

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 36-11**

**23 DECEMBER 2015**



**Personnel**

**DEFENSE CIVILIAN INTELLIGENCE  
PERSONNEL SYSTEM (DCIPS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Policy Directive (AFPD) implements Department of Defense Directive (DoDD) 1400.35, *Defense Civilian Intelligence Personnel System (DCIPS)*. It provides Air Force (AF) policy for recruiting, developing, and retaining a quality civilian intelligence workforce. It applies to all Title 10 AF civilian employees within commands and activities that have a primary intelligence mission and to those who perform intelligence or intelligence-related work in non-intelligence commands and activities, including AF Reserve civilian employees, i.e., Air Reserve Technician (ART). Employees who provide direct support to intelligence functions and who are in non-intelligence commands or activities may be covered on a case-by-case basis. Defense Intelligence Senior Executive Service (DISES) and Defense Intelligence Senior Level (DISL) employees are managed consistent with AF policy for Senior Executive Service, Scientific and Professional, and Senior Level employees as stated in AFD 36-9, Senior Executive Resource Management and Air Force Instruction (AFI) 36-901, Civilian Senior Executive Management. This Policy Directive does not apply to Title 32 Air National Guard Technicians. It does not apply to law enforcement officials.

In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the DCIPS. This publication may not be supplemented.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. This revision updates references for the DCIPS which replaced the Civilian Intelligence Personnel Management System (CIPMS); updates roles and responsibilities; deletes Measuring and Displaying Compliance With Policy narrative and metrics (Attachment 1); and updates related documents and interfacing publications.

### **1. Overview.**

1.1. The AF depends on a superior civilian workforce to gather and process intelligence information for fulfilling its mission in support of national defense, national security, and national objectives. This directive establishes AF policy consistent with DCIPS civilian personnel strategies, policies, and programs in accordance with the DCIPS volumes of DoD Directive 1400.25, *DoD Civilian Personnel Management System*, for the creation of human resource policies and performance management practices that will make the AF an attractive place to work and establish the AF as the “employer of choice” for top talent.

1.2. The DCIPS shall be the only civilian personnel system for AF intelligence positions, employees, and organizations designated as having an intelligence function.

1.3. This policy applies to AF civilian positions, employees or organizations engaged in or in support of an intelligence or intelligence-related mission as described by one of the following methods:

1.3.1. Organizational. All positions within commands and activities that have a primary intelligence mission regardless of the occupational series.

1.3.2. Occupational. Positions engaged in intelligence or intelligence related work requiring a significant degree of specialized intelligence knowledge, skills, and abilities (GG-0132).

1.3.3. Selected Positions. Position(s) in any occupational series providing direct support of intelligence functions located within non-intelligence organizations and activities may be covered by DCIPS.

1.4. Requests for Coverage. Functional management officials, in conjunction with ISR Forces Division (AF/A2DF) and Civilian Force Policy Division (AF/A1CP) will determine coverage of positions in accordance with DCIPS and AF policies. Decisions on coverage will not be influenced by the desires of the incumbent.

### **2. Policy.** It is AF policy to:

2.1. Ensure the recruitment, development, and retention of qualified personnel for the Intelligence Community are in full compliance with merit systems principles; in full recognition of prohibited personnel practices; and, in full support of veterans’ special rights and privileges for Federal civil service employment.

2.2. Recruit, develop, and retain highly qualified intelligence personnel through flexible, simplified personnel management procedures. The AF will ensure that positions are filled based on merit and qualifications.

2.3. Ensure the DCIPS program is administered without unlawful discrimination because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or prior EEO activity. The AF shall provide a workplace free of sexual harassment for all employees.

2.4. Ensure DCIPS recruitment programs promote diversity in the Intelligence community consistent with policies set out in AFPD 36-70, *Diversity*. The Intelligence Community will recruit individuals from a large, diverse pool of eligible, high quality prospects.

2.5. Utilize the DCIPS compensation provisions of position alignment, recruitment, relocation, and retention incentives, and performance recognition to attract and retain a high-quality workforce dedicated to the intelligence mission through varied and competitive compensation options.

### **3. Roles and Responsibilities.**

**3.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).** The SAF/MR serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters affecting overall responsibility for supervision of manpower; military and civilian personnel.

**3.2. Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1).** The AF/A1 develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the DCIPS program. The A1 has the authority relating to intelligence training as delegated to the Secretary of the Air Force pursuant to Department of Defense Instruction 3305.02, DoD General Intelligence Training.

**3.3. Deputy Chief of Staff of the Air Force, Intelligence, Surveillance & Reconnaissance (ISR) (AF/A2).** The AF/A2 is the Head of the AF for DCIPS positions.

3.3.1. Provides policy guidance, direction, and leadership for functional issues related to DCIPS.

3.3.2. A senior executive member within AF/A2, or as designated by AF/A2, shall serve as the AF senior representative on the Defense Intelligence Human Resource Board (DIHRB) and is responsible for addressing and providing recommendations to the Office of the Under Secretary of Defense for Intelligence (OUSDI) on human capital issues, including DCIPS.

**3.4. Major Commands (MAJCOM) and Combatant Commands (COCOMs).**

3.4.1. Direct the implementation of DCIPS, ensuring that any supplemental command-wide DCIPS policies and procedures are flexible, cost-effective and efficient.

3.4.2. Evaluate the implementation and effectiveness of DCIPS programs to ensure alignment with the goals and objectives of the AF ISR Strategic Human Capital Plan and AF civilian personnel management policies.

3.4.3. Determine, recommend, and monitor personnel management resource requirements necessary to support intelligence functions within their command.

3.4.4. Ensure DCIPS employees and their rating and reviewing officials receive mandatory DCIPS training as defined by AF, Office of Director of National Intelligence

(ODNI), and OUSD(I). This includes all supervisors and managers (civilian and military) of AF DCIPS employees.

3.4.5. Establish command-wide goals and objectives for all aspects of DCIPS in support of Equal Opportunity (EO).

3.4.6. Delegate authorities and assign responsibilities regarding civilian personnel management to the intelligence commander at MAJCOM, COCOM or equivalent level, and Senior Intelligent Officer.

Deborah Lee James  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, Sections 1601-1614 subchapter I of chapter 83, United States Code

DoDD 1400.25, "DoD Civilian Personnel Management System," November 25, 1996

DoDD 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007

DoDI 1400.25, Volume 2001, "DoD Civilian Personnel Management System: DCIPS Introduction," December 29, 2008

DoDI 1400.25, Volume 2004, "DoD Civilian Personnel Management System: Adjustment in Force (AIF)," May 4, 2012

DoDI 1400.25, Volume 2005, "DoD Civilian Personnel Management System: Employment and Placement," March 3, 2012

DoDI 1400.25, Volume 2006, "DoD Civilian Personnel Management System: Compensation Administration," March 3, 2012

DoDI 1400.25, Volume 2007, "DoD Civilian Personnel Management System: Occupational Structure," April 17, 2012

DoDI 1400.25, Volume 2008, "DoD Civilian Personnel Management System: Awards and Recognition," September 12, 2012

DoDI 1400.25, Volume 2009, "DoD Civilian Personnel Management System: Disciplinary, Performance-Based, and Adverse Action Procedures," May 20, 2012

DoDI 1400.25, Volume 2010, "DoD Civilian Personnel Management System: Professional Development," December 9, 2012

DoDI 1400.25, Volume 2011, "DoD Civilian Personnel Management System: Performance Management," January 15, 2010

DoDI 1400.25, Volume 2012, "DoD Civilian Personnel Management System: Performance-Based Compensation," April 28, 2012

DoDI 1400.25, Volume 2013, "DoD Civilian Personnel Management System: Program Evaluation," April 17, 2012

DoDI 1400.25, Volume 2014, "DoD Civilian Personnel Management System: Employee Grievance Procedures," March 20, 2012

DoDI 1400.25, Volume 2015, "DoD Civilian Personnel Management System: Special Categories of Personnel," November 17, 2011

AFPD 36-70, *Diversity*, October 13, 2010

AFPD 36-9, *Senior Executive Resource Management*, October 31, 2011

***Prescribed Forms***

None

*Adopted Forms*

AF Form 847, *Recommendations for Change of Publication*, September 22, 2009

*Abbreviations and Acronyms*

**AF/A1**—Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services

**AF/A1CP**—Civilian Force Policy Division

**AF/A2**—Deputy Chief of Staff of the Air Force, Intelligence, Surveillance & Reconnaissance

**AF/A2DF**—ISR Forces Division

**AF/RE**—Chief of Air Force Reserve

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AF**—Air Force

**ART**—Air Reserve Technician

**COCOM**—Combatant Command

**DCIPS**—Defense Civilian Personnel Management System

**DIHRB**—Defense Intelligence Human Resource Board

**DISES**—Defense Intelligence Senior Executive Service

**DISL**—Defense Intelligence Senior Level

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**EO**—Equal Opportunity

**ISR**—Intelligence, Surveillance and Reconnaissance

**MAJCOM**—Major Command

**NGB/CF**—Director of the Air National Guard

**ODNI**—Office of Director of National Intelligence

**OPR**—Office of Primary Responsibility

**OUSD(I)**—Office of the Under Secretary of Defense for Intelligence

**RDS**—Records Disposition Schedule

**SAF/MR**—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

*Terms*

**Adjustment in Force (AIF)**—The DCIPS force shaping or reduction mechanism for releasing employees from competitive areas in order of tenure, veterans' preference, performance score, and length of service according to this Volume.

**General Government (GG)**—The pay plan used for DCIPS positions in the graded structure.

**Occupational series**—Classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns.