

12

Special Categories of Personnel

Lesson Objectives

After completing this lesson, you will be able to:

- Explain special categories of personnel that are not covered by DCIPS policies.
- Describe how Defense Intelligence Components can develop policies, procedures, and other guidance applicable to special categories of personnel.
- Explain the Component and USD(I) roles relating to developing policies for special categories of personnel.

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LESSON 12 INTRODUCTION



Duration: Allow 15 minutes for this lesson.



Instructor Notes:

- Show slide 12-1, “Lesson 12: Special Categories of Personnel.”
- Participant Guide page 12-2



Lesson 12: Special Categories of Personnel

Duration: 15 minutes

HR Elements for HR Practitioners
Special Categories of Personnel

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Your notes:



Speaking Points:

- DCIPS Volume 2015, **Special Categories of Personnel**, was created to provide authority for Components to develop policies and procedures for non-Defense Intelligence employees that may be supporting a Defense Intelligence Component. Policies supporting such categories of personnel are largely governed by specific regulations.
- Course participants may or may not have any knowledge of these types of personnel existing at their Components; **not all Components have these special categories of personnel.**
- Participants may ask if specific employees at their Component fit into this category; **refer them back to their Component DCIPS leads.** Many of these are special programs with only a few HR specialists working them or involved in them. Some should not be discussed publicly.

**Instructor Notes:**

- Show slide 12-2, “Lesson 12 Topics.”
- Participant Guide page 12-3

**Lesson 12 Topics**

Lesson 12 Topics

- Topic 1 – Special Categories of Personnel
- Topic 2 – Policies for Special Categories of Personnel
- Topic 3 – Points to Remember



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Special Categories of Personnel

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Your Notes:

- This lesson describes special categories of personnel to whom DCIPS policies do not apply.

**Speaking Points:**

- In this lesson you'll learn about special categories of personnel **to whom DCIPS policies do not apply.**
 - We will identify special categories of personnel and discuss **how Defense Intelligence Components can develop policies, procedures, and other guidance** for employees in these categories.
 - We will also address the Component and USD(I) roles relating to developing policies for such personnel.
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TOPIC 1: SPECIAL CATEGORIES OF PERSONNEL



Instructor Notes:

- Show slide 12-3, “Special Categories of Personnel.”
- Participant Guide page 12-4



Special Categories of Personnel

Special Categories of Personnel

- DCIPS policies apply to those employees and positions governed by Title 10 USC Section 1601 -1614, including:
 - All employees hired under Title 10 USC 1601 authority
 - DISES employees
 - DISL employees
 - Special student hire programs
- Special categories of personnel are those to whom DCIPS policies do not apply. These may include:
 - Wage System employees (WG pay plan)
 - Foreign Nationals
 - Other special categories of personnel that may be Component-specific



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Special Categories of Personnel

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Your Notes:

**Speaking Points:**

- Emphasize the highlighted text in the WYSK box below.

What You Should Know:*Special Categories of Personnel*

- DCIPS policies apply to those employees and **positions governed by Title 10 USC Section 1601 -1614**, including:
 - All employees hired under Title 10 USC 1601 authority
 - DISES (Defense Intelligence Senior Executive Service) employees
 - DISL (Defense Intelligence Senior Level) employees
 - Special student hire programs
- **Special categories of personnel** are those to whom DCIPS policies do not apply. These may include:
 - Wage System employees (WG pay plan)
 - Foreign Nationals
 - Other special categories of personnel that may be Component-specific

**Speaking Points:**

- Let's take a look at the policies for special categories of personnel.

TOPIC 2: POLICIES FOR SPECIAL CATEGORIES OF PERSONNEL



Instructor Notes:

- Show slide 12-4, “Policies.”
- Participant Guide page 12-6



Policies

Policies for Special Categories of Personnel



HR Elements for HR Practitioners
Special Categories of Personnel

Slide 12-4

Your Notes:

- Refer participants to *Special Categories of Personnel Policies* in the *What You Should Know* box on page 12-6_12-7 of the Participant Guide.
 - Conduct a brief Q&A session. Suggested questions and answers are provided in the speaking points. Questions are listed in the Participant Guide on page 12-8.
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**Speaking Points:** (These questions are on PG 12-8)

- Defense Intelligence Components have the authority to identify necessary special categories of personnel based on what requirements? (*Answer:* National security operations.)
- Where must policies developed for special categories of personnel be submitted for review? (*Answer:* To the USD(I) through the Human Capital Management Office at least 30 days prior to the effective date.)
- Component-specific policies must align with any applicable regulations. What are some examples of such applicable regulations? (*Answer:* 1) Government-wide regulations governing job classification for wage grade positions, compensation, Reduction in Force, and position management for hourly-rate employees. 2) Local governing regulations for foreign nationals in overseas areas and within the continental United States. 3) Special program regulations issued by the Department of Defense.)
- Before we wrap up this lesson, let's review some important points about special categories of personnel.

What You Should Know:***Special Categories of Personnel Policies***

- DoDI 1400.25, Volume 2015 provides Defense Intelligence Components the authority to:
 - Identify necessary special categories of personnel based on requirements of national security operations.
 - Develop internal policy consistent with DCIPS policy to address special categories of personnel.
- Any policies developed for special categories of personnel must be provided to the USD(I) through the HCMO for review at least 30 days prior to the effective date.
- Special categories of personnel are excluded from coverage under DCIPS policies.

What You Should Know:

- To the extent practicable, Component-specific policies should mirror DCIPS policies.
- It is important to keep in mind that Component-specific policies must align with any applicable DoD regulations.
- Applicable regulations may include:
 - Government-wide regulations governing job classification for wage grade positions, compensation, Reduction in Force, and position management for hourly-rate employees.
 - Local governing regulations for foreign nationals both overseas and within the continental United States.
 - Special program regulations issued by the Department of Defense.

TOPIC 3: POINTS TO REMEMBER



Instructor Notes:

- Show slide 12-5, “Points to Remember.”
- Participant Guide page 12-9



Points to Remember

Points to Remember



- DCIPS policies do not cover special categories of personnel.
- Component Heads have the authority to develop internal policy applicable to special categories of employees that comply with any other applicable regulations.
- Component-developed policies applying to special categories of employees need to be provided to HCMO at least 30 days prior to the effective date.

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Your Notes:



Speaking Points:

- **DCIPS policies do not cover special categories of personnel.**
- **Component Heads have the authority to develop policy applicable to special categories of employees that comply with other applicable regulations.**
- Component-developed policies applying to special categories of employees **need to be provided to HCMO at least 30 days prior to the effective date.**

LESSON 12 REVIEW



Instructor Notes:

- Show slide 12-6, “Lesson 12 Review.”
- Participant Guide page 12-10



Lesson 12 Review

Lesson 12 Review

- Topic 1 – Special Categories of Personnel
- Topic 2 – Policies for Special Categories of Personnel
- Topic 3 – Points to Remember



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Special Categories of Personnel

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Your Notes:

- Review the lesson’s topics.
 - Ask the participants if they have any questions about what was covered in this lesson.
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Lesson Transition:

In Lesson 13 we will explore Adjustment in Force (AIF).
