UNDER SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-5000

INTELLIGENCE

APR 8 2008

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTOR, NATIONAL SECURITY AGENCY
DIRECTOR, DEFENSE INTELLIGENCE AGENCY
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
DIRECTOR, DEFENSE SECURITY SERVICE
DIRECTOR, NATIONAL RECONNAISSANCE OFFICE

SUBJECT: Management of, and Conversion to, the Defense Civilian Intelligence Personnel System Pay Band Structure

As we implement the Defense Civilian Intelligence Personnel System (DCIPS) pay band structure, we must protect its flexibility for managers and personnel. Each organization's work and workforce must be consistent with mission requirements as well as the budget. DCIPS cannot financially support unrestrained growth to higher bands.

At this time, the allocation of positions to Pay Bands 4 and 5 at conversion will be limited to not more than fifty-five percent of your authorized GG/GS strength, with not more than fifteen percent of positions allocated to Pay Band 5. These limitations are consistent with our current Defense Intelligence Enterprise aggregate distribution of GG/GS-13 to 15. Each position must be established at the pay band consistent with the work-level criteria set for DCIPS.

If left unchanged, some of our Defense Intelligence organizations will convert to DCIPS with employee populations significantly beyond the established limitations. This would stifle the advancement of well qualified employees until an acceptable senior workforce distribution was reached. After considering several alternatives, the previously approved GG/GS-13 professional conversion criteria will be modified, such that absent a waiver, all GG/GS-13 professional employees in steps 1 and 2 will convert into Pay Band 3, and all GG/GS-13 professional employees in steps 3 through 12 will convert to Pay Band 4.

This decision is based on the presumption that employees in GG/GS-13, steps 1 and 2, as the most junior employees in the GG/GS-13 grade, are performing work that is consistent with their positions in Pay Band 3, rather than in Pay Band 4. If this presumption is incorrect, organizations may request a waiver on a case-by-case basis, based on the actual duties performed by the employee. Exceptions will also be considered for positions that include special mission requirements.

We appreciate your continued strong leadership in optimizing DCIPS to service our dedicated workforce. The OUSD(I) Human Capital Management Office is available to provide further guidance or clarification, as necessary. The OUSD(I) point of contact is Ms. Ellen McCarthy, who can be reached at 703-604-1124.

James R. Clapper, Jr.

cc:
Defense Intelligence Human Resources Board Secretariat