



Department of Defense

INSTRUCTION

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Incorporating Change 1, January 15, 2010

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure

References: See Enclosure 1

1. PURPOSE

a. Instruction. This Instruction is composed of several Volumes, each containing its own purpose. The purpose of the overall Instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume

(1) 2000 Volume Series. The 2000 Volume series of this Instruction, in accordance with the authority in Reference (a) and DoDDs 5143.01, 1400.25, and 1400.35 (References (b), (c), and (d)), establishes policy, assigns responsibilities, and provides guidance for DCIPS. Hereafter the 2000 Volume series of this Instruction shall be referred to as “the DCIPS Volumes.”

(2) This Volume. This Volume, in accordance with Intelligence Community Directive 654 (Reference (e)), and pursuant to sections 1601-1614 of title 10, United States Code (U.S.C.), (Reference (f)), establishes the policies and responsibilities for the design and administration of the DCIPS occupational structure and supports the application of the occupational structure to individual positions covered by DCIPS.

2. APPLICABILITY. This Volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other

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organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

b. Does not apply to employees covered by the Federal Wage System or equivalent, non-appropriated fund employees, or foreign national employees. It does not apply to members of the Defense Intelligence Senior Executive System (DISES) or the Defense Intelligence Senior Level (DISL) unless specifically addressed in other Volumes of this Instruction.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. DCIPS positions shall be categorized and classified in accordance with the provisions of Appendixes 2, 3, and 4 of this Volume and within guidelines on the total number of allowable pay band 4 and pay band 5 positions expressed as a percentage of the total non-DISL/DISES DCIPS positions.

b. Each position and title shall be mapped to a series and title established by the Office of Personnel Management or this Volume.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. Enclosure 3 provides an overview of the DCIPS occupational structure and procedures for its implementation.

7. RELEASIBILITY. UNLIMITED. This *Instruction Volume* is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This *Instruction Volume* is effective ~~60 days from the date of publication~~ on October 8, 2009.



Gail H. McGinn
Deputy Under Secretary of Defense (Plans)
Performing the Duties of the
Under Secretary of Defense for
Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Directive 5143.01, “Under Secretary of Defense for Intelligence (USD(I)),” November 23, 2005
- (c) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
- (d) DoD Directive 1400.35, “Defense Civilian Intelligence Personnel System (DCIPS),” September 24, 2007
- (e) Intelligence Community Directive Number 652, “Occupational Structure for the Intelligence Community Civilian Workforce,” April 28, 2008
- (f) Sections 1601-1614 of title 10, United States Code
- (g) Chapter 23 of title 5, United States Code
- (h) Sections 201-219 of title 29, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall establish DCIPS policies in conjunction with the Under Secretary of Defense for Intelligence (USD(I)) and monitor their effects on DoD-wide personnel readiness.

2. USD(I). The USD(I) shall:

a. In conjunction with the USD(P&R), prescribe policies governing the design and administration of the DCIPS occupational structure in accordance with References (d) and (f) and chapter 23 of title 5, U.S.C. (Reference (g)) and monitor compliance with these policies within the DoD Components with DCIPS positions through reporting requirements as necessary.

b. Approve or disapprove requests from the Heads of the DoD Components for exceptions to the conversion guidance in Enclosure 3 for individual positions or groups of positions.

3. HEADS OF THE DoD COMPONENTS WITH DCIPS POSITIONS. The Heads of the DoD Components with DCIPS positions:

a. Shall implement the provisions of this Volume within their Components as appropriate, monitor Component programs for compliance with the provisions of this Volume, and respond to reporting requirements determined by the USD(I), including:

(1) Establishing procedures for evaluation of DCIPS positions using systematic application of DCIPS classification criteria to ensure an effective and efficient workforce alignment in support of the mission.

(2) Ensuring that each DCIPS position is evaluated and validated for appropriate classification as it becomes vacant or as mission requirements change.

b. May develop and implement supplemental guidance, in coordination with the USD(I), as required to address unique intelligence-related work performed within the Component, provided that such guidance is in compliance with the requirements of this Volume. This authority may not be redelegated.

c. May delegate the authority to implement this Volume to appropriate levels within their Components or to a servicing human resources organization.

ENCLOSURE 3

DCIPS OCCUPATIONAL STRUCTURE PROCEDURES

1. GENERAL STRUCTURE

a. The DCIPS occupational structure is consistent with Office of the Director of National Intelligence (ODNI) guidance (Reference (e)). It aligns with the ODNI mission and work categories to ensure positions are established and maintained with the focus on accomplishing the DoD intelligence mission.

b. The DCIPS occupational and position structure provides the basis on which organizations operating under either a rank-in-position or rank-in-person personnel management construct establish workforce requirements against which they may structure their recruitment, retention, and development programs in support of the intelligence mission.

c. The DCIPS occupational structure provides the foundation for managing the DCIPS pay structure. It consists of six elements: mission categories, occupational groups, work categories, work levels, job titles, and competencies. (See Glossary for definitions.)

d. General Government (GG) position grades shall be grouped in accordance with the work category and work level descriptors in Appendixes 3 and 4. Prior to conversion, the DoD Components with DCIPS positions shall review positions in accordance with paragraph 3.a.(2) of Enclosure 2 to ensure they are properly classified based on work requirements.

2. CONVERSION. Each DCIPS position shall be reviewed prior to conversion to determine that it is properly classified under the DoD Component's legacy classification system based on the duties of the position. DCIPS positions shall be converted to pay bands as follows.

a. Technician/Administrative Support

(1) GG-01 through GG-07 shall convert to pay band 1.

(2) GG-08 through GG-10 shall convert to pay band 2.

(3) GG-11 and above shall convert to pay band 3.

(4) Positions at any grade whose primary responsibilities are supervisory normally shall convert to pay band 3. However, when the work supervised is predominantly work level 1, the position shall convert to pay band 2.

b. Professional. GG-05 through GG-10 shall convert to pay band 2.

c. Professional and Supervisory/Management

(1) GG-11 through GG-12 shall convert to pay band 3.

(2) GG-13 positions in a rank-in-position Component shall convert as follows, subject to a classification determination regarding the duties of the positions prior to conversion:

(a) Positions whose duties fall at the lower end of GG-13 shall convert to pay band 3. This includes encumbered positions if the employee is paid at the annual rate of GG-13 steps 1 and 2 at the time of the conversion.

(b) Positions whose duties fall at the higher end of GG-13 shall convert to pay band 4. This includes encumbered positions if the employee is paid at the annual rate of GG-13 step 3 or above.

(3) GG-13 positions in a rank-in-person component shall be converted to either pay band 3 or pay band 4 based on a classification determination regarding assignment of duties at the time of conversion, with due consideration to limitations established for positions at pay bands 4 and 5.

(4) GG-14 shall convert to pay band 4.

(5) GG-15 shall convert to pay band 5.

3. POST-CONVERSION

a. The Heads of the DoD Components with DCIPS positions may request an exception from the USD(I) to the conversion guidance in section 2 of this enclosure for individual positions or groups of positions. Such requests shall be accompanied by a business case that supports the alternative conversion process and that demonstrates how the proposed departure from conversion guidance enhances mission capability, will not result in inequities among DCIPS personnel, is supported by the duties of the position, and is consistent with merit principles.

b. Component DCIPS position work level distributions shall align with distributions coordinated with the Heads of the DoD Components with DCIPS positions and authorized by the USD(I). Exceptions to the authorized alignment must be supported through workforce analysis and evaluation of Component work against DCIPS classification criteria.

c. Until DoD guidance on individual occupational titling practices aligned to the requirements of this Volume is published, the DoD Components with DCIPS positions may continue to assign occupational groups and titles to DCIPS positions in accordance with policies in effect within their respective Components on the date of publication of this Volume.

d. No later than January 1, 2010, or on publication of DoD occupational titling practices aligned to the requirements of this Volume, whichever is later, all DCIPS positions shall be reclassified to occupational groups and titles using the procedures established in this Instruction.

Appendixes

1. Mission Categories
2. Work Categories
3. Work Levels

APPENDIX 1 TO ENCLOSURE 3

MISSION CATEGORIES

1. GENERAL. The mission categories in this appendix are derived from those in the National Intelligence Program budget structure. They shall be used to the extent practical to categorize DCIPS occupations or positions performing similar or related missions or functions. For the purposes of this Volume, the work performed by civilian employees or required by positions may be classified in a mission category that is different from the funding source of the position. The occupational groups that map to these mission categories may be further defined by the appropriate functional community.

2. DCIPS MISSION CATEGORIES

a. Collection and Operations. Occupations or positions whose incumbents engage in the collection and reporting of information obtained from intelligence sources by various means, including human and technical means, as well as occupations whose incumbents engage in intelligence and counterintelligence operations and in technical support of collection and operations.

b. Processing and Exploitation. Occupations or positions whose incumbents engage in the conversion of information collected from various intelligence sources into a form that can be analyzed to produce an intelligence product.

c. Analysis and Production. Occupations or positions whose incumbents engage in the preparation of a finished intelligence product from information obtained and processed from one or more intelligence sources in support of customer requirements.

d. Research and Technology. Occupations or positions whose incumbents engage in basic, applied, and advanced scientific and engineering research and development.

e. Enterprise Information Technology. Occupations or positions whose incumbents support an organization's information systems. This category includes telecommunications, network operations, operation and maintenance of common user systems, and computing infrastructure. Additionally, this category includes occupations or positions whose incumbents engage in assuring the security of DoD or national security systems and information by providing knowledge and technology to suppliers and clients (i.e., those engaged in information assurance).

f. Enterprise Management and Support. Occupations or positions whose incumbents engage in sustaining activities that support an organization, to include human resources, finance, logistics, security, legal, acquisition, and other program areas.

g. Mission Management. Occupations or positions whose incumbents engage in the coordination and integration of intelligence community-wide requirements, resources, and activities.

APPENDIX 2 TO ENCLOSURE 3

WORK CATEGORIES

1. GENERAL. Each DCIPS position shall be assigned to a work category according to the criteria in this appendix. These required work categories describe broad sets of related occupational groups characterized by common types of work within the DCIPS community. In applying these criteria, the DoD Components shall base their decisions on the work category most applicable to the predominant type of work assigned to the position and performed by the incumbent (e.g., primary purpose of the work, required qualifications).

2. DCIPS WORK CATEGORIES

a. 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 generally are acquired through practical experience supplemented by on-the-job and/or skills-specific training. Such work tends to have fewer career progression stages and work levels. Positions in this category typically are covered by sections 201-219 of title 29, U.S.C. (Reference (h), commonly known as the Fair Labor Standards Act).

b. 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 progression stages and work levels.

c. 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.

APPENDIX 3 TO ENCLOSURE 3

WORK LEVELS

1. GENERAL. The DoD Components with DCIPS positions shall use the work level descriptions in this appendix to describe and align DCIPS work in each of the work categories established in Appendix 2. Positions at the Full Performance, Senior, or Expert Work Levels may also be defined as supervisors or managers, if appropriate, based on the functional role the positions are designed to fulfill.

2. 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 office 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.

3. APPLYING DCIPS WORK LEVELS TO THE SUPERVISION/MANAGEMENT WORK CATEGORY

a. 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.

b. 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.

GLOSSARY

DEFINITIONS

These terms and their definitions apply only to this Volume and serve as the basic occupational structure taxonomy for Defense Intelligence Component civilian employees and DCIPS positions.

DCIPS elements. The elements that comprise the DCIPS occupational structure, as follows. Elements are listed in the order most useful for understanding each and its relationship to the others, beginning with the broadest designation of mission categories and moving downward through occupational groups, work categories and levels, job titles, and competencies that encompass individual positions.

mission categories. Broad classifications of work that reflect the various Defense Intelligence Component missions and functions, and that align to designated budget categories for both the National Intelligence Program and the Military Intelligence Program.

occupational groups. One or more functionally related occupations, specialties, families, or classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns.

work categories. Broad sets of related occupational groups that are characterized by common types of work; i.e., Technician/Administrative Support; Professional; and Supervision/Management.

work levels. General descriptions that 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.

job titles. The labels applied by the Defense Intelligence Components to systematically defined sets of work activities that identify specialized tasks and competencies needed to perform a specific job.

competencies. The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics needed to perform a type of work or function.

DoD Components with DCIPS positions. Defined in Volume 2001 of this Instruction.

DoD intelligence mission. Those activities that fall within the responsibility of the USD(I) as defined in Reference (b).

pay band. A single rate range within the DCIPS compensation structure that establishes the range of pay for a work category, occupational group, and work level.