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**Personnel**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration* and is consistent with Department of Defense Instruction (DoDI) 1400.25, Volume 2001, *Defense Civilian Intelligence Personnel System: (DCIPS) Introduction*, Department of Defense Instruction (DoDI) 1400.25, Volume 2004, *Defense Civilian Intelligence Personnel System (DCIPS) Adjustment in Force (AIF)*, Department of Defense Instruction (DoDI) 1400.25, Volume 2005, *Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement*, Department of Defense Instruction (DoDI) 1400.25, Volume 2006, *Defense Civilian Intelligence Personnel System (DCIPS) Compensation Administration*, Department of Defense Instruction (DoDI) 1400.25, Volume 2007, *Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*, Department of Defense Instruction (DoDI) 1400.25, Volume 2008, *Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition*, Department of Defense Instruction (DoDI) 1400.25, Volume 2009, *Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance Based, and Adverse Action Procedures*, Department of Defense Instruction (DoDI) 1400.25, Volume 2010, *Defense Civilian Intelligence Personnel System (DCIPS) Professional Development*, Department of Defense Instruction (DoDI) 1400.25, Volume 2011, *Defense Civilian Intelligence Personnel System (DCIPS) Performance Management*, Department of Defense Instruction (DoDI) 1400.25, Volume 2012, *Defense Civilian Intelligence Personnel System (DCIPS) Performance-Based Compensation*, Department of Defense Instruction (DoDI) 1400.25, Volume 2013, *Defense Civilian Intelligence Personnel System (DCIPS) Program Evaluation*, Department of Defense Instruction (DoDI) 1400.25, Volume 2014, *Defense Civilian Intelligence Personnel System (DCIPS) Employee Grievance Procedures*, Department of Defense Instruction (DoDI) 1400.25,

Volume 2015, *Defense Civilian Intelligence Personnel System (DCIPS) Special Categories of Personnel*, and Department of Defense Instruction (DoDI) 1400.25, Volume 2016, *Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees*. It provides guidance on managing, recruiting, retaining, compensating, and developing a quality civilian intelligence workforce.

This instruction applies to Title 10 United States Code (U.S.C.), Armed Forces civilian employees in DCIPS-designated positions in the entire Department of the Air Force (DAF). This publication does not apply to uniformed members of the Regular Air Force, AF Reserve, Air National Guard, and United States Space Force (USSF). Also, this publication does not apply to employees covered by the Federal Wage System or equivalent, non-appropriated fund employees, or foreign national employees employed under other than DCIPS authority. It does not apply to members of the Defense Intelligence Senior Executive Service (DISES) or Defense Intelligence Senior Level (DISL) employees, or other experts (e.g., highly qualified experts) who work at the DISES or DISL equivalent, unless specifically addressed in this Instruction. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Route DAF Forms 847 from the field through the appropriate chain of command. This publication may be supplemented at any level. Route all supplements to the OPR listed above for coordination. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publications Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items.

## **SUMMARY OF CHANGES**

This document has been substantially revised and requires a complete review. Major changes include: **Chapter 2, Roles and Responsibilities** and **Chapter 3, Guidance and Procedures**, specifically DCIPS Employment and Placement and DCIPS Awards and Recognition subchapters.

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## Chapter 1

### DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)

**1.1. Overview.** The DCIPS is a human resource management system for Department of Defense (DoD) intelligence positions as designated by the Secretary of the Air Force with the concurrence of the Under Secretary of Defense for Intelligence [USD(I&S)]. It provides the human resources tools necessary to achieve the military and national intelligence missions. It incorporates DoD and Department of the Air Force (DAF) intelligence positions under a single, performance-based, mission-focused personnel management system. It serves as the common defense intelligence enterprise that helps to attract, retain, and reward the workforce needed to carry out critical national security missions. It supports consistency and transparency across the defense intelligence enterprise while simultaneously providing the flexibilities to embrace DAF culture with DCIPS positions.

1.1.1. The DCIPS shall be the only civilian personnel system for DAF intelligence positions. **(T-0).**

1.1.2. This publication applies to DAF 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:

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

1.1.2.2. Occupational. Positions engaged in intelligence or intelligence related work requiring a significant degree of specialized intelligence knowledge, skills, and abilities.

1.1.2.3. Selected Positions. Position(s) in any occupational series providing direct support of intelligence functions located within non-intelligence organizations and activities.

1.1.3. Functional management officials, in conjunction with the Deputy Chief of Staff of the Air Force, Intelligence, Surveillance and Reconnaissance, and Cyber Effects Operations (AF/A2/6), will determine which positions are covered by DCIPS in accordance with USD(I&S) and DAF policies. **(T-0).**

**1.2. DCIPS Policy Guidance.** Utilize this instruction in conjunction with DoDI 1400.25 Volumes 2001, 2004 through 2016, where indicated, to determine DAF DCIPS guidance. **(T-1).** Unless specified in this publication, Office of Personnel Management (OPM), DoD, and DAF publications and procedures do not apply to DCIPS. In the absence of established policy, guidance, or procedure, consult with the Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services, (AF/A1) and AF/A2/6 for assistance; Title V policies or guidance from other personnel systems are not automatically applied to DCIPS in the absence of DoD DCIPS guidance.

1.2.1. All recruitment, development, and retention of qualified DCIPS personnel must:

1.2.1.1. Comply with merit systems principles. **(T-1).**

1.2.1.2. Be free of prohibited personnel practices. **(T-1).**

1.2.1.3. Support veterans' special rights and privileges for federal civil service employment. **(T-1).**

1.2.1.4. Provide a workplace free of sexual harassment and consistent with Equal Employment Opportunity policies, laws, regulations and Executive Orders that prohibit unlawful discrimination based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation or any other unlawful factor.

1.2.1.5. Include a diverse pool of eligible, high-quality candidates consistent with policies in AFI 36-7001, *Diversity & Inclusion*.

1.2.2. Utilize the DCIPS position alignment, recruitment, relocation, and retention incentives, and performance recognition to attract, compensate, and retain a high-quality intelligence workforce. **(T-1)**.

1.2.3. There are no separate DoDI Volumes for leave, benefits and entitlements.

1.2.3.1. For leave guidance refer to DoDI 1400.25, Volume 630, *Leave*.

1.2.3.2. Refer to 5 CFR, Part 550, for Premium Pay Entitlements.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### **2.1. The Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1) will:**

- 2.1.1. Develop, coordinate, and execute DAF DCIPS policy and guidance.
- 2.1.2. Provide policy revisions jointly with AF/A2/6.
- 2.1.3. Administer the DCIPS Awards and Recognition Program jointly with AF/A2/6.
- 2.1.4. Coordinate with AF/A2/6 to develop the DCIPS Program Evaluation Plan.

#### **2.2. The Deputy Chief of Staff of the Air Force, Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations (AF/A2/6) will:**

- 2.2.1. Collaborate with AF/A1 to develop, coordinate, and execute DCIPS policy.
- 2.2.2. Provide policy guidance, direction, and leadership for DCIPS and intelligence, surveillance, and reconnaissance issues and missions as the head of the DAF for DCIPS positions.
- 2.2.3. AF/A2/6 will designate or dismiss AF intelligence positions in coordination with USD(I&S).
- 2.2.4. Provide a senior executive member within AF/A2/6, or as designated by AF/A2/6, to serve as the DAF senior representative on the Defense Intelligence Human Resource Board. This representative is responsible to address and provide recommendations to OUSD(I&S) on DCIPS human capital issues.
  - 2.2.4.1. Administer DCIPS awards and recognition programs (identified in [paragraph 3.6](#) of this publication) jointly with AF/A1.
  - 2.2.4.2. In coordination with AF/A1, develops the DCIPS Program Evaluation Plan.

#### **2.3. United States Space Force (USSF), Major Commands (MAJCOMs), Field Commands (FLDCOMs), Combatant Commands (CCMDs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs) will:**

- 2.3.1. Direct the implementation of DCIPS, ensuring that any supplemental command-wide policies and procedures are flexible, cost-effective, and efficient.
- 2.3.2. Evaluate implementation and effectiveness of DCIPS program to ensure alignment with the goals and objectives of the AF/A2/6 Strategic Plans.
- 2.3.3. Determine, recommend, and monitor personnel management resource requirements necessary to support intelligence functions within their control.
- 2.3.4. Ensure DCIPS employees and their rating and reviewing officials receive mandatory DCIPS training as defined by AF/A2/6, Office of Director of National Intelligence, and USD(I&S). This includes all supervisors and managers (civilian and military) of DAF DCIPS employees.

2.3.5. Delegate authorities and assign responsibilities regarding civilian personnel management to MAJCOM/FLDCOM/CCMD Directorates, Numbered Air Force (NAF), Wing, Delta or Center Commanders.

#### **2.4. Civilian Personnel Office will:**

2.4.1. Administer DCIPS.

2.4.2. Provide DCIPS advisory services to commanders, directors, managers, supervisors and employees.

2.4.3. Coordinate with the DCIPS hiring managers when recruiting without a public notification or vacancy announcement or to validate verbiage in public notification or vacancy announcement.

2.4.4. Assist supervisors in administering disciplinary actions, suspensions, and removals.

#### **2.5. Unit commander, director, or designee will:**

2.5.1. Determine additional competitive areas and status of detailed employees during an adjustment in force described in [paragraph 3.2](#).

2.5.2. Approve DCIPS pay setting for steps 6 through 10.

2.5.3. Delegate approval authority for pay setting when appropriate.

2.5.4. Ensure completion of DCIPS performance plans, individual development plans, and performance evaluations.

#### **2.6. Second-level Supervisor or designee will:**

2.6.1. Approve DCIPS pay setting for steps 1 through 5.

2.6.2. Delegate approval authority for pay setting when appropriate.

2.6.3. Approve DCIPS pay setting for steps 6 through 10, when delegated.

#### **2.7. Supervisor will:**

2.7.1. Manage employee discipline and performance. Coordinate all disciplinary action with the servicing civilian personnel office.

2.7.2. Recommend DCIPS starting pay.

2.7.3. Approve DCIPS pay setting for steps 1 through 5, when delegated.

2.7.4. Coordinate all direct hiring appointments with the servicing civilian personnel office.

#### **2.8. Employees will:**

2.8.1. Adhere to established civilian standards of conduct and individual responsibility identified in AFI 36-703, *Civilian Conduct and Responsibility*. **(T-3)**.

2.8.2. Participate in developing an annual performance plan and individual development plan. **(T-3)**.

2.8.3. Provide written midpoint and annual self-report of accomplishments. **(T-3)**.

2.8.4. Acknowledge midpoint and annual performance evaluations. **(T-3)**.

## Chapter 3

### GUIDANCE AND PROCEDURES

#### 3.1. Defense Civilian Intelligence Personnel System Introduction.

3.1.1. DCIPS managers, supervisors, and employees will comply with policies and responsibilities for the development, management, and evaluation of DCIPS programs established in DoDI 1400.25, Volume 2001, *Defense Civilian Intelligence Personnel System (DCIPS) Introduction*. (T-0).

3.1.2. Presidential Policy Directive 19, *Protecting Whistleblowers with Access to Classified Information*, and Directive-type Memorandum 13-008, *DoD Implementation of Presidential Policy Directive 19* prohibits reprisal against all DCIPS employees for protected disclosures. No officer or employee may take, fail to take, threaten to take, or threaten to fail to take, a personnel action against any employee serving in a DCIPS position, including DISES and DISL members, as a reprisal for a protected disclosure pursuant to Presidential Policy Directive 19. Any DCIPS employee that suspects refusal to access classified information as a form of reprisal for protected disclosure under Presidential Policy Directive 19 may file a complaint through the Office of the Air Force Inspector General. Use AFI 90-301, *Inspector General Complaints Resolution*, to submit the complaint. Refer to DoDI 1400.25, Volume 2001, Enclosure 2.

3.1.3. DCIPS employees may request a review of all personnel actions they allege are in violation of Section A, Presidential Policy Directive 19 as form of reprisal for protected disclosure. DCIPS employees may contact their servicing civilian personnel office to seek review of personnel actions they allege to be in violation of Section A. Complaints are filed through the Office of the Air Force Inspector General using AFI 90-301, *Inspector General Complaints Resolution*. Refer to DoDI 1400.25, Volume 2001, Enclosure 2.

#### 3.2. Adjustment in Force (AIF).

3.2.1. DCIPS commanders will comply with policies, responsibilities, and procedures for administering an AIF in accordance with DoDI 1400.25, Volume 2004. (T-0).

3.2.2. In determining the AIF competitive area, the AIF geographic coverage area will consist of, at a minimum, the local commuting area, for positions serviced by the same civilian personnel office. (T-2). The AIF may be further defined and limited by additional competitive factors determined by the USSF/MAJCOM/FLDCOM/CCMD Directorates, NAF, Wing, Delta, Center Commanders, or designee. Refer to DoDI 1400.25, Volume 2004, Enclosure 3.

3.2.3. The USSF/MAJCOM/FLDCOM/CCMD Directorates, NAF, Wing, Delta, Center Commanders, or designee, from the permanent unit of the DCIPS employee completing a temporary assignment to a location undergoing an AIF, will determine whether to allow the employee to complete the assignment or return to the permanent position. (T-2). Refer to DoDI 1400.25, Volume 2004, Enclosure 3.

3.2.4. DCIPS follows Transfer of Function rules outlined in DoDI 1400.25, Volume 2004, Enclosure 3.



3.2.5. USSF/MAJCOM/FLDCOM/CCMD Commander or designee will submit requests for AIF to AF/A2/6 for coordination and staffing to USD(I&S) at least 180 days prior to AIF effective date. **(T-1)**. Consult with AF/A2/6 for required documentation when preparing AIF requests.

3.2.6. In conjunction with the servicing Civilian Personnel Office, DCIPS commanders will determine the cutoff date after which no new performance appraisal will be considered for the purposes of the AIF. **(T-2)**. DoDI 1400.25, Volume 2004, Enclosure 3.

3.2.7. DCIPS commanders will coordinate AIF additional tie-breaking procedures with the servicing civilian personnel office; such measures will be announced to the workforce in advance of the AIF. **(T-1)**. DoDI 1425, Volume 2004, Enclosure 3.

3.2.8. In an effort to avoid AIF, USSF/MAJCOM/FLDCOM/CCMD Directorates, NAF, Wing, Delta, Center Commanders, or designee, will make every effort to identify placement for employees. **(T-0)**. When placement is identified employees will have seven calendar days from the issue date of the notification memo to accept or reject an offer. **(T-2)**. Units should work with the Civilian Personnel Section (CPS) to execute Pre-AIF placement actions. **(T-1)**. Refer to DoDI 1400.25, Volume 2004, Enclosure 3. Employees may be terminated if a valid offer is rejected.

3.2.9. As outplacement services are offered, employees are authorized reasonable duty time to participate in activities related to career transition; amount of duty time authorized will be determined by the supervisor. Refer to DoDI 1400.25, Volume 2004, Enclosure 3.

3.2.10. Employees may appeal an alleged wrongful application of AIF procedures to the AIF Appeals Committee (AC). Refer to DoDI 1400.25, Volume 2004, Enclosure 3.

### **3.3. DCIPS Employment and Placement.**

3.3.1. DCIPS managers, supervisors, and employees will comply with policies, guidance, and responsibilities to recruit, promote, and detail DCIPS employees established in DoDI 1400.25, Volume 2005. **(T-0)**.

3.3.2. Use the “rank-in-position” construct for all DCIPS positions vice “rank- in-person”. **(T-1)**. Refer to DoDI 1400.25, Volume 2005, Enclosure 2.

3.3.3. Adopt OPM qualification standards in the absence of USD(I&S) qualification standards. **(T-0)**. These standards are available in the OPM General Schedule Qualifications Standards available at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>. Refer to DoDI 1400.25, Volume 2005, paragraph 5.c.(2) and Enclosure 2.

3.3.4. Quality of experience is used to determine qualifications as time-in-grade requirements do not apply in DCIPS. Refer to DoDI 1400.25, Volume 2005, Enclosure 2.

3.3.5. Indicate conditions of employment requirements on all DCIPS position descriptions. **(T-2)**. Refer to DoDI 1400.25, Volume 2005, Enclosure 2.

3.3.6. Apply Veterans’ Preference in accordance with (IAW) DoDI 1400.25, Volume 2005.

3.3.7. Goals and metrics used to measure quality in employment and placement outcomes for DCIPS will mirror those for competitive service positions. **(T-1)**. Refer to DoDI 1400.25, Volume 2005, Enclosure 2.

3.3.8. DCIPS hiring officials may utilize various recruitment sources for all grade levels. Vacancy announcements for DCIPS positions may be published on social media sites, recruitment sites, job fairs, etc. See DoDI 1400.25, Volume 2005.

3.3.8.1. Vacancy announcements do not require advertisement on USAJOBS.

3.3.8.2. If USAJOBS is used, hiring officials will determine the specified number of days for recruitment, normally no less than five calendar days. **(T-3)**.

3.3.9. Priority Placement Program (PPP) procedures are applied IAW PPP Handbook, for non-exempt units.

3.3.10. Reassignments from the Technical or Professional work categories to the Supervisory/Management work category will generally be by competitive process. **(T-0)**.

3.3.11. USAStaffing will serve as the official records management system for case management to verify compliance with merit systems principles, to include: resumes, interview panel notes, certificates, Veterans' Preference documents, etc. **(T-1)**.

3.3.12. Internal or External hiring actions not advertised on USAjobs.gov require supporting documentation such as, but not limited to, resume, transcripts (if applicable), current Notification of Personnel Action, Standard Form 50 (if applicable), Request for Personnel Action checklist, and position description.

3.3.13. For non-competitive promotions resulting from an accretion of duties, there must be clear evidence that the:

3.3.13.1. Additional duties could not be assigned to other similar or identical positions in the organization. **(T-1)**.

3.3.13.2. Newly classified position is a clear successor to the former position **(T-1)**; and

3.3.13.3. Higher graded position has absorbed the major duties of the former position. **(T-1)**.

3.3.13.4. The servicing civilian personnel office will validate all noncompetitive accretion of duties promotions and render the final decision. **(T-1)**.

3.3.14. Non-competitive promotions are authorized upon completion of a development program in a critical skill area, especially those such as Science, Technology, Engineering, Mathematics (STEM) and Cyber where competition is fierce, skills are short, and market forces dictate we offer competitive rates in order to retain or recruit required talent. Normally promotions will not exceed the GG-13 level. **(T-1)**. For Development Team process, see Air Force Manual (AFMAN) 36-606, *Civilian Career Field Management and Force Development*, for further guidance.

3.3.15. Alternate Certification. An employee may be selected, absent full certification, if after the full competitive process is accomplished, the employee is determined to be among the group of best qualified candidates who would have been referred on a certificate. **(T-1)**.

3.3.16. A hiring panel must be used for supervisory GG-13 positions, and all GG-14 and GG-15 positions filled through competitive recruitment, specifically, when management is considering more than one candidate. **(T-1)**. For noncompetitive actions, hiring panels are not required. A hiring panel must consist of at least three individuals, equal to or senior in grade

to the advertised position. **(T-1)**. The panel composition must be diverse in accordance with the Air Force definition of diversity in AFI 36-7001, *Diversity and Inclusion*, and will include at least one career civilian (either an employee with no prior military experience or an employee with military experience and a minimum of 10 years of federal civilian service). **(T-1)**. A military member at the grade of lieutenant colonel (O-5) or higher may be used to fill a position on the panel in order to ensure the diversity requirement is met. However, the panel must be limited to not more than one military member. **(T-1)**. If there are no career civilians in the unit, then a career civilian from outside the unit may be utilized. The use of hiring panels will increase transparency of the selection process and provide hiring officials various perspectives and insights on the candidates. Hiring Managers should begin preparing for the hiring panel as soon as the announcement opens by developing interview questions, identify hiring panel members and coordinate possible dates for interviews. This will allow for an expeditious panel process as soon as the referral certificate is received. The panel will screen the records of all candidates, interview the most qualified as appropriate, and make written recommendations to the selecting official. **(T-1)**. The criteria must permit evaluation of the overall qualifications of each candidate in relation to the total requirements of the position. The panel may consider factors such as education, training, experience, appraisals and evaluations, job-related awards and honors, and relevant outside activities to identify the top-ranking candidates. The panel will also evaluate the qualifications of eligible candidates previously referred who have priority consideration entitlement. **(T-1)**. When necessary, temporary duty travel may be authorized to attend an interview as provided in the Joint Travel Regulation (JTR). **(T-0)**.

3.3.17. Hiring panels are not required when:

3.3.17.1. Filling a temporary or term position through noncompetitive process. If the position is made permanent through a competitive process, panel interviews will be conducted. **(T-1)**.

3.3.17.2. Upgrading a permanent, occupied position which requires competition, provided the manager identifies and ranks all employees within the specified area of consideration.

3.3.17.3. Upgrading a position under circumstances permitting non-competitive promotion of the incumbent.

3.3.17.4. Selecting an employee eligible for noncompetitive promotion.

3.3.17.5. Filling Key Civilian Positions that were previously vectored through the competitive process.

3.3.17.6. Placing career broadeners or individuals returning from a boarded civilian developmental education program. Commanders of USSF/MAJCOM/FLDCOM/CCMD may make the selection, request higher authority to make the selection, or authorize supervisors at any level over the position to make the selection (after the panel convenes). **(T-1)**

Table 3.1. DCIPS Hiring Flexibilities (this table describes DCIPS hiring authorities.

<b>HIRING OPTIONS</b>	<b>TYPE OF HIRING ACTION</b>	<b>POLICY</b>	<b>NOTES</b>
<b>Direct Appointment - No Recruitment</b>  <b>AND</b>  <b>Only one external candidate considered</b>	<b>Non-Competitive</b>	DoDI 1400.25, V2005, Para 6	<ul style="list-style-type: none"> <li>• Applicable to all grades.</li> <li>• Applicable to STEM developmental positions.</li> <li>• Veteran's Preference not applicable.</li> <li>• Applicable only to external candidates (includes employees on temporary and term appointments).</li> </ul>
<b>USAJOBS recruitment</b>	<b>Competitive</b>	DoDI 1400.25, V2005, Para 6	<ul style="list-style-type: none"> <li>• Applicable to all grades.</li> <li>• Veteran's Preference Applicable.</li> <li>• Applicable to Internal Candidates.</li> </ul>
<b>Recruitment (e.g., social media sites, Indeed, LinkedIn, internal job board, AF Talent Acquisition, etc.)</b>  <b>AND</b>  <b>More than one candidate reviewed/considered</b>  <b>AND</b>  <b>With or without Published Announcement</b>	<b>Competitive</b>	DoDI 1400.25, V2005, Paras 6 and 18	<ul style="list-style-type: none"> <li>• Applicable to all grades.</li> <li>• Authorized for internal candidate selections.</li> <li>• Veteran's Preference applicable to external candidates.</li> <li>• Units prepare and publish announcement upon approval of the CPS.</li> <li>• HR liaisons or CPS provides list of candidates to hiring officials.</li> <li>• Units submit resumes of top 3 candidates, copy of announcement, referral list of candidates and tentative selection to CPS.</li> <li>• If AF Talent Acquisition used, follow applicable procedures.</li> </ul>

3.3.18. Non-competitive movement between the excepted service DCIPS and competitive service for employees on permanent appointments is authorized under the DCIPS interchange agreement.

3.3.19. Temporary promotions are authorized IAW DoDI 1400.25, Volume 2005. Temporary promotions exceeding 240 days require a competitive process.

3.3.20. Temporary and Term appointments will be applied IAW DoDI 1400.25, Volume 2005. **(T-0)**. Term appointment extensions beyond 6 years may be requested with USD(I&S) via AF/A2/6, prior to expiration of appointment. Extension approval is not required prior to initial Term appointment.

3.3.21. Details will be applied IAW DoDI 1400.25, Volume 2005. **(T-0)**. Details to a higher grade exceeding 240 days require a competitive process if employee has not previously held the higher grade in a permanent status. **(T-1)**.

3.3.22. Upon validation from the servicing civilian personnel office, management will non-competitively promote employees when the application of a new job grading standard or correction of a position alignment (also known as classification) results in an assignment to a position with a higher work level or grade. **(T-3)**. Refer to DoDI 1400.25, Volume 2005, Enclosure 2.

3.3.23. DCIPS Overseas Employment.

3.3.23.1. DCIPS will apply DoDI 1400.25, Volume 1230, *Employment in Foreign Areas and Employee Return Rights*, only for determining overseas tour lengths and rotations. **(T-0)**.

3.3.23.2. DCIPS will apply DoDI 1400.25, Volume 1250, *Overseas Allowances and Differentials* and *Department of State Standardized Regulations (DSSR)*, for determining overseas allowances. **(T-0)**.

3.3.23.3. The servicing civilian personnel office will ensure employee signs the appropriate overseas employment agreement when the candidate is assigned to a position in a foreign area. The overseas employment agreement will establish the conditions related to such assignment. **(T-1)**.

**Table 3.2. DCIPS Overseas Employment Placement Authorities (this table describes return placement authorities for overseas assignments).**

<b>CONUS POSITION</b>	<b>OCONUS POSITION</b>	<b>PLACEMENT AUTHORITY</b>
<b>DAF DCIPS</b>	<b>DAF DCIPS</b>	Yes, automatic return up to 5 years.
<b>DAF DCIPS</b>	<b>DAF non-DCIPS</b>	Return placement is not guaranteed. Commander (or designee) may grant return placement should there be an assured demand for employee's skills at the end of the tour.
<b>DAF DCIPS</b>	<b>Other Component (Army, Navy, etc.)</b>	Return placement is not guaranteed. Commander (or designee) may grant return placement should there be an assured demand for employee's skills at the end of the tour.
<b>N/A – External Hire (CONUS or Local)</b>	<b>DAF DCIPS</b>	Placement to a CONUS position is not guaranteed upon completion of tour. USSF/MAJCOM/FLDCOM/CCMD should consider if follow on CONUS employment is authorized, in the recruitment and selection process. If placement is not offered, employee registers in the DoD PPP and receives placement assistance from the CFT.
<b>N/A – External Hire (CONUS or Local)</b>	<b>DAF DCIPS TERM or Temp</b>	No return placement. Employee is terminated upon expiration of appointment.

3.3.23.4. Approval authority, for return placement and tour extensions, resides with the USSF/MAJCOM/FLDCOM/CCMD Directors, NAF, Wing, Delta or Center Commanders. The approval authority may be further delegated no lower than O-6 or civilian equivalent.

3.3.23.5. When return placements are granted, employee is assigned to the position occupied prior to the overseas tour or to an available position at the same grade employee held prior to the overseas assignment. Employee must meet qualification requirements of return position. **(T-0)**.

3.3.23.6. Overseas Initial Tour. The owning USSF/MAJCOM/FLDCOM/CCMD Directors, NAF, Wing, Delta or Center Commanders are delegated the authority to approve extensions of an initial overseas tour up to a maximum of 5 years for all employees on centrally and non-centrally managed positions **(T-2)**. For centrally managed positions, notification to the appropriate career field team is required for situational awareness. **(T-3)**.

3.3.23.7. Tour Extension beyond 5 Years (up to 7 years). The authority to approve civilian overseas extension requests beyond the current 5-year overseas limitation is delegated to the owning USSF/MAJCOM/FLDCOM/CCMD Deputy Commander (or civilian equivalent). The authority may be further delegated, in writing, to a general officer or senior executive. If the position is centrally-managed, the requestor must coordinate extension requests with the owning major command 2-digit Functional Manager, Major Command A1K, Career Field Team, Career Field Manager prior to submitting for final decision. **(T-2)**. If the position is non-centrally managed, coordinate extension requests with the owning Major Command 2-digit Functional Manager prior to submitting for final decision. All extension requests must be coordinated through the servicing CPS. **(T-1)**.

3.3.23.8. Officials in all career fields who are responsible for filling vacant positions will give the highest priority to using management directed reassignment authorities to place employees returning to CONUS, upon completion of overseas tour assignments. **(T-1)**. The Development Team (DT) Chair(s) responsible for the vacant position has final authority to initiate a management directed reassignment.

### 3.3.24. Employment of Members of the Armed Forces.

3.3.24.1. Authorities: This section implements Department of Defense Instruction 1402.01, *Employment of Retired Members of the Armed Forces*, and the National Defense Authorization Act for Fiscal Year 2017, which amended section 3326(b) of Title 5 U.S.C., by deleting the national emergency waiver exception for the appointment of retired members of the Armed Forces to civil service positions in or under the Department of Defense, within 180 days of retirement.

3.3.24.2. Delegation of Approval Authority: In accordance with HAF Mission Directive 1-24 and Paragraph 5 of DoDI 1402.01, the authority to approve waivers to hire retired service members within 180 days of retirement is re-delegated by Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) and AF/A1, through command channels, as identified below. The authority re-delegated herein cannot be further re-delegated. Senior-level commanders may choose to retain authority at a higher level.

#### 3.3.24.2.1. For the selection of GG-15/14/13 employees:

3.3.24.2.1.1. For USSF/CCMD/MAJCOM, and FLDCOM employees, to the owning USSF/CCMD/MAJCOM/CD/CA, or FLDCOM/CV/CA, as applicable.

3.3.24.2.1.2. For HAF-level positions, to the Administrative Assistance to the Secretary of the Air Force (SAF/AA).

3.3.24.2.1.3. For DRU positions, to the Commander, or to the CD/CA provided he/she is at least an O-7 or equivalent.

3.3.24.2.1.4. For positions managed under the Central Salary Account, to AF/A1.

#### 3.3.24.2.2. For the selection of GG-12 and below employees:

3.3.24.2.2.1. For USSF, CCMD, MAJCOM, and FLDCOM employees, to the respective owning USSF/S1, CCMD/J1, MAJCOM/A1, or FLDCOM/S1, at the O-6 or civilian equivalent level.

3.3.24.2.2.2. For HAF-level positions, to SAF/AAR, at the O-6 or civilian equivalent level.

3.3.24.2.2.3. For DRU positions, to the owning DRU/A1 provided he/she is at the O-6 or civilian equivalent level. If the A1 is not of that rank, to an O-6 or civilian equivalent designated by the DRU Commander.

3.3.24.2.2.4. For positions managed under the Central Salary Account, forward to the Director of Personnel Operations, Air Force Personnel Center (AFPC/DP2).

3.3.24.2.2.5. With respect to positions that are a direct report to the designated approval authority and/or the approval authority is the selecting official, approval authority will be elevated to the next level within the chain of command. **(T-1)**.

3.3.24.3. Requests for Approval and Required Documentation: The minimum information that must be assessed and documented is contained in Enclosure 2 (E2.1. through E2.4.3) of DoDI 1402.01, *Employment of Retired Members of the Armed Forces*. **(T-0)**. The Air Force Business process/template for submitting waiver packages can be located on the myPers website.

3.3.24.4. The Required Comparative Analysis: A comparative analysis shall be part of the waiver package indicating how the selectee is better qualified over other qualified candidates. In order for a waiver of the 180-day rule to be granted, DoDI 1402.01 requires that the retired military member be “better qualified than all other applicants given consideration.” “Better qualified than all other applicants” means better qualified with respect to the experience and/or education criteria found in the Position Description and Office of Personnel Management Qualification Standards or DCIPS approved Qualification Standards. The Position Description, along with the corresponding Knowledge, Skills, and Abilities (KSAs) listed in the Position Description, must be used to assess a candidate's qualifications. **(T-1)**. The OPM General Schedule Qualifications Policies and Federal Wage System Qualifications are available at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/>). Hiring officials will only use criteria reflected in the Position Description and/or KSAs to determine a candidate's qualifications. **(T-1)**. Experience unique to military members, such as command experience, does not make a candidate “better qualified” for civilian appointment. Similarly, serving in the same organization while in a military status does not make a candidate “better qualified” than a current civilian candidate. Where two candidates, one a recently retired military member and one a current civilian have roughly equal qualifications, a 180-day waiver is inappropriate and the civilian should be selected.

3.3.24.5. Accountability and Legal Requirements: Approval authorities must establish accountability measures and ensure consistency in the application of the waiver authority. **(T-2)**. All entities exercising this waiver authority must comply with all merit selection, competition, and documentation requirements of DoDI 1402.01. **(T-0)**. Under no circumstances will any job offer be delayed in order to avoid accomplishing required waiver package. **(T-1)**. Any such delay makes the appointment illegal, and any such action mandates disapproval of the proposed appointment, or cancellation of the appointment if discovered at a later date, and may also subject the hiring official to disciplinary action.



3.3.24.6. Announcement Requirement: Regardless of what hiring option management uses to recruit candidates, vacancy announcements are required to support the hiring and appointment of any military retiree, who has not met the required 180-day waiting period. Hiring managers may use an existing USAJOBS announcement and referral certificate for a like-vacancy at the same location posted within 90 days of the current vacancy.

3.3.24.7. The 180-Day Waiting Period: The 180-day waiting period begins the day following the official date of the service member's retirement. A retired military member's terminal leave time does not count towards the 180-day time period. The 180-day waiting period applies to active/retiring/retired members of the Armed Forces (to include Guard and Reserve retirees) and to those who have medically retired and are entitled to retired, retirement, or retainer pay. The retired military selectee must have completed the required 180-day waiting period as of the date of the tentative job offer acceptance, or a waiver must be accomplished. **(T-0)**.

3.3.24.8. Maintaining Data: The servicing civilian personnel office will maintain a record of all approved or disapproved waiver requests. **(T-2)**. Where there is no Major Command, the requesting office will maintain a record of all waiver requests requiring higher level approval. **(T-2)**. These records must be disposed of according to Records Disposition Schedule in the Air Force Records Information Management System. **(T-2)**. Approval requests and supporting documents are made a part of the application that was the basis for the appointment. They become a part of the employee's permanent personnel record and are filed in the Official Personnel Folder (Standard Form 66). This will require scanning and emailing the documents to AFPC. **(T-3)**.

3.3.25. Reemployed Annuitants. For the re-employment of annuitants, follow the guidance in DoDI 1400.25, Volume 300, *DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense*.

3.3.26. Appointment of Current or Recent Political Appointee. Prior to appointing a former or current political appointment to any DCIPS position, USSF/MAJCOM/FLDCOM/CCMD must seek approval from OUSD(I&S). **(T-0)**. Follow the guidance in the political appointees and civilian service positions – DAF Guidance, signed 27 April 2022.

### **3.4. Compensation Administration.**

3.4.1. Comply with policies, definitions, responsibilities, procedures, and design of DCIPS compensation administration established in DoDI 1400.25, Volume 2006. **(T-0)**.

3.4.2. All units will use the pay grade associated with the applicable position description to compensate its DCIPS employees. **(T-1)**. Follow this guidance for all references to "pay bands or grades" within all the DCIPS volumes. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.3. To set pay for new DCIPS appointments:

3.4.3.1. Use the general schedule pay scale based upon locality, grade, and step. Apply local market supplements or targeted local market supplements. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.3.2. Initial offers may not exceed step 10, without USD(I&S) approval and are generally set between the minimum and step 5 of the grade.

3.4.3.3. Evaluate previous experience and work history related to the new DCIPS position. Consider the applicant's depth and breadth of experience related to the DCIPS position he or she will fill and set pay within the current grade at a step reflective of experience. **(T-2)**. If the applicant's experience does not merit a higher starting salary, pay should be set at step 1.

3.4.3.4. Evaluate prior salary received for performing work similar or related to the new DCIPS position. Consider the applicant's prior salary history as it relates to the DCIPS position he or she will fill. **(T-2)**. Pay may be set commensurate with or lower than the prior salary within the current grade. There is no break-in-service requirement when considering highest previous salary when setting pay upon appointment. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.3.5. When establishing starting salary for a new DCIPS employee assigned to a work center with other DCIPS employees performing similar work with the same series and grade, consider their experience level and current pay. Set starting pay for the new DCIPS employee commensurate with the experience level and current pay of an existing work center employee. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.3.6. Consider past precedent-setting decisions in determining appropriate salary and apply them where appropriate. Validate data used for previous pay setting decisions applicable to the current situation and adjust information and salary ranges offered, appropriately. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.3.7. Obtain applicant's second-level supervisor or designee approval to set pay at steps 1 through 5 of the applicable grade. Obtain unit commander, director, or designee approval to set pay at steps 6 through 10. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.4. DCIPS employees may advance in grade noncompetitively through a developmental program or developmental position when initial selection was through a competitive process. See options provided in the Air Force DCIPS Developmental Guide available at <https://usaf.dps.mil/sites/11873/Library/Forms/By%20Category.aspx>. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.5. For conversions into DCIPS from positions covered under OPM special salary tables, pay is aligned to a step that will avoid a reduction in pay when the DCIPS position is in the same occupational series covered in the special salary table. When establishing pay for promotions, it is possible to exceed the "two-step" promotion rule in order to reach the minimum special rate. None of these pay flexibility options may ever be utilized to raise basic pay over the level IV of the Executive Schedule, which is the statutory cap. Refer to USD Memo dated March 30, 2012, Subject: Setting Pay for Defense Intelligence Employees in Occupations Covered by Federal Special Salary Rates or Other Pay Authorities.

3.4.6. DCIPS employees may volunteer for a reduction to a lower grade for various reasons. Pay is set in accordance with DoDI 1400.25, Volume 2006, Enclosure 3. **(T-0)**.

3.4.6.1. Employees may volunteer for a reduction to a lower grade to accept a target-grade position for career growth and development. When these employees promote back to the grade held before the reduction, use DoDI 1400.25, Volume 2006, Enclosure 3 to set pay. **(T-0)**.

3.4.6.2. Employees may volunteer for a reduction to a lower grade for reasons other than to accept a target-grade position. Should these employees promote back to the grade held before the reduction, set pay at the current rate by aligning it to the closest step of the new grade that is not less than the employee's current salary. **(T-0)**. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.7. Follow USD(I&S) guidance for authorizing Targeted Local Market Supplement for employees assigned to foreign areas in an overseas tour or deployment status. Refer to DoDI 1400.25, Volume 2006, Enclosure 3.

3.4.8. DCIPS will follow 5 CFR, Part 575, Sections 575.107, 575.207, and 575.307, for Recruitment, Relocation, and Retention Incentives. **(T-0)**. Approval authority for incentives are USSF/MAJCOM/FLDCOM/CCMD Directors, NAF, Wing, Delta or Center Commanders. Approval authority may be delegated; authority should remain at the O-6 level or civilian equivalent.

3.4.9. DCIPS will follow 5 CFR, Part 550, for Pay Administration (General) Entitlements. **(T-0)**. USSF/MAJCOM/FLDCOM/CCMD will determine appropriate approval authorities. **(T-2)**.

### 3.5. DCIPS Occupational Structure.

3.5.1. Comply with policies and responsibilities for DCIPS occupational structure design and administration established in DoDI 1400.25, Volume 2007, *Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*. **(T-0)**.

3.5.2. All units will use rank-in-position structure and pay grades with general government, or "GG", graded structure. **(T-1)**. Refer to DoDI 1400.25, Volume 2007, Enclosure 3.

3.5.3. DCIPS managers may request position alignments that include target-grade/developmental positions to develop employees to the Full Performance Work Level in the Professional Work Category. Refer to DoDI 1400.25, Volume 2007, Enclosure 3 and DoDI 1400.25, Volume 2005, Enclosure 2.

3.5.3.1. Depending upon the nature of the work, the Entry/Developmental Work Level 1 starting grade may range from GG-7 to GG-10. The Full Performance Work Level 2 target-grade (or final grade) may range between GG-11 to GG-13. Refer to DoDI 1400.25, Volume 2007, Appendix 5 to Enclosure 3.

3.5.3.2. A target-grade/developmental position may not exist in the Technical/Administrative Support Work Category or Supervision/Management Work Category. Refer to DoDI 1400.25, Volume 2005, Enclosure 2.

3.5.3.3. A target-grade/developmental position must begin at the Entry/Developmental Work Level 1, and the final grade of the position is Full Performance Work Level 2. **(T-0)**.

3.5.4. An employee without the technical background or commensurate education of subordinates may supervise technical employees or those with advanced education to support their occupational series; e.g., GG-0855, GG-1515, GG-1550. Such instances require the supervisor have a subject matter expert in the organization who can review the subordinate's work for technical sufficiency. **(T-3)**. Refer to DoDI 1400.25, Volume 2007, Appendix 3 to Enclosure 3.

3.5.5. In the absence of USD(I&S) guidance for aligning supervisor positions, use the OPM General Schedule Supervisory Guide as a reference. **(T-1)**. The guide is available at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/functional-guides/gssg.pdf>. Refer to DoDI 1400.25, Volume 2007, Appendix 4 to Enclosure 3.

### **3.6. DCIPS Awards and Recognition.**

3.6.1. Comply with policy, responsibilities, and guidance for DCIPS awards and recognition programs established in DoDI 1400.25, Volume 2008, *Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition*. **(T-0)**. To receive an award, DCIPS employees must meet basic eligibility in accordance with DoDI 1400.25, Volume 2008, Enclosure 3. **(T-0)**.

3.6.2. DCIPS employees may receive time-off awards as recognition of special one-time acts or other extraordinary efforts as an individual or part of a team. Refer to DoDI 1400.25, Volume 2008, Enclosure 3.

3.6.3. AF/A2/6 will release annual monetary award information. **(T-1)**. The information provides, at a minimum, the percentage of the aggregate DCIPS civilian pay salaries available to award performance and cash awards. It may include other pertinent information associated with performance and cash awards, such as information on DCIPS quality increase and DCIPS sustained quality increase. Upon receipt of this information, DCIPS units have authority to execute performance and cash awards for the applicable year. Refer to DoDI 1400.25, Volume 2008, Enclosure 3.

3.6.4. DCIPS Special Act Award (DSAA) amounts may exceed \$2,000 consistent with DCIPS compensation philosophy and at management's discretion. Refer to DoDI 1400.25, Volume 2008, Enclosure 3.

3.6.4.1. Use the DSAA to acknowledge an individual or team contribution for exceptional accomplishment at any time of the year. **(T-2)**. The DSAA recognizes contributions for non-recurring special achievement not otherwise recognized with a rating-based monetary award. Other sources such as other intelligence agencies or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate a DSAA.

3.6.4.2. When awarding a DSAA, Time Off Awards (TOA) may also be awarded for the same act or accomplishment provided the total value of awards does not exceed the contributions being recognized. In these situations, the multiple awards are granted simultaneously.

3.6.4.3. DSAA Approval Authorities:

3.6.4.3.1. Up to \$25,000 USSF/MAJCOM/FLDCOM/CCMD Commanders will determine approval levels. **(T-2)**.

3.6.4.3.2. \$25,001 and higher – President of the United States.

3.6.4.4. Submit DSAA's greater than \$25,000 to AF/A2/6 for coordination and to proceed for final approval.

3.6.5. AF/A2/6 addresses the use of base-pay increases (DCIPS quality increase or DCIPS sustained quality increase) in its DCIPS annual cash award information. This information recommends use of these awards, determines fiscal budget restraints, and determines eligibility of DCIPS base pay increase monetary awards. Make this award effective as soon as practicable after its approval. **(T-3)**. Pay pool managers may delay a base-pay increase up to six pay periods after the awards effective date to allow a regular step increase to process. Refer to DoDI 1400.25, Volume 2008, Enclosure 3.

3.6.6. New DCIPS employees without a rating of record from any recognized federal performance management system are limited to a time-off award. **(T-3)**. A new DCIPS employee that has provided exceptional performance or has had a significant impact to the intelligence community may receive a DSAA. In these rare situations, an out-of-cycle rating of record must be accomplished. **(T-1)**. Refer to DoDI 1400.25, Volume 2008, Enclosure 3.

3.6.7. Follow DoDI1400.25V451\_DAFI36-1004, *Civilian Recognition Program* to grant honorary, suggestion, and invention awards; to recognize length of service, retirement, and career milestones; and for inclusion in DAF unit awards. Refer to DoDI 1400.25, Volume 2008, Enclosure 3.

### **3.7. DCIPS Disciplinary, Performance-Based, and Adverse Action Procedures.**

3.7.1. Comply with core principles and policies applicable to the administration of DCIPS disciplinary, performance-based, and adverse action procedures and appeals of such actions for all DCIPS positions established in DoDI 1400.25, Volume 2009, Enclosure 2. Such actions are taken when required to promote the efficiency of service. Management officials are responsible for initiating prompt and corrective action as required. **(T-0)**.

3.7.2. AFI 36-703, *Civilian Conduct and Responsibility*, prescribes civilian standards of conduct and individual responsibility for all DAF employees, to include DCIPS employees.

3.7.3. DoDI 1400.25, Volume 2009 provides policies for DCIPS disciplinary, performance-based, and adverse actions; DCIPS managers and the civilian personnel office may follow administrative procedures outlined in AFI 36-704 in executing actions covered in Volume 2009. Refer to DoDI 1400.25, Volume 2009, Enclosure 2.

3.7.3.1. In determining and executing the appropriate action, management officials will consult with the CPS. **(T-1)**.

3.7.3.2. When it is determined performance based or disciplinary action is not appropriate, managers may consider conducting discussions and/or counseling sessions; these sessions are verbal or may be documented in writing. Management officials use these actions to guide, encourage, or instruct employees.

3.7.4. DCIPS employees must complete the required two-year trial period (as defined in DoDI 1400.25, Volume 2005) in an uninterrupted block of time. **(T-0)**. Time served in a DCIPS temporary appointment is not credited toward completion of a DCIPS trial period. Separation procedures identified in DoDI 1400.25, Volume 2009, Enclosure 2, do not apply to separation during a trial period. The supervisor must coordinate separation with the servicing civilian personnel office before notifying the employee. **(T-2)**. The supervisor will provide, in writing, the reason(s) for separation to the employee management relations specialist to review and

begin the separation process. **(T-1)**. Management will determine the employee's separation date. **(T-3)**. Refer to DoDI 1400.25, Volume 2005, Enclosure 2.

3.7.5. DoDI 1400.25 Volume 2009, Enclosure 2, paragraph 5, provides policy for appeals. Preference-eligible employees, in the excepted service, who have completed one year of current continuous service in the same or similar position may appeal adverse and performance-based actions to the U.S. Merit Systems Protection Board (MSPB). However, if the employee bypasses the DAF DCIPS appeals process described in [paragraph 3.7.6](#) and appeals directly to the MSPB, the employee may not subsequently appeal the same action in the DAF DCIPS appeals process. Employees must follow grievance processes in DoDI 1400.25, Volume 2014. **(T-0)**. Any other appeal or grievance process is inapplicable to DCIPS employees unless explicitly authorized.

3.7.6. DCIPS employees will file their appeals through their chain of command to the USSF/MAJCOM/FLDCOM/CCMD Directorates, NAF, Wing, Delta, Center Commanders, or designee. **(T-2)**. This authority is at least one level above the deciding official. If the chain of command is unable to resolve the issue, the major command or equivalent will forward the appeal to Air Force, Directorate of Civilian Force Management (AF/A1C). **(T-1)**. This function will coordinate with AF/A2/6 to seek resolution. **(T-1)**. If unable to resolve the issue, AF/A2/6 may forward the appeal to USD(I&S) for a decision. Refer to DoDI 1400.25, Volume 2009, Enclosure 2, for additional information on appeals.

3.7.7. The special termination authority is an extraordinary authority normally utilized for issues related to counterintelligence. When commanders determine this authority may be warranted, they must first coordinate with AF/A2/6 who will in turn consult with OUSD (I&S) to obtain approval to invoke the authority. **(T-0)**. Refer to DoDI 1400.25, Volume 2009, Enclosure 3.

### **3.8. DCIPS Professional Development.**

3.8.1. Comply with core policies, definitions, responsibilities, procedures, and delegations for the design and support of professional development programs for positions covered by DCIPS established in DoDI 1400.25, Volume 2010. **(T-0)**.

3.8.2. Use AFMAN 36-606, *Civilian Career Field Management and Force Development*, for professional development provided through the applicable career field manager and career field team. Refer to DoDI 1400.25, Volume 2010, Enclosure 3.

### **3.9. DCIPS Performance Management.**

3.9.1. Comply with performance management policies and standards established in DoDI 1400.25, Volume 2011, *Defense Civilian Intelligence Personnel System (DCIPS) Performance Management*. **(T-0)**.

3.9.2. DCIPS employees are responsible to collaborate with their supervisor to develop and approve the annual DCIPS performance plan and individual development plan. Unit commanders or directors will ensure each employee has an approved performance plan to comply with the 90-calendar day minimum rating period. **(T-0)**. The Performance Management Performance Review Authority (PM-PRA) will settle disputes with performance plans completed, but not approved or communicated to the employee before the 90-day requirement. The PM-PRA will review requests for reconsideration and approve any changes

to performance objectives and/or elements. **(T-0)**. Refer to DoDI 1400.25, Volume 2011, Enclosure 5.

3.9.3. DCIPS employees are responsible for and will submit a midpoint and end-of-year self-report of accomplishments within established timelines. **(T-0)**. Employees will participate in midpoint performance reviews and end of year performance evaluations discussions with their rating official. **(T-0)**. Employees will acknowledge these evaluations in the Performance Appraisal Application system **(T-1)**. Refusal to comply could result in disciplinary action. Refer DoDI 1400.25, Volume 2009, Enclosure 2 and DoDI 1400.25, Volume 2011, Enclosure 5.

3.9.4. Employees absent from their permanent position for long-term training, paid leave, or other special circumstances are included in the annual performance evaluation process if employee completed the minimum 90 calendar day performance review. **(T-2)**. Base the evaluation of record on the performance and contributions made by the employee while in his or her permanent position performing under an approved DCIPS performance plan. **(T-2)**. Employees must have a minimum 90 calendar day performance review period for inclusion in the annual evaluation and process. **(T-0)**. Employees who are absent from their permanent position for long-term training, paid leave, or other special circumstances, and who have not completed the minimum 90 calendar day performance period should receive a performance objective rating of “Not Rated”. Objective ratings of “Not Rated” are not included in the computation of performance evaluation of record average ratings. Refer to DoDI 1400.25, Volume 2011, Enclosure 9.

3.9.5. Rating officials should provide regular and timely feedback to all employees throughout the evaluation period regarding their performance. At the first indication an employee is not on track to meet his or her performance expectations for the evaluation period, the rating official will schedule a feedback session with employee to explore the performance issues and set a documented course of action for improving performance. **(T-1)**. Follow guidance in DoDI 1400.25, Volume 2011, Enclosures 3 and 6, for addressing requirements for performance improvement.

3.9.6. If after a reasonable documented period to improve performance, employee’s performance remains at a level below “Successful”, or following an evaluation of record below “Successful”, the supervisor should implement a formal Opportunity-to-Improve Plan **(OIP)**. If employee’s performance remains below “Successful” for more than one evaluation period, the supervisor must implement an OIP. **(T-1)**. In accordance with DoDI 1400.25, Volume 2009, Enclosure 2, the OIP, at a minimum will include:

3.9.6.1. Statement of the performance requiring improvement (objectives and/or elements). **(T-0)**.

3.9.6.2. Actions required for performance improvement. **(T-0)**.

3.9.6.3. The time allowed for the opportunity to demonstrate “Successful” performance. **(T-0)**. This amount of time must be reasonable and commensurate with the duties and responsibilities of the position, typically 30-90 calendar days. **(T-2)**. The time allowed to demonstrate “Successful” performance may be adjusted depending on individual circumstances.

3.9.6.4. Statement of the possible consequences of failure to raise performance to the “Successful” level during the OIP period. **(T-0)**.

3.9.7. If the employee succeeds in demonstrating acceptable performance at the “Successful” level at the end of an informal improvement period or at the end of a formal OIP, a new rating of record will be recorded. **(T-0)**. Refer to DoDI 1400.25, Volume 2011, Enclosure 7.

3.9.8. If the employee fails to demonstrate performance at the “Successful” level at the end of the formal OIP, the supervisor may seek guidance from the CPS for initiating performance-based action. Refer to DoDI 1400.25, Volume 2009, Enclosure 2.

3.9.9. A DCIPS employee is automatically denied a within grade increase (WGI) due to an evaluation of record below “Successful”. At any time, the supervisor determines employee’s performance is below successful, WGI may be denied. Employees will be informed WGI has been or will be denied. **(T-1)**. This notification to the employee will include necessary actions for the employee to take to improve performance to an acceptable level of competence, and the timeline for the review to determine if the employee has raised the level of competence for a sustained period of time. **(T-1)**. An evaluation should occur within 90 calendar days of the date the WGI was withheld and subsequent reevaluations at 90-day intervals, if needed. An employee is eligible for a WGI after demonstrating a “Successful” level of performance. A new rating of record is required to reinstate employee’s WGI. The supervisor must work with the servicing personnel office when withholding and reinstating employee’s WGI. **(T-1)**. Refer to DoDI 1400.25, Volume 2011, Enclosure 7.

3.9.10. If an employee disagrees with the ratings on the performance evaluation, the employee should contact the rating and reviewing officials, in writing, within five calendar days of the employee’s receipt of the rating to resolve the disagreement informally. **(T-0)**. Refer to DoDI 1400.25, Volume 2011, Enclosure 10.

3.9.11. If after using the informal reconsideration process, the employee continues to disagree with the ratings, employee may seek formal reconsideration, from the PM-PRA, within ten days of receipt of a decision from the rater or reviewing official. Formal reconsideration information to assist employees with the process is available at AF/A2/6 DCIPS website, <https://usaf.dps.mil/sites/11873/Library/Forms/By%20Category.aspx>. Refer to DoDI 1400.25, Volume 2011, Enclosure 10.

3.9.12. If employee chooses to request further and final reconsideration, a request is submitted to AF/A2/6, within seven calendar days of receipt of the PM-PRA decision.

### **3.10. DCIPS Performance-Based Compensation.**

3.10.1. Organizations may grant base-pay increase monetary awards resulting in salary increases during the pay pool process. Comply with policies and responsibilities governing performance-based compensation established in DoDI 1400.25, Volume 2008 and Volume 2012. **(T-0)**.

3.10.2. Generally, pay pools should consist of 20 to 100 employees. However, the pay pool performance review authority, as defined in DoDI 1400.25, Volume 2012, may adjust these numbers. **(T-3)**. Refer to DoDI 1400.25, Volume 2012, Enclosure 3.

3.10.2.1. Manage pay pools with a panel of members. **(T-3)**. Refer to DoDI 1400.25, Volume 2012, Enclosure 3.



3.10.2.2. Air Force DCIPS Pay Pool Guide and Business Rules, <https://usaf.dps.mil/sites/11873/Library/Forms/By%20Category.aspx>, provides additional information to assist pay pool managers, as defined in DoDI 1400.25, Volume 2012.

### **3.11. DCIPS Program Evaluation.**

3.11.1. Comply with policies and responsibilities for evaluating the effectiveness of DCIPS established in DoDI 1400.25, Volume 2013. **(T-0)**.

3.11.2. AF/A2/6, in coordination with AF/A1 develops the DCIPS Program Evaluation Plan based on DAF, Director of National Intelligence, and USD(I&S) requests. Refer to DoDI 1400.25, Volume 2013, Enclosure 3.

3.11.3. AF/A2/6 and AF/A1 develop and submit recommended changes to DCIPS enterprise policy to USD(I&S). AF/A1 will incorporate key findings and recommendations into DCIPS policy and training, as appropriate. **(T-0)**. Refer to DoDI 1400.25, Volume 2013, Enclosure 3.

### **3.12. DCIPS Employee Grievance Procedures.**

3.12.1. Comply with core principles and policies applicable to the administration of DCIPS employee grievance programs established in DoDI 1400.25, Volume 2014, Enclosure 2. **(T-0)**.

3.12.2. DCIPS units should use negotiation and alternate dispute resolution processes or conflict management techniques to resolve disputes, consistent with requirements of AFI 51-1201, *Negotiation and Dispute Resolution Program*. Refer to DoDI 1400.25, Volume 2014, Enclosure 2.

### **3.13. DCIPS Special Categories of Employees.**

3.13.1. DoDI 1400.25, Volume 2015, provides the authority to appoint federal wage system and foreign national positions in DCIPS when positions are in support of national security and intelligence missions. This authority may only be utilized for federal wage system and foreign nationals positions. Refer to DoDI 1400.25, Volume 2015. **(T-0)**.

3.13.2. Commanders may identify special categories of personnel and consult with AF/A2/6 in aligning DCIPS policy to special categories of personnel.

### **3.14. Administration of Foreign Language Pay for DCIPS.**

3.14.1. Comply with policy, responsibilities, and guidance for administering DCIPS foreign language pay established in DoDI 1400.25, Volume 2016. **(T-0)**.

3.14.2. Use DoDI 1400.25, Volume 2016 and AFI 36-4005, *Total Force Language, Regional Expertise, and Culture Program*, to administer DCIPS Foreign Language Proficiency Pay.

JOHN A. FEDRIGO, SES  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

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

*National Defense Authorization Act for Fiscal Year 2017*

5 U.S.C., Section 3326, *Appointments of Retired Members of the Armed Forces to Positions in the Department of Defense*, Current Edition

Title 5, CFR, Part 550, *Pay Administration (General)*, Current Edition

Title 5, CFR, Part 575, *Recruitment, Relocation, and Retention Incentives*, Current Edition DoDI 1400.25, Volume 300, *Employment of Federal Civilian Annuitants in the Department of Defense*, 10 December 2008

DoDI 1400.25, Volume 630, *Leave*, 19 March 2015

DoDI 1400.25V451\_DAFI 36-1004, *Civilian Recognition Program*, 17 November 2021

DoDI 1400.25, Volume 1230, *Employment in Foreign Areas and Employee Return Rights*, 26 July 2012

DoDI 1400.25, Volume 1250, *Overseas Allowances and Differentials*, 23 February 2012

DoDI 1400.25, Volume 2001, *Defense Civilian Intelligence Personnel System (DCIPS) Introduction*, 29 December 2008

DoDI 1400.25, Volume 2004, *Defense Civilian Intelligence Personnel System (DCIPS) Adjustment in Force (AIF)*, 16 September 2011

DoDI 1400.25, Volume 2005, *Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement*, 03 March 2012

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DoDI 1402.01, *Employment of Retired Members of the Armed Forces*, 9 September 2007

DTM 13-008, *DoD Implementation of Presidential Policy Directive 19*, 8 July 2013

*DoD Priority Placement Program (PPP) Handbook*, Current Edition

*OPM General Schedule Qualifications Policies and Federal Wage System Qualifications*, Current Edition

*OPM General Schedule Supervisory Guide*, 5 June 1998

*Joint Travel Regulation*, 01 August 2022

HAFMD 1-24, *Special Management*, 28 January 2019

AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-703, *Civilian Conduct and Responsibility*, 30 August 2018

AFI 36-704, *Discipline and Adverse Actions of Civilian Employees*, 3 July 2018

AFI 36-4005, *Total Force Language, Regional Expertise, and Culture Program*, 10 May 2019

AFI 36-7001, *Diversity and Inclusion*, 19 February 2019

AFI 51-1201, *Negotiation and Dispute Resolution Program*, 2 October 2018

AFI 90-301, *Inspector General Complaints Resolution*, 28 December 2018

AFMAN 36-606, *Civilian Career Field Management and Force Development*, 14 November 2019

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

*Air Force DCIPS Developmental Guide*, June 2022

*The Air Force DCIPS Pay Pool Guide and Business Rules*, Current Edition

### ***Prescribed Forms***

None

### ***Adopted Forms***

Standard Form 50, *Notification of Personnel Action*

Standard Form 66, *Official Personnel Folder*

DAF Form 847, *Recommendation for Change of Publication*

*Office Symbols*

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

**AF/A1C**—Air Force/Directorate of Civilian Force Management

**AF/A2/6**—Deputy Chief of Staff of the Air Force, Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations

**AFPC**—Air Force Personnel Center

**AFPC/DP2**—Air Force Personnel Center/Director of Personnel Operations

**CCMD/J1**—Combatant Command/Directorate of Manpower and Personnel

**DRU/A1**—Direct Reporting Unit/Directorate of Manpower and Personnel

**FLDCOM/S1**—Field Command/Directorate of Manpower and Personnel

**MAJCOM/A1**—Major Command/Directorate of Manpower and Personnel

**SAF/AA**—Administrative Assistance to the Secretary of the Air Force

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

**USD(I&S)**—Under Secretary of Defense for Intelligence and Security

**USD(P&R)**—Under Secretary of Defense for Personnel and Readiness

**USSF/S1**—United States Space Force, Director, Manpower and Personnel

*Abbreviations and Acronyms*

**AC**—Appeals Committee

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AIF**—Adjustment in Force

**CCMD**—Combatant Command

**CFT**—Career Field Team

**CONUS**—Continental United States

**CPS**—Civilian Personnel Section

**DAF**—Department of the Air Force

**DAFI**—Department of Air Force Instruction

**DCIPS**—Defense Civilian Intelligence Personnel System

**DISES**—Defense Intelligence Senior Executive Service

**DISL**—Defense Intelligence Senior Level  
**DRU**—Direct Reporting Unit  
**DSAA**—DCIPS Special Act Award  
**DSSR**—Department of State Standardized Regulations  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**FLDCOM**—Field Command  
**GG**—General Government  
**HAF**—Headquarters Air Force  
**IAW**—In Accordance With  
**JTR**—Joint Travel Regulation  
**KSA**—Knowledge, Skills, and Abilities  
**LMS**—Local Market Supplement  
**MAJCOM**—Major Command  
**MSPB**—Merit Systems Protection Board  
**NAF**—Numbered Air Force  
**OCONUS**—Outside Continental United States  
**OIP**—Opportunity-to-Improve Period  
**OPM**—Office of Personnel Management  
**OPR**—Office of Primary Responsibility  
**PM-PRA**—Performance Management-Performance Review Authority  
**PPP**—Priority Placement Program  
**RPA**—Request for Personnel Action  
**STEM**—Science, Technology, Engineering, Mathematics  
**TLMS**—Targeted Local Market Supplement  
**TOA**—Time Off Award  
**US**—United States  
**USSF**—United States Space Force  
**WGI**—With-in-Grade Increase

*Terms*

**Accretion of duties**—A promotion resulting from an employee's current position classified at a higher grade because of additional duties and responsibilities.

**Continental United States (CONUS)**—The 48 contiguous states and the District of Columbia.

**DCIPS employee**—See “defense intelligence employee”, DoDI 1400.25, Volume 2005, Part II. Definitions.

**Defense Intelligence Senior Executive Service**—A position classification in the civil service of the United States federal government intelligence community that is equivalent to general officer or flag officer ranks in the United States Armed Forces.

**General government (GG)**—See “GG”, DoDI 1400.25, Volume 2007, Part II. Definitions.

**Outside the Continental United States (OCONUS)**—Includes both foreign and non-foreign overseas areas, unless otherwise indicated.

**Rank-in-person**—Personnel management construct in which the organization's position structure establishes aggregate workforce requirements at the occupational and work levels for the purposes of planning recruitment, development, and assignment activities based on aggregate assessment of workforce capabilities. Individual personnel capabilities are separately assessed against mission requirements to establish title and grade or pay band level of an employee of the organization.

**Rank-in-position**—Personnel management construct in which the organization's position structure establishes workforce requirements at both the occupational and work levels and provides the basis for establishing the title and grade or pay band level of an employee assigned to a position in the organization.

**Return Placement**—Placement granted to an employee to the position last held before the assignment in a foreign area or to another position with similar benefits and grade.

**Target-grade position**—A position or job designed to develop an employee from the DCIPS Entry/Developmental (work level 1) to the DCIPS Full Performance (work level 2) in the Professional Category. These positions involve timed promotions based upon the employee's ability to perform the tasks identified at each grade level up to the target full performance grade.

**Valid Offer**—A valid offer is defined as the same employment status as employee's current position, in an occupation for which employee meets KSAs and qualification requirement, and to the same grade (or equivalent) level.

**Work category**—See DoDI 1400.25, Volume 2007, Part II. Definitions.

**Work level**—See DoDI 1400.25, Volume 2007, Part II. Definitions.