirements of the position. Refer to Volume 2006 and DCIPS Component guidance for pay setting and processing of personnel actions associated with recruitment and placement under DCIPS grades. Components are required to apply the appropriate codes to processing of personnel actions to support program evaluation and reporting requirements.

# Transitioning to DCIPS Grades

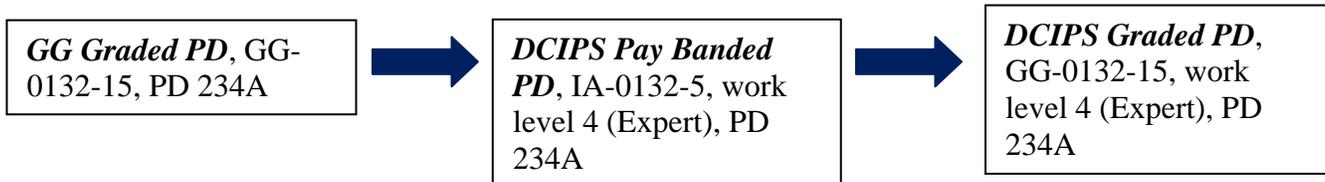
## Chapter 4 – Examples and Frequently Asked Questions

This chapter provides alignment (i.e., classification) and pay setting examples and frequently asked questions (FAQs) for use in clarifying transition guidance, or answering questions received. The examples and FAQs are not all inclusive, rather representative of major points of the DCIPS Transition Guidance and will expand as additional questions are identified.

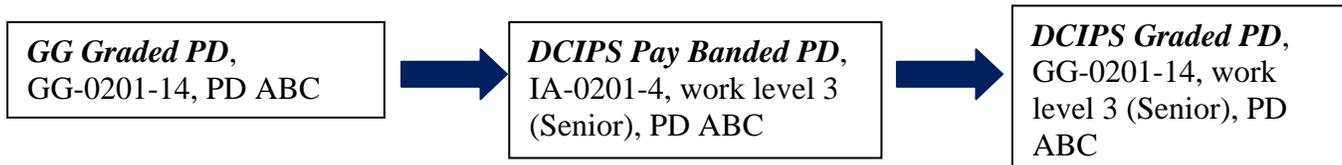
Components may, and are encouraged to, issue additional guidance, instructions, training and/or communications materials consistent with the information presented in this guidance and DCIPS policy.

### Transitioning to DCIPS Grades Through Mechanical Position-Based Transition – Alignment Examples

A. Current DCIPS PD existed as a GG graded PD at the GG-15 level prior to a Component’s conversion to DCIPS pay bands. PD transitioned to a DCIPS pay banded PD at the IA-5 level, work level 4 (Expert) and will now transition to a DCIPS graded PD at the GG-15 level, work level 4 (Expert). Alignment to mission category, work category and work level remain the same:

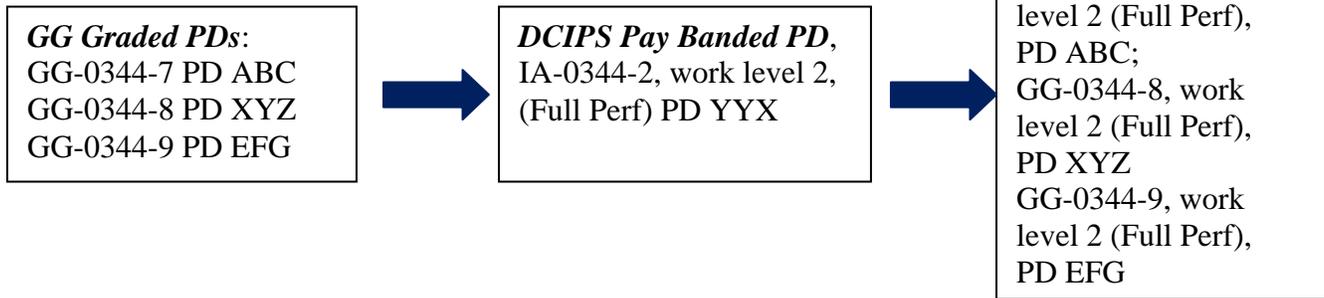


B. Current DCIPS PD existed as a GG graded PD at the GG-14 level prior to a Component’s conversion to DCIPS pay bands. PD transitioned to a DCIPS pay banded PD at the IA-4 level, work level 3 (Senior). The duties have remained the same, although the PD may have been adapted to the DCIPS pay band format. Since there have been no significant changes, the PD will transition to be a DCIPS graded PD at the GG-14 level, work level 3 (Senior):

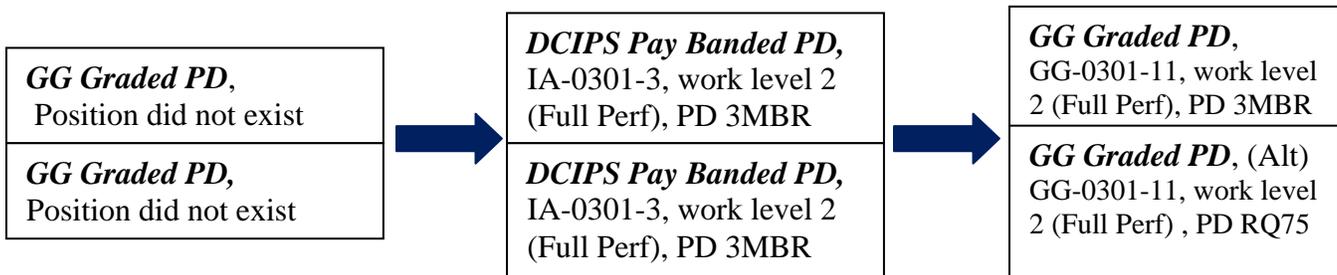


C. Three DCIPS PDs existed as GG Graded PDs prior to a Component’s conversion to DCIPS pay bands. Upon conversion, the PDs were merged into one DCIPS pay banded PD in the Technician/Administrative Support Work Category. There have been no significant changes to the positions since conversion to DCIPS pay bands. At transition to DCIPS Grades, the

previously used GG PDs and related grades are used, and annotated appropriately to show alignment to mission category, work category and work level.



D. DCIPS Pay Band 3, work level 2 (Full Perf), position currently exists in the Professional Work Category, but was established after a Component’s conversion to DCIPS pay bands. As the position did not exist prior to conversion, the DCIPS pay banded PD must be classified according to the DCIPS alignment standards to determine the appropriate DCIPS grade within the current work level. Alternatively, a previously existing GG graded PD could be used – from another office, or organization, if it appropriately describes the work.



**Transitioning to DCIPS Grades Through Mechanical Position-Based Transition – Pay Setting Examples (Examples use the 2011 Base Pay Salary Tables)**

- A. An employee of Component A was assigned to a GG-13 position and was converted to DCIPS Pay Band 4, work level 3 (Senior). His position has not changed significantly since the time of his Component’s conversion to DCIPS pay bands. At the time of transition to DCIPS Grades, he will be assigned to his prior GG-13 position description at work level 3 (Senior). His mission category, work category and work level do not change as a result of transition to DCIPS Grades. His current salary is \$82,000, which falls within the salary range of his grade. Applying the 2011 base salary schedule, his salary does not currently align to a step of that grade. As the salary for the 13/05 level (\$81,230) is less than his current salary, his new salary upon transition will be aligned to the GG-13/06 level (\$83,619).
- B. An employee of Component B was assigned to a GG-14 position and was converted to DCIPS Pay Band 4, work level 3 (Senior). His position has not changed significantly since the time of his Component’s conversion to DCIPS pay bands. At the time of transition to

DCIPS Grades, he will be assigned to his prior GG-14 position, work level 3 (Senior). His mission category, work category and work level do not change as a result of transition to DCIPS Grades. His current salary is \$90,343. As his salary currently aligns to a step within the salary range of his grade, his salary upon transition will remain at \$90,343 (GG-14/03).

- C. An employee of Component C was hired after her Component had converted to DCIPS pay bands and she was placed in Pay Band 3, work level 2 (Full Perf) in the Professional Work Category. Upon review, her current PD is found to be appropriately aligned to the GG-12 level and the employee will be assigned to a GG-12 level PD, work level 2 (Full Perf). Her mission category, work category and work level do not change as a result of transition to DCIPS Grades. As the employee's current salary is \$55,000, which does not meet the minimum salary of the GG-12, at the transition to DCIPS Grades her salary will be increased to the minimum level, step 1, of GG-12, \$60,274.
- D. An employee of Component D was hired after his Component's conversion to DCIPS pay bands and was placed in Pay Band 3, work level 2 (Full Perf) in the Professional Work Category. Upon review, his current PD is found to be appropriately aligned to the GG-11 level. Upon transition to DCIPS Grades, the employee will be assigned to the GG-11 PD, work level 2 (Full Perf). His mission category, work category and work level do not change as a result of transition to DCIPS Grades. As the employee's current salary is \$71,000, which exceeds the maximum salary of the GG-11 level, he will be placed on indefinite pay retention and remain at the salary of \$71,000.
- E. An employee of Component E was assigned as a GG-13 staff officer in the Professional Work Category at the time his Component converted to DCIPS pay bands. At the time of his Component's conversion to DCIPS pay bands, he was placed in Pay Band 3, work level 2 (Full Perf). While under DCIPS pay bands, the employee voluntarily reassigned to a mission analyst position also at the DCIPS pay band 3 level, work level 2 (Full Perf). Upon review, the PD to which he is assigned as a mission analyst is found to be appropriately aligned to the GG-11 level, work level 2 (Full Perf). Upon transition to DCIPS Grades, the employee will be assigned to the GG-11 PD, work level 2 (Full Perf). His mission category, work category and work level do not change as a result of transition to DCIPS Grades. As the employee's current salary is \$80,000, which exceeds the maximum salary of the GG-11 level, the employee will be placed on indefinite pay retention pay and remain at the salary of \$80,000 upon transition to DCIPS Grades.
- F. An employee of Component F was hired at the GG-15 level prior to conversion to DCIPS pay bands. At the time of her Component's transition to DCIPS pay bands, she was placed in Pay Band 5, work level 4 (Expert). Her current basic pay (base + LMS pay) is \$158,000. As her salary exceeded the statutory Level IV pay cap in January 2011 which was \$155,500, she was placed on retained pay. At the time of transition to DCIPS Grades, she will be placed on her previous GG-15 PD, work level 4 (Expert), and remain at her current salary in an indefinite retained pay status. Her mission category, work category and work level do not change as a result of transition to DCIPS Grades.

G. A candidate from DHS was hired by Component G immediately after the Component's transition to DCIPS Grades as a GG-15, work level 4 (Expert). The employee was a GS-15/02 with DHS. As his salary aligned to a step upon his reassignment, his salary will remain as \$102,949 (GG-15/02). He will be assigned to the mission category, work category and work level that align to his GG-15 position.

### **Transitioning to DCIPS Grades Through Manual Individual Position-Based Transition – Pay Setting Examples (Examples use the 2011 Base Pay Salary Tables)**

- H. An employee of Component H will be assigned to a GG-13 PD at work level 3 (Senior). His current salary is \$82,000, which falls within the salary range of his grade. Applying the 2011 base salary schedule, his salary does not currently align to a step of that grade. As the salary for the 13/05 level (\$81,230) is less than his current salary, his new salary upon transition will be aligned to the GG-13/06 level (\$83,619).
- I. An employee of Component I will be assigned to a GG-14 PD, work level 3 (Senior). His current salary is \$90,343. As his salary currently aligns to a step within the salary range of his grade, his salary upon transition will remain at \$90,343 (GG-14/03).
- J. An employee of Component J will be assigned to a GG-12 level PD, work level 2 (Full Perf). As the employee's current salary is \$55,000, which does not meet the minimum salary of the GG-12, at the transition to DCIPS Grades her salary will be increased to the minimum, step 1, level of GG-12, \$60,274.
- K. An employee of Component K will be assigned to a GG-11 PD, work level 2 (Full Perf). As the employee's current salary is \$71,000, which exceeds the maximum salary of the GG-11 level, he will be placed on indefinite pay retention and remain at the salary of \$71,000.
- L. An employee of Component L will be assigned to the GG-11 PD, work level 2 (Full Perf). As the employee's current salary is \$80,000, which exceeds the maximum salary of the GG-11 level, the employee will be placed on indefinite pay retention pay and remain at the salary of \$80,000 upon transition to DCIPS Grades.
- M. An employee of Component M has a current salary of \$158,000. As her salary exceeded the statutory Level IV pay cap in January 2011, which was \$155,500, she was placed on retained pay. At the time of transition to DCIPS Grades, she will remain at her current salary in an indefinite retained pay status.
- N. A candidate from DHS was hired by Component N immediately after the Component's transition to DCIPS Grades as a GG-15, work level 4 (Expert). The employee was a GS-15/02 with DHS. As his salary aligned to a step upon his reassignment, his salary will remain as \$102,949 (GG-15/02). He will be assigned to the mission category, work category and work level that align to his GG-15 position.

## **Transitioning to DCIPS Grades - Frequently Asked Questions (FAQs)**

### **Q1. What authority permits this transition to DCIPS Grades?**

**A1.** Title 10 USC 1601-1614 provides authority to the Secretary of Defense to establish positions, appoint personnel, and fix rates of pay for Defense Intelligence positions in the Department of Defense. The specific format of the system is not stipulated.

### **Q2. Why are we transitioning to DCIPS Grades?**

**A2.** The Secretary of Defense made the decision to transition all Defense Intelligence employees currently in DCIPS pay bands, with the exception of those at NGA, to DCIPS Grades. His decision was based on input from Component and Department leadership, the Director of National Intelligence, the Director of the Office of Personnel Management, and our congressional oversight committees. The Secretary's decision does not represent abandonment of DCIPS and its fundamental tenets of unifying the Defense Intelligence Enterprise within a performance-driven culture. However, excluding NGA, future Defense Intelligence base pay increases will not be directly linked to performance and employees will be aligned to the DCIPS graded structure. The heart of the DCIPS program will stay intact, including the occupational structure, common performance management system, and bonuses tied to performance. We also will implement NAPA recommendations for continually improving DCIPS.

### **Q3. When are we transitioning to DCIPS Grades?**

**A3.** Components will transition their entire workforces on an effective date selected in coordination with the USD(I) that will be contingent on 1) final approval by the Department of all DCIPS policies updated due to transition to DCIPS Grades, and 2) achievement of all readiness conditions required.

### **Q4. How do we treat employees joining our Component while we plan for the transition to DCIPS Grades?**

**A4.** All employees hired or reassigned into DCIPS Components prior to the Component's transition date will enter on duty in the Component at the DCIPS pay band appropriate for the position to which he or she is being assigned. Employees will be aligned to the appropriate mission category, work category and work level for their positions. DCIPS INTERIM policy of aligning employees to a GGE will continue until Components transition to DCIPS Grades.

### **Q5. What information do we share with our employees regarding transition to DCIPS Grades?**

**A5.** It is DCIPS policy that Components will be as transparent as possible in sharing information regarding the transition to the DCIPS graded structure with their workforces. Information appropriate for wide distribution should be provided to employees as soon as practicable. At a minimum, Components should provide transition timelines, processes and information on position alignment under DCIPS Grades, including DCIPS grade and step. Components should

include information on how transition will occur, e.g., whether transition will be effected as a mechanical position-based process or through a manual individual position-based process, and information about the process that will be used for making decisions on placement. Employees should receive this information in advance of the transition to DCIPS Grades. Standard template language has been developed with input from the DCIPS Components for the formal notification to employees of their alignment under DCIPS Grades.

**Q6. How do we answer questions from employees whose salary is above the step 10 rate of their new DCIPS grade?**

**A6.** Provided an employee's salary did not exceed the rate for level IV of the Executive Schedule prior to enactment of NDAA FY2010, they were not placed on retained pay under DCIPS INTERIM and this will continue as we transition to DCIPS Grades. This means these employees will receive 100% of any General Pay Increase and any increases to Local Market Supplements or Targeted Local Market Supplements but cannot receive other pay increases such as WGs. Employees whose basic salary does not exceed the rate for level IV of the Executive Schedule, or whose base pay exceeds the step 12 rate of their grade will be placed on retained pay. Under retained pay, employees are not eligible for scheduled step increases or awards that result in salary increases, but do receive 50% of any increase to the maximum of the employee's rate range (in this case the equivalent to the step 12 rate of the employee's grade). Employees in a retained pay status, as well as those whose salaries are over the step 10 rate, are still eligible for bonuses and other awards in accordance with DCIPS policy and Component guidance on the receipt of such awards provided the awards do not result in employee's exceeding applicable pay caps.

**Q7. After converting to DCIPS pay bands, pay was permitted to exceed the statutory pay cap (level IV of the Executive Schedule) by 5%. Does this higher cap still apply to DCIPS?**

**A7.** Unfortunately, no. DCIPS adopted this special provision that was included as a part of the National Security Personnel System (NSPS). With the termination of NSPS, and that special provision, DCIPS no longer has the authority to offer this extended pay cap. Employees who were permitted to exceed the statutory pay cap by 5% have been placed on retained pay so as to not decrease their pay.

**Q8. I have not had any changes to my position since my Component converted to DCIPS pay bands. Is my DCIPS grade simply the grade that I held at the time of conversion?**

**A8.** Generally yes, but there will be exceptions. In either a mechanical position-based or a manual individual position-based transition, if there have been no significant changes to the duties and responsibilities of your position, you generally should transition to the grade you held at the time of conversion to DCIPS. However, if there have been changes to your position through reassignment, assignment of new responsibilities, or other events, your DCIPS grade at transition will be based on the DCIPS grade assigned to your position of record at the time of transition.

**Q9.** My position is aligned to DCIPS Pay Band 5; will it be aligned to a DCIPS graded position at the GG-15 level?

**A9.** For Components utilizing the mechanical position-based transition, the answer is yes, because the DCIPS occupational structure provides that Pay Band 5 encompasses only GG-15, and this transition method provides that positions cannot be aligned to a DCIPS grade that is lower or higher than the DCIPS grade(s) encompassed within the assigned DCIPS pay band. As a result, all Pay Band 5 positions will transition to GG-15, work level 4. Mission category, work category and work level will remain the same as they do not change as a result of transition to DCIPS Pay Bands. Employees in Components using a manual individual position-based process will need to refer to guidance specific to and issued by their Components.

**Q10. How do I know what grade my position will be under DCIPS Grades?**

**A10.** At this point, there is no way to specifically know until your Component has prepared documentation for alignment at transition and determined the appropriate grade for each position. As a rule, though, employees in Components using a mechanical position-based transition will be aligned under DCIPS Grades to a grade encompassed by the pay band they are currently assigned to and at the same work level.

Employees in Components using a manual individual position-based process will need to refer to guidance specific to and issued by their Component.

**Q11. Are GGEs considered when assigning grades?**

**A11.** No. As noted in the DCIPS INTERIM guidance, GGEs were established solely for the purpose of determining waiting periods for Periodic Increases while under DCIPS INTERIM. They are not classifications of people or positions. As noted above, the Defense Intelligence Components will transition to DCIPS Grades using a position-based transition. This means that positions will be assigned to DCIPS Grades based on the work assigned, and employees will be assigned to the DCIPS grade of their current position.

**Q12. What will happen to Periodic Increases?**

**A12.** Periodic Increases are similar to within-grade increases (WGIs) under the GS/GG system, but Periodic Increases apply only under DCIPS INTERIM. As Components transition to DCIPS Grades, they will resume paying WGIs, and Periodic Increases will no longer be necessary. Under DCIPS Grades, WGIs will be paid up to the step 10 of each grade, applying the same waiting periods, one, two or three years, used by the General Schedule.

**Q13. What if my salary does not clearly align to a step once my position and DCIPS grade are determined?**

**A13.** Within the DCIPS graded structure, DCIPS employees must align to a grade and step, with the exception of those who are above the step 10 of their grade. The Secretary of Defense

committed that no one shall suffer a loss of, or decrease in, pay as a result of transition to DCIPS Grades so employees not aligned to a step will be aligned to the next higher step.

**Q14. Does the alignment to the next step change my Date of Last Equivalent Increase (DLEI)?**

**A14.** No. While the Within-Grade Increase Buy-In (WGI Buy-In) did change the DLEI at the time of conversion to DCIPS pay bands, because employees were being bought in to a system that would not have tenure-based step increases, the alignment to a step for the purpose of transition to DCIPS Grades will not change the DLEI.

**Q15. When we transition to DCIPS Grades, will I be limited in competing for promotions to the next grade, or can I skip a grade or two?**

**A15.** Under DCIPS Grades, as with DCIPS pay bands, promotions are based on qualifications for the position. The natural progression is from one grade to the next; however, employees who are eligible, based on qualifications, experience, knowledge, etc., may apply for any position for which they are qualified.

**Q16. Will we have time-in-grade requirements for promotion under DCIPS Grades?**

**A16.** No. As noted above, DCIPS is a qualifications-based system, and employees are eligible for consideration for new positions based on qualifications, experience, knowledge, etc.

**Q17. How are promotions under DCIPS Grades calculated?**

**A17.** Under the DCIPS pay-setting rules, the employee's current rate of base pay is increased by the equivalent of two steps of the employee's current DCIPS grade and the new rate of base pay is established at the next DCIPS grade/step that is equal to or exceeds that rate.

**Q18. How will the transition to DCIPS Grades be handled?**

**A18.** The DCIPS position-based transition is driven by the work employees are assigned to perform. The transition to DCIPS Grades is a two-step process under either the mechanical or the manual individual position-based transition process. First, the appropriate DCIPS grade is determined for the position following guidance contained in Chapter 2 of this Transition Guidance, and Volume 2007. Second, the employee is aligned to the appropriate grade of their official position of record. Once the employee's DCIPS grade is determined, pay will be set based on the guidance in Chapter 3 – Setting Pay Upon Transition to the DCIPS Graded Structure.

**Q19. Does transition to DCIPS Grades impact performance management?**

**A19.** Generally, no, but all should be aware of a few situations where performance management may be impacted through transition. DCIPS Volume 2011 provides timelines for the performance management cycles and provides the minimum rating period as 90 days; selection

of transition timelines should consider the on-going performance management cycle requirements. Those Components using the mechanical position-based transition process will not see any required changes to performance management because alignment to mission categories, work categories or work levels will not change as a result of transition. Those Components using the manual individual position-based process may have situations where the current alignment to mission category, work category, occupational series, or work level changes, thus requiring changes to the current performance plan to support the new alignment.

# Transitioning to DCIPS Grades

## Chapter 5 – Readiness Checklist

	Transition Readiness Criterion	Date Planned	Date Completed
<b>1</b>	<b>Transition Program Management</b>		
1.1.	Has your Component Head named a Program Manager for the DCIPS Transition?		
1.2	Has your Subordinate Command Head appointed a Local Program Manager for DCIPS Transition, as required, with reporting line to Component Program Manager?		
1.3.	Have you developed a Transition Program Plan that aligns to the Master DCIPS Enterprise Transition Program Plan and incorporates all required activities and dependencies leading to transition; with accountability assigned for each activity?		
1.3.1.	Does your Component have a detailed transition timeline?		
1.3.2.	Is your Component Communications Plan and schedule complete?		
1.3.3.	Is your Component Training Plan and schedule complete?		
1.3.4.	Is your Component Position Alignment Plan and schedule developed?		
1.3.5.	Is your Component Pay Transition Plan and schedule completed?		
1.3.6.	Is your Component IT and data systems plan and schedule developed, including go/no-go dates?		
1.3.7.	Is your Component Transition Processing Plan and schedule completed?		
1.3.8.	Is your Component Reconsideration and Grievance Processing Plan completed?		
1.3.9.	Are resource requirements identified and included in your Component plan?		
1.4.	Has USD(I) approval of your Component program plan and dates been received?		

	<b>Transition Readiness Criterion</b>	<b>Date Planned</b>	<b>Date Completed</b>
1.5.	Are regular program progress reviews planned and scheduled to ensure readiness targets achieved?		
1.6.	Are reporting lines to USD(I) established to ensure progress is appropriately recorded on Master DCIPS Enterprise Transition Plan?		
<b>2</b>	<b>Local Policies Completed</b>		
2.1.	Have all DCIPS Enterprise policies been reviewed and comments provided to USD(I)?		
2.2.	Have local implementing policies that incorporate all requirements of DCIPS Volumes 2001-2015 been developed and approved by the Component Head or designee?		
2.3.	Has USD(I) reviewed and endorsed all local implementing policies?		
2.4.	Have local DCIPS policies been published and communicated to all Component elements?		
<b>3</b>	<b>Communications Planned</b>		
3.1.	Is your Component's formal DCIPS Transition Communication Plan aligned to the USD(I) Communications and Change Management Plan and completed?		
3.2.	Have your Component Senior Leaders communicated their support and direction for the DCIPS Transition in a manner aligned to USD(I) and Departmental guidance?		
3.3.	Have all required communication events been planned for, scheduled, and included in your Component transition program plan?		
3.4.	Have communication focal points been identified in subordinate elements or commands and; are reporting lines established to ensure oversight of all communication activities?		
3.4.1	Have emails or other personal communication vehicles been planned to send to all employees to provide details on the transition and how it will affect them?		
3.4.2.	Are all-hands events planned and scheduled throughout the Component and subordinate elements?		

	<b>Transition Readiness Criterion</b>	<b>Date Planned</b>	<b>Date Completed</b>
3.4.3.	Have local publications, websites, and other communication media been developed and made available to employees throughout the Component to maintain ongoing communication on transition?		
3.5.	Has USD(I) reviewed and approved your Component communications plan?		
<b>4</b>	<b>Training Plan</b>		
4.1.	Has the USD(I) training plan and strategy been reviewed, and all requirements incorporated into your Component training plan?		
4.2.	Has a formal Component training plan for HR professionals, employees, supervisors and managers been developed and; are all planned activities and dates incorporated into your Component program management plan?		
4.3.	Have required supplemental curricula been developed where required and coordinated with USD(I) to ensure alignment to Enterprise policies and messages?		
4.4.	Have plans been developed for the delivery of required training to designated audiences in accordance with your Component program management plan to ensure all training is completed on schedule, appropriate to transition?		
4.5.	Have local trainers attended all required USD(I)-sponsored Train-the Trainer training classes?		
4.6.	Have accesses to all Web-delivered training been verified for all potential participants?		
4.7	Have all required classroom training been planned, scheduled and delivered to all subordinate activities, in accordance with your Component training plan?		
<b>5</b>	<b>Information Technology Support Readiness</b>		
5.1.	Have accountable individuals been named for technology readiness within your Component?		
5.2.	Have all local technology support systems been reviewed to ensure readiness for transition?		

	<b>Transition Readiness Criterion</b>	<b>Date Planned</b>	<b>Date Completed</b>
5.3.	Have any IT support gaps identified been closed, fixes applied and tested, and IT readiness assured?		
<b>6</b>	<b>Data Cleanup</b>		
6.1.	Have Component servicing HR organization(s) reviewed personnel records for all transitioning employees to ensure position records are correct, position descriptions are accurate; personnel records are current and accurate? Is review of following data elements completed?		
6.1.1.	Mission category		
6.1.2.	Work category		
6.1.3.	Occupational group/occupational series		
6.1.4.	Work level		
6.1.5.	Pay band		
6.1.6.	Position series		
6.1.7.	Position title		
6.1.8.	Position number		
6.1.9.	Supervisory status code		
6.1.10.	Pay schedule		
6.1.11.	Basic pay		
6.1.12.	Adjusted basic pay		
6.1.13.	Other pay		
6.1.14.	Date of Last Equivalent Increase (DLEI)		
6.1.15.	Premium pay		
6.1.16.	Total pay		
6.1.17.	Local market supplement		
6.1.18.	Targeted local market supplement		
6.1.19.	Intelligence position indicator		
6.2.	Have all identified errors been corrected and have employees been notified of the corrections?		
<b>7</b>	<b>Position Alignment Completed</b>		
7.1	Is a process developed for reviewing all Component position descriptions in accordance with USD(I) guidance, and assigning the appropriate occupational series, title, work category, work level, and GG grade as appropriate?		
7.2.	Have all Component positions been reviewed and aligned in accordance with USD(I) guidance?		

	<b>Transition Readiness Criterion</b>	<b>Date Planned</b>	<b>Date Completed</b>
7.3.	Were reports of findings, lessons learned and problem areas with potential Enterprise impact provided to USD(I)?		
7.4.	Is internal staffing guidance updated to ensure all vacancies or personnel requirements are advertised to include the GG Grade(s) and qualifications?		
<b>8</b>	<b>Employee Placements in GG graded structure Planned</b>		
8.1.	Are all employees assigned to the appropriate position?		
8.2.	Have the appropriate GG grade, step, and salary been determined for each transitioning employee in accordance with USD(I) transition guidance?		
<b>9</b>	<b>Notifications to Employees</b>		
9.1	Are notifications prepared for each affected employee in accordance with the USD(I) template?		
9.2.	Is a process in place for timely reconsideration of placement in advance of transition processing, if requested by employee?		
<b>10</b>	<b>Preparation for Processing</b>		
10.1.	Are processes in place and reviewed/tested to ensure timely and accurate processing of all transition actions; with timely notification of personnel action to employees?		
10.2.	Has a final records review been completed?		
10.2.1	Have employees in special pay situations been identified?		
10.2.2	Does any employee's salary exceed Ex Level 4?		
10.2.3	Does any employee's salary exceed step 12 of the GG grade aligned to?		
10.2.4	Have you addressed any employee affected by non-foreign OCONUS TLMS adjustment?		
10.2.5	Have you addressed any employee affected by special rate or other TLMS situation?		

	<b>Transition Readiness Criterion</b>	<b>Date Planned</b>	<b>Date Completed</b>
10.2.6	Has your Component verified and established the LEI date for each employee at transition and properly documented each LEI date in appropriate systems (note: The automated process for Periodic Increases under DCIPS INTERIM in DCPDS was designed to update the DLEI. Periodic increases processed manually or in other systems may not have automatically updated the DLEI)?		
10.2.7	Has your Component identified employees in special situations below and planned the appropriate actions at transition?		
10.2.8	Have you addressed employees on DCIPS career progression schedules?		
10.2.9	Have you addressed employees with return rights from overseas locations/obligated positions?		
10.2.10	Are there any employees on documented details?		
10.2.11	Have you addressed employees on LWOP?		
10.2.12	Have you addressed any Absent - Uniformed Service employees (changed from "Employees on LWOP-US" effective 3/28/10)?		
10.2.13	Have you addressed employees on LWOP - Workers Compensation (OWCP)?		
10.2.14	Have you addressed any employees on long-term training?		
10.2.15	Have you addressed any employees on temporary or term appointments eligible for conversion to permanent?		
10.2.16	Have you addressed any employees on temporary or term appointments not eligible for conversion to permanent?		
10.2.17	Have you addressed any deployed civilians?		
10.2.18	Have you addressed employees on temporary assignments such as Joint Duty Assignments or other temporary assignments?		
10.3	Are augmentation resources required for transition processing identified and scheduled to ensure seamless transition processing?		

	<b>Transition Readiness Criterion</b>	<b>Date Planned</b>	<b>Date Completed</b>
10.4	Has a moratorium of personnel action processing been planned, scheduled and announced in preparation for transition personnel action processing?		
<b>11</b>	Formal Transition Readiness Presentation to USD(I) DCIPS PEO Completed		
11.1.	Is your Component's DCIPS transition readiness brief prepared and scheduled for presentation to the USD(I) DCIPS PEO that includes evidence of completion of all required readiness preparatory steps?		
11.2.	Have advance copies of all required readiness evidence been provided to USD(I) at least five business days prior to scheduled brief?		
<b>12</b>	USD(I) Readiness Approval		
12.1	Has USD(I) Readiness Approval Been Received?		
<b>13</b>	Post-transition Checklist		
13.1.	Organization has completed post-transition quality review on the following data elements		
13.1.1.	Grade		
13.1.2.	Step		
13.1.3.	Position title		
13.1.4.	Position series		
13.1.5.	Supervisory status code		
13.1.6.	BUS code		
13.1.7.	Pay table ID		
13.1.8.	Basic pay		
13.1.9.	Adjusted basic pay		
13.1.10.	Other pay		
13.1.11.	DLEI		
13.1.12.	Premium pay		
13.1.13.	Total pay		
13.1.14.	Locality pay		
13.1.15.	Pay rate determinant		
13.1.16.	Pay retention incentive		
13.1.17.	Intelligence position indicator		
13.2.	Organization has corrected all errors identified and notified employee, as required		

## **DCIPS PAY BAND AND GRADE ALIGNMENT**

Supervision/Management- Level 4 (Expert)  
Professional- Level 4 (Expert)

Pay Band 5 salary range, GG-  
15/01-15/12

Supervision/Management- Level 3 (Senior)  
Professional- Level 3 (Senior)

Pay Band 4 salary range, GG-13/01-GG-14/12  
GG-13/01-GG-13/10 and GG-14/01-GG14/10

Supervision/Management- Level 2 (Full Performance)  
Professional – Level 2 (Full Performance)  
Technician/Administrative Support- Level 3 (Senior)

Pay Band 3 salary range, GG-11/01-13/12  
GG-11/01-GG-11/10, GG-12/01-GG-12/10, GG-13/01-GG-13/10

Professional- Level 1 (Entry Developmental)  
Technician/Administrative Support- Level 2 (Full Performance)

Pay Band 2 salary range, GG-07/01-10/12  
GG-07/01-GG-07/10, GG-08/01-GG-08/10, GG-09/01-GG09/10,  
GG-10/01-GG-10/10

Technician/Administrative Support- Level 1  
(Entry/Developmental)

Pay Band 1 salary range, GG-01/01-07/12  
GG-01/01-GG-01/10, GG-02/01-GG-02/10, GG-03/12-GG03/10,  
GG04/01-GG04/10, GG-05/01-GG05/10, GG-06/01-GG-06/10  
GG-07/01-GG07/10