Department of Defense
INSTRUCTION

NUMBER 1400.25, Volume 2005
March 3, 2012
Incorporating Change 4, Effective August 11, 2025

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System Employment and Placement

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 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 DoD.

b. Volume

(1) 2000 Volume Series. The 2000 Volume series of this Instruction, in accordance with the authority in Reference (a) and DoD Directives 5143.01, 1400.25, and 1400.35 (References (b), (c), and (d)), establishes policy, assigns responsibilities, and provides guidance for Defense Civilian Intelligence Personnel System (DCIPS). Hereinafter the 2000 Volume series of this Instruction will be referred to as "the DCIPS Volumes."

(2) This Volume. In accordance with the authority in References (a) and (c), this Volume reissues Volume 2005 of this Instruction (Reference (e)) to update established policies and assigned responsibilities and provide guidance for employment and placement programs in 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD that employ individuals under DCIPS, hereinafter referred to collectively as the "DoD Components with DCIPS positions."

b. 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 other volumes of this Instruction.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that DCIPS employment and placement practices will:

a. Facilitate the recruitment and employment of a high-quality workforce with the skills and competencies needed to meet mission requirements.

b. Facilitate the development of a workforce that acquires an integrated enterprise-wide and inter-agency perspective through assignments that cross DoD Component and DoD boundaries.

c. Incorporate the practices and principles of veterans' preference, merit principles, equal employment opportunity, and restrictions on employment of relatives consistent with applicable law and as outlined in Enclosure 2.

d. Incorporate best practices from the Government and, consistent with law, the private sector, in recruiting and placing qualified staff.

e. Be executed by DoD Components with DCIPS positions, or their servicing component with appointing authority and responsibility for their employment and placement programs, as applicable. Nothing in this Volume should be construed as providing appointing authority or other personnel authority to a head of component that did not have such authority before issuance of this Volume.

5. RESPONSIBILITIES

a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R), in conjunction with the Under Secretary of Defense for Intelligence and Security (USD(I&S)), will establish and maintain DCIPS policies and monitor their effects on DoD-wide personnel readiness.

b. USD(I&S). The USD(I&S) will, in conjunction with the USD(P&R), develop and oversee the policies governing the design and administration of DCIPS employment and placement programs in accordance with Reference (d) and sections 1601–1614 of title 10, United States Code (U.S.C.) (Reference (f)) and will monitor compliance within the DoD Components with DCIPS positions through established reporting requirements and program evaluation.

c. Heads of the DoD Components with DCIPS Positions. The Heads of the DoD Components with DCIPS positions will:

(1) Conduct workforce planning; identify appropriate applicant sources; and recruit, assign, and manage DCIPS-covered personnel within their Components in accordance with this Volume and Volume 250 of this Instruction.

(2) Develop, publish, and maintain current qualifications criteria for all DCIPS job titles within their Component in coordination with the USD(I&S).

(3) Publish Component regulations and guidance in compliance with the provisions of this Volume implementing DCIPS employment and staffing policies for their DCIPS personnel, monitor compliance, and respond to reporting requirements determined by the USD(I&S).

6. PROCEDURES. Enclosure 2 provides an overview of DCIPS employment and placement practices and procedures.

7. RELEASIBILITY. **Cleared for public release.** This Volume is available on the Directives Division Website at https://www.esd.whs.mil/DD/.

8. SUMMARY OF CHANGE 4. The changes to this volume are administrative and update language to comply with Executive Order 14173 (Reference (g)).

9. EFFECTIVE DATE. This Volume is effective March 3, 2012, pursuant to section 1613 of Reference (f).

Jo Ann Rooney
Acting Under Secretary of Defense for
Personnel and Readiness

Enclosures
1. References
2. Overview of DCIPS Employment and Placement

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES....6

ENCLOSURE 2: OVERVIEW OF DCIPS EMPLOYMENT AND PLACEMENT....7

GENERAL STRUCTURE....7
APPOINTMENT AUTHORITY....7
STATUTORY AND REGULATORY LIMITS ON APPOINTING OFFICIAL AUTHORITY....8
FLEXIBILITY IN SOURCES....8
SELECTION....8
EXTERNAL RECRUITMENT....8
APPLICANT SOURCES....9
ADVERTISING....9
QUALIFICATION REQUIREMENTS....10
CONDITIONS OF EMPLOYMENT....12
INVESTIGATIVE STANDARDS AND GUIDELINES....12
SECURITY ELIGIBILITY AND SUITABILITY....12
QUALITY IN EMPLOYMENT AND PLACEMENT OUTCOMES....12
TARGETING RECRUITMENT....13
VETERANS' PREFERENCE IN EXTERNAL RECRUITMENT....13
TRIAL PERIODS....14
SUPERVISORY AND MANAGERIAL ASSIGNMENTS....15
INTERNAL RECRUITMENT AND PLACEMENT....15
APPOINTMENT OF RETIRED SERVICE MEMBERS....19
APPOINTMENT OF FEDERAL ANNUITANTS....19
STUDENT PROGRAMS....19
UPWARD MOBILITY AND SIMILAR HIRING PROGRAMS....20
TEMPORARY AND TERM APPOINTMENT....20
TEMPORARY ASSIGNMENTS TO OTHER DoD COMPONENTS WITH DCIPS POSITIONS....22

GLOSSARY....23

PART I: ABBREVIATIONS AND ACRONYMS....23
PART II: DEFINITIONS....23

TABLE

Application of OPM Minimum Qualifications to DCIPS....11

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 and Security (USD(I&S))," October 24, 2014, as amended
(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, as amended
(e) DoD Instruction 1400.25-V2005, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement," September 17, 2010 (hereby cancelled)
(f) United States Code, Title 10
(g) Executive Order 14173, "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," January 21, 2025
(h) United States Code, Title 5
(i) United States Code, Title 38
(j) Code of Federal Regulations, Title 29, Part 1607
(k) DoD Instruction 1442.02, "Personnel Actions Involving Civilian Attorneys," September 30, 2010
(l) Executive Order 12968, "Access to Classified Information," August 2, 1995, as amended
(m) Intelligence Community Directive 704, "Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information," October 1, 2008, as amended[1]
(n) Under Secretary of Defense for Personnel and Readiness Memorandum, "Strategic Plan for Fiscal Years 2012-2016," February 24, 2011[2]
(o) DoD Instruction 1402.01, "Employment of Retired Members of the Armed Forces," September 9, 2007

[1] Available through the Internet at https://www.dni.gov/files/documents/ICD/cleanedICD-704---Personnel-Security-Standards-and-Procedures-for-Access-to-SCI-20-Jun-2018.pdf
[2] Available through the Internet at https://www.esd.whs.mil/Portals/54/Documents/FOID/Reading%20Room/Administration_and_Management/11-F-1420_FY2012_2016Strategic_Plan_Final.pdf?ver=2017-05-15-135852-690

ENCLOSURE 2

OVERVIEW OF DCIPS EMPLOYMENT AND PLACEMENT

1. GENERAL STRUCTURE. DCIPS employment and placement programs will incorporate the principles and practices of:

a. Veterans' Preference. When staffing from external sources, veterans, as defined by section 2108 of title 5, U.S.C. (Reference (h)), will be given preference for employment in accordance with section 15 and paragraph 18.a. of this enclosure.

b. Merit System Principles. In accordance with section 1612 of Reference (f), merit system principles will apply to DCIPS employment and placement actions.

c. Prohibited Personnel Practices. DCIPS employment and placement actions will be free from unlawful discrimination, as well as other practices prohibited by section 2302 of Reference (h), as required by applicable law.

d. Restrictions on Employment of Relatives. Advocacy for DCIPS appointment, employment, promotion, and advancement of relatives is prohibited in accordance with section 3110 of Reference (h).

e. Employment of Former Peace Corps Employees and Volunteers. DoD Components with DCIPS positions will recruit and employ former Peace Corps employees and volunteers in accordance with internal agreements, policies, and any requirements imposed by the Peace Corps to which the employee had agreed during employment or as conditions of employment.

f. Rank-in-Position and Rank-in-Person Constructs. The DCIPS occupational and position structure established by Volume 2007 of this Instruction provides the basis on which organizations operating under either a rank-in-position or rank-in-person personnel management construct will establish workforce requirements to structure their recruitment, retention, and development programs in support of the intelligence mission.

g. Uniformed Services Employment and Reemployment Rights Act. The DoD Components with DCIPS positions will apply the provisions of the Uniformed Services Employment and Reemployment Rights Act in employment and placement policies and practices in order to ensure the protection of civilian job rights and benefits for veterans and members of Reserve Components as provided for by applicable law, sections 4314–4315 of title 38, U.S.C. (Reference (i)).

2. APPOINTMENT AUTHORITY. DCIPS positions will be filled in accordance with the authority of section 1601 of Reference (f). Appointments may be permanent, indefinite, temporary, or term. Unless otherwise stated in this Volume, guidance and flexibilities provided in sections 3101–3114 of Reference (h) and DoD regulations regarding employment of special

categories of personnel (students, experts, consultants, veterans, etc.) may be followed when making similar appointments pursuant to DCIPS authority. In special circumstances, and in accordance with applicable security and suitability policy and restrictions, DoD Components with DCIPS positions may appoint non-U.S. citizens into the Federal service. Appointment authorities other than section 1601 of Reference (f), to include those for competitive service or leading to competitive service status, are not applicable to DCIPS.

3. STATUTORY AND REGULATORY LIMITS ON APPOINTING OFFICIAL AUTHORITY. Before filling positions by any other means, the DoD Components with DCIPS positions must, as applicable, satisfy the rights of employees entitled to:

a. Restoration following military duty or recovery from compensable injury or disability in accordance with sections 4314 and 4315 of Reference (i).

b. Reemployment under law or regulation.

c. Restoration after a successful grievance or appeal.

4. FLEXIBILITY IN SOURCES. DCIPS recruitment and placement policies provide maximum flexibility within statutory and regulatory guidelines to recruit high-quality candidates from internal (Federal) and external (non-Federal) sources. In issuing internal DCIPS guidance, the DoD Components with DCIPS positions will allow for varying areas of consideration depending on the nature and level of the positions to be filled. Consistent with merit system principles, recruitment and placement procedures may include any combination of internal and external recruitment sources, allowing concurrent consideration of all sources identified. Procedures will provide for management's right to select from any appropriate source. Joint DoD and Intelligence Community (IC)–wide recruiting efforts, where appropriate, are encouraged.

5. SELECTION. All employee selections will be made in accordance with the merit system principles specified in section 2301 of Reference (h). Selections will be made from among qualified applicants based solely on valid job-relevant criteria in accordance with part 1607 of title 29, Code of Federal Regulations (Reference (j)).

6. EXTERNAL RECRUITMENT. When recruiting from external (non-Federal) sources, the DoD Components with DCIPS positions will:

a. Use the authority granted by section 1601 of Reference (f) to structure DCIPS recruitment and appointment programs that provide the most direct access to local or national sources of high-quality candidates.

b. Consistent with merit system principles, have the authority to identify, recruit, and appoint directly from any non-Federal applicant source with or without public notification or vacancy notices.

c. Determine when public notification and advertising, as described in section 8 of this enclosure, are warranted considering mission requirements, costs, and organizational benefits. For placements commonly made through college recruitment programs or in conjunction with established DCIPS special employment programs, the general, standing announcements used in support of those programs qualify as public notice or publication of vacancy notices. Records for these types of external recruitment actions must include documentation to ensure compliance with merit system principles and veterans' preference procedures.

7. APPLICANT SOURCES. The DoD Components with DCIPS positions will access applicant sources through any legal means, including such resources as the Office of Personnel Management (OPM) USAJOBS Website (http://www.usajobs.gov) and DoD Component or IC-hosted websites; newspaper and periodic publications distributed in applicant-rich population areas; job fairs or college campus recruiting activities organized by the Component or jointly by IC or Federal entities; employee referral programs; or other means consistent with the merit system principles in section 2301 of Reference (h).

8. ADVERTISING. The DoD Components with DCIPS positions, when advertising Component requirements, will communicate employment opportunities through the most practical venues to ensure the qualifications of candidates are met. Component instructions will ensure that all potential applicants, including those being recruited through job fairs or college campus recruiting activities, have access to the minimal information relevant to the opportunity being offered, to include:

a. A brief description of job responsibilities.

b. The pay plan, occupational series, work level, pay band (for organizations operating under the DCIPS banded structure) or grade(s) (for those organizations operating under the DCIPS graded structure), pay range, and position title.

c. An organizational and geographic location.

d. A statement of who may apply.

e. A statement that the position is in the excepted service and covered by DCIPS.

f. An explanation of how DCIPS applies veterans' preference as provided in this Volume.

g. A Component-specific explanation of how applicants are to claim veterans' preference and the documentation required to support the claim.

h. The minimum qualifications required.

i. The criteria against which applications will be evaluated.

j. The conditions of employment (e.g., trial period, mobility program requirements, security clearances, exceptional travel).

k. A brief description of the DCIPS occupational structure.

l. A brief description of the pay-for-performance process for those organizations operating under the DCIPS banded structure, or a description of the career advancement process applicable to those organizations operating under the DCIPS graded structure.

m. Application documentation and procedures, including the preferred means of contact, whether the advertisement has a specific closing date or is open-ended, "rolling," etc.

n. An equal employment opportunity statement.

o. A statement of any incentives or entitlements for which the applicant may be considered.

9. QUALIFICATION REQUIREMENTS. The DoD Components with DCIPS positions will apply general qualification profiles developed by the USD(I&S) in conjunction with their Components and the Office of the Director of National Intelligence (ODNI). These profiles shall include descriptions of the competencies, knowledge, skills, abilities, education, training, and the type and quality of experience required for successful job performance in the DCIPS occupational structure as defined in Volume 2007 of this Instruction.

a. Evaluating Qualifications. Applicants must meet the minimum qualification requirements established for the work category, occupation, and work level, as well as the pay band (for those organizations operating under the DCIPS banded structure) or grade (for those organizations operating under the DCIPS graded structure).

b. Comparison of DCIPS and OPM Minimum Qualifications. In the absence of USD(I&S) qualification profiles, the DoD Components with DCIPS positions may adopt OPM qualification standards or use existing Component-specific qualification standards derived from OPM qualification guidelines in evaluating candidate qualifications. The Table describes the equivalencies applicable to organizations using the DCIPS occupational structures defined in Volume 2007 of this Instruction. For attorney positions, DoD Components with DCIPS positions will comply with DoD Instruction 1442.02 (Reference (k)).

c. Use of Time-in-Band or Time-in-Grade. Qualifications for DCIPS positions will not include specific time-in-band (for those organizations operating under the DCIPS banded structure) or time-in-grade (for those organizations operating under the DCIPS graded structure) requirements. In staffing DCIPS positions, the DoD Components with DCIPS positions will emphasize the quality, rather than the duration, of experience and assess how the quality of the

experience demonstrates possession of the knowledge, skills, abilities, and competencies necessary for successful job performance in the DCIPS occupational structure.

Table. Application of OPM Minimum Qualifications to DCIPS

DCIPS WORK CATEGORY	WORK LEVEL	PAY BAND	MINIMUM QUALIFYING GRADE USING GENERAL SCHEDULE GRADE-BASED STANDARDS
Technician/Administrative Support	1	1	GG-01
Technician/Administrative Support	2	2	GG-07
Technician/Administrative Support	3	3	GG-11
Professional	1	2	GG-07
Professional	2	3	GG-11
Professional	3	4	GG-13
Professional	4	5	GG-15
Supervision/Management	2	3	GG-11
Supervision/Management	3	4	GG-13
Supervision/Management	4	5	GG-15
DCIPS Work Levels: 1 = Entry/Developmental, 2 = Full Performance, 3 = Senior, 4 = Expert GG = general Government (grade)			

d. Qualification Standards. The DoD Components with DCIPS positions may tailor the OPM or DCIPS qualification standards by adding a valid knowledge, skill, or ability derived from a documented job analysis as either a selective placement factor or a quality ranking factor. They will ensure that all qualification standards, vacancy advertisements, and other documentation related to descriptions of work used in recruitment and staffing are consistent with the USD(I&S)-developed qualification profiles and will use the taxonomy and nomenclature consistent with Volume 2007 of this Instruction.

e. Positive Education Requirements. Establishment of positive, or minimum, education requirements must be consistent with accepted Federal practices and regulations. The DoD Components with DCIPS positions may not establish minimum education requirements for DCIPS positions unless they determine in advance of recruitment through a formal validation process conducted in accordance with Federal policy and practice that persons without that education, generally of a scientific, technical, or professional nature (but with related experience), cannot perform the work. Additional education requirements must be submitted to and approved by the USD(I&S) before use.

f. Professional Positions. At a minimum, all groups in the Professional work category will require either a bachelor's degree or equivalent experience. However, some groups in this category may have a positive education requirement that cannot be replaced with experience, such as a requirement for a particular type or level of academic degree.

g. Pay Setting on Appointment to a DCIPS Position. Initial pay setting will be made in accordance with Volume 2006 of this Instruction.

10. CONDITIONS OF EMPLOYMENT

a. Applicants are required to sign a statement indicating they understand the conditions of employment or assignment unique to DCIPS positions and acknowledge the consequences of failing to meet required conditions. Applicants who do not meet applicable conditions of employment may not be appointed or assigned.

b. The DoD Components with DCIPS positions may deny employees who do not meet or maintain a condition of employment assignment to a position or may remove them from a position requiring a condition of employment by reassignment, demotion, or removal from the Federal service in accordance with law and applicable DoD Component regulations.

c. Each non-DCIPS applicant selected for a DCIPS position must acknowledge in writing as early as is practicable that the position for which he or she has been selected is in the excepted service and covered by DCIPS. The time at which this acknowledgment is executed is at the discretion of the DoD Component but must be signed before the appointment is affected.

d. Offers of employment (e.g., initial, contingent, and final), once made, are normally binding on the Government, subject to requirements and budget still existing for the position, conditions of employment being met by the candidate, and changes to law prohibiting the Government from meeting the intentions of the initial offer of employment.

11. INVESTIGATIVE STANDARDS AND GUIDELINES. When access to classified information is a condition of employment or assignment, the DoD Components with DCIPS positions will follow common investigative standards and adjudicative guidelines established by Executive Order 12968 and, as applicable, IC Directive 704 (References (l) and (m)). The DoD Components with DCIPS positions will practice reciprocity of security clearances for their employees.

12. SECURITY ELIGIBILITY AND SUITABILITY. Candidates must meet applicable eligibility and suitability standards in References (l) and (m). This includes completion of an appropriate background investigation on the candidate and a favorable adjudication by a determining authority in addition to completion of any related authorized examinations or security procedures. The DoD Components with DCIPS positions will not appoint selectees to a position requiring a clearance without the approval of their servicing security office.

13. QUALITY IN EMPLOYMENT AND PLACEMENT OUTCOMES. Employment and placement activities of the DoD Components with DCIPS positions will:

a. Incorporate quality goals and standards to measure recruitment and placement results in attracting and hiring highly qualified candidates well suited to meet mission requirements. Quality standards will state how DoD Components, through their employment and placement practices, will ensure the availability of qualified applicants from various backgrounds.

b. Use essential metrics in supporting the Office of the USD(I&S) (OUSD(I&S)) and ODNI assessment of employment and placement actions. Metrics will be consistent with the requirements established in the USD(P&R) Memorandum (Reference (n)). Specific details and requirements for such metrics will be published in a separate volume of this Instruction. At a minimum, these metrics will include but will not be limited to:

(1) Time-to-Fill Metric. The DoD Components with DCIPS positions will measure the average time it takes to fill a position as determined by the ODNI and DoD methodology.

(2) Vacancy Rate Metric. The DoD Components with DCIPS positions will track vacancy rates in key mission categories, work categories, work levels, pay bands (for those organizations operating under the DCIPS banded structure), or grades (for those organizations operating under the DCIPS graded structure). The OUSD(I&S) will consult with the DoD Components on the appropriate vacancy rate percentages to allow for normal career growth and rotational development while maintaining opportunities for new hiring.

(3) Transparency Metric. The DoD Components with DCIPS positions will measure employee and candidate perceptions of the fairness of Component selection processes through regular opinion surveys provided through the OUSD(I&S) and ODNI.

(4) Collaboration Metric. The DoD Components with DCIPS positions will report annually, as determined by the USD(I&S), on critical indicators of IC collaboration in employment and placement. Such indicators will be developed by the OUSD(I&S) in consultation with the Components.

(5) Quality Metrics. The DoD Components with DCIPS positions will use surveys and other appropriate means as determined by the USD(I&S) to measure manager satisfaction with the hiring process and with the quality of selectees.

14. TARGETING RECRUITMENT. The DoD Components with DCIPS positions may limit consideration of applicants to the smallest group that will ensure that a sufficient pool of qualified applicants is available to meet mission staffing requirements in the minimum amount of time. Source groupings may be limited to the organization where the vacancy exists, to the local commuting area, or may be regional, national, or worldwide. They may include DoD Components with DCIPS positions and other IC staff, or all sources.

15. VETERANS' PREFERENCE IN EXTERNAL RECRUITMENT

a. Candidates New to Federal Service. The DoD Components with DCIPS positions will identify external candidates entitled to veterans' preference as identified in section 2108 of Reference (h). Preference-eligible candidates with a Military Service-connected disability of 30 percent or more must be specifically identified. When filling positions with external applicants, preference-eligible veterans will be granted preference in selection over non-

preference-eligible candidates with substantially equal qualifications. The procedures outlined in paragraph 15.e. of this enclosure will apply to the non-selection of a substantially equally qualified preference-eligible candidate with a Service-connected disability of 30 percent or more.

b. Candidates with Prior Federal Service. The determination and application of veterans' preference is not required when selecting external candidates with prior Federal competitive or excepted service who have completed a probationary or trial period and have not been separated for cause.

c. Candidates with Prior DCIPS Service. Former Defense Intelligence employees who served on permanent appointments, completed a trial period, and were not separated for cause may be reappointed in DCIPS without application of veterans' preference.

d. Veterans' Preference Methodology and Documentation

(1) The criteria in section 2108 of Reference (h) for determining the preference eligibility of each applicant will apply to DCIPS without change.

(2) DoD Component procedures will ensure that, at a minimum:

(a) When making final selections (i.e., at the point where those candidates under serious consideration for an offer have been identified), the selecting official, with the assistance of the Human Resources staff, should ascertain whether any of the candidates are preference eligible. If all relevant considerations for the position are deemed substantially equal, the selecting official must offer the position to a substantially equally qualified preference-eligible candidate as opposed to a non-preference-eligible candidate.

(b) If a non-preference-eligible candidate is selected, the reasons for non-selection of any substantially equally qualified preference-eligible candidate must be documented in writing and made part of the selection record. Reasons for non-selection will be provided to the preference-eligible candidate by the servicing human resources office.

e. Additional Procedures for Passing Over a Substantially Equally Qualified Veteran with a Compensable Service-Connected Disability of 30 Percent or More. DoD Components must notify the USD(I&S) and receive approval before the passing over of any substantially equally qualified preference-eligible candidate with a Service-connected disability of 30 percent or more. In such cases, USD(I&S) approval must be received prior to extending a final offer of employment to the non-preference eligible candidate. Reasons for non-selection and USD(I&S) approval of the passover must be made part of the selection record. Reasons for non-selection will be provided to the preference-eligible candidate by the servicing human resources office.

16. TRIAL PERIODS. Except as noted in paragraphs 16.a. through 16.c., DCIPS Defense Intelligence employees will serve trial periods. Trial periods will be 2 years in duration. During this trial period, an employee may be separated with no right of appeal outside the DoD (except as provided for preference eligibles defined as "employees" in section 7511 (a)(1)(B) of Reference (h)) at any time if it is determined that the employee's conduct or performance is

unsatisfactory. Time served in a DCIPS temporary appointment is not credited toward completion of a DCIPS trial period.

a. Employees who have previously completed a trial period in a DCIPS position will not serve another trial period upon acceptance of or reappointment to another DCIPS position. Current Defense Intelligence employees who are in a DCIPS trial period and transfer to another DCIPS Component will finish their trial period in the new DCIPS position.

b. Employees who have completed a trial period in another IC Component will not be required to complete another trial period upon appointment to a DCIPS position. Current IC employees who are in a trial period in another IC Component when appointed to a DCIPS position will finish their trial period in the DCIPS appointment.

c. In cases where organizational units or other groups of employees simultaneously convert to DCIPS:

(1) Individual trial period status will be determined in accordance with the criteria in paragraphs 16.a. and 16.b. if the employee has previously completed a trial period in another DCIPS or IC Component appointment.

(2) Employees who previously completed a probationary period in a competitive service permanent appointment will not be required to serve a DCIPS trial period upon conversion to the DCIPS appointment.

(3) Employees who have not completed a probationary period in a competitive service permanent appointment will be credited with continuous time served in the competitive service permanent appointment toward completion of a DCIPS trial period before conversion to a DCIPS appointment.

d. Supervisory and managerial probationary periods required by section 3321 of Reference (h) are not applicable to DCIPS.

17. SUPERVISORY AND MANAGERIAL ASSIGNMENTS. The DoD Components with DCIPS positions will ensure that employees, newly selected to DCIPS supervisory or managerial positions, possess the required supervisory or managerial competencies for the position. Development of the necessary supervisory or managerial competencies may be achieved via training, successful accomplishment of specific supervisory or managerial work objectives, individual coaching, and other development activities.

18. INTERNAL RECRUITMENT AND PLACEMENT. When the DoD Components with DCIPS positions deem that a sufficiently well-qualified applicant pool is available within their Components by recruiting from internal sources, they will determine the size and scope of internal areas of consideration based on the availability of the skills and competencies required for the positions to be filled.

a. Veterans' Preference. Veterans' preference is not applicable to recruitment from internal candidate sources.

b. Internal Placement: Competitive

(1) Selection to a Position at a Higher Work Level, Pay Band, or Grade. When selecting employees for placement in a position at a higher work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure) than that currently held by the employee, but within the same work category, the DoD Component with DCIPS positions generally will use a competitive process as documented in the Component's internal merit placement policy. When such competitive selection includes a promotion as defined in Volume 2006 of this Instruction, the promotion will be handled in accordance with procedures contained in that Volume.

(a) Salary progression through the Entry/Developmental Work Level, and promotions to and salary progression through the Full Performance Work Level (for those organizations operating under the DCIPS banded structure) and promotions through the Entry/Developmental Work Level, and promotions to the GG-11 and through the Full Performance Work Levels (for those organizations operating under the DCIPS graded structure), as part of developmental progression for the Professional work category, may be treated as non-competitive career promotions or salary progression based on the demonstration of appropriate performance and competency requirements of the next pay band or grade. For the provisions of this subparagraph to apply, the program must be authorized in the DoD Component with DCIPS positions' merit placement policy, selection for the development progression path must have been conducted competitively, and such competition must have specified the end work level or grade of the developmental plan.

(b) Promotions to a higher pay band or grade made as a part of a documented DCIPS career program for employees in other work categories or occupations may be developed and implemented by DCIPS policy, if included in the DoD Component with DCIPS positions' merit placement policy.

(2) Reassignment. In reassigning employees within the same pay band (for those organizations operating under the DCIPS banded structure) or grade (for those organizations operating under the DCIPS graded structure) but to a work category with higher pay band or grade potential (e.g., from the Technician/Administrative Support work category to the Professional work category), the DoD Components with DCIPS positions will normally use a formal, competitive process as documented in the DoD Component with DCIPS positions' merit placement policy.

(3) Detail. The DoD Components with DCIPS positions will normally apply competitive procedures to details of more than 240 days to positions at a higher work level or pay band (for those organizations operating under the DCIPS banded structure) or higher work level or grade (for those organizations operating under the DCIPS graded structure), and to positions in a different work category with higher pay band or grade potential, as determined by the Component.

c. Internal Placement: Exceptions to Competition

(1) Lateral Transfer. The DoD Components with DCIPS positions may noncompetitively move an employee from one Component to another within the current work category, work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure). Qualification requirements associated with the new position must be met.

(2) Reassignment. The DoD Components with DCIPS positions may make the noncompetitive reassignment of an employee within their Component at the current work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure). Qualification requirements associated with the new position must be met.

(3) Detail. The DoD Components with DCIPS positions may detail employees to positions in the same or equivalent work category, work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure). Normally, details should not exceed 1 year. The Components will regularly review their use of details to ensure that principles of merit, employee equity, and proper work force management are not compromised.

(4) DoD Placement Programs. As applicable, the DoD Components with DCIPS positions will, in accordance with appropriate security guidance and considerations for limiting access to classified national security information, satisfy the rights of employees who are entitled to priority consideration for continued employment or reemployment from local special placement programs, the DoD Priority Placement Program, and the other mandatory placement programs including the Reemployment Priority List and OPM's Priority Reemployment List.

(5) Developmental Programs. With USD(I&S) approval, the DoD Components with DCIPS positions will establish career development programs for employees in the Professional work category. Such programs may establish planned salary advancement programs for those organizations operating under the DCIPS banded structure, or career promotion programs for those organizations operating under the DCIPS graded structure. If provided for in Component policies, with USD(I&S) approval and in accordance with DCIPS policy that may be developed, the DoD Components with DCIPS positions may establish planned salary advancement programs, or career promotion programs, to support developmental goals for employees in certain occupations in other work categories. Such programs may include noncompetitive salary advances or promotions up to the full performance work level for the work category.

(a) Career development programs will be developed in coordination with the USD(I&S) and approved by the Head of the DoD Component with DCIPS positions, or designee, and the USD(I&S) and will include:

1. Hiring guidance for the occupation.

2. Planned duration of the developmental program relative to experience at hire.

3. Developmental benchmarks, performance requirements, supporting criteria, and standards that must be met in order to receive a developmental salary progression or noncompetitive promotion.

4. Salary advancement or promotion schedule associated with the program, if any.

(b) Selections for these programs are conducted through a formal competitive process as outlined in the DoD Components with DCIPS positions' internal merit placement policy.

(c) As part of an approved developmental program, an employee selected competitively for a position in the developmental program may be advanced noncompetitively to the established end work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure) included in the original competition for the developmental program upon meeting developmental benchmarks, performance requirements, and other requirements as applicable. Salary advancements or promotions within the program are not an entitlement but are contingent on meeting all advancement criteria within the program.

(d) Employees in such programs remain eligible to compete in the pay pools, as applicable, and to apply for competitive promotion opportunities.

(e) If applicable, developmental progression programs developed for positions in other work categories will include information provided in subparagraphs 18.c.(5)(a)1. through 4. in addition to any information specific to the program.

(6) Realignment. If provided by DoD Component policy, as applicable, promotions resulting from the application of a new job grading standard or the correction of a position alignment (formerly known as classification) that assign a position to a higher work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure) will be made noncompetitively. Realignment determinations will be made within guidelines on the total number of allowable Senior and Expert work level positions expressed as a percentage of the total number of non-DISES/DISL DCIPS positions.

(7) Accretion of Duties. If provided by DoD Component policy, and at Component discretion, promotions to a higher pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure) in the same work category or occupation resulting from the accretion of additional duties and responsibilities may be made noncompetitively. Such promotions will be rare occurrences in Components practicing effective position management. In meeting the standard for accretion of duties, the Components will affirm that the additional duties do not adversely affect another position and that the employee meets all eligibility requirements for the higher work level, pay band, or grade. Promotions will be made within guidelines on the total number of allowable

Senior and Expert work level positions expressed as a percentage of the total number of non-DISES/DISL DCIPS positions.

(8) Previously Held Position. Placement of employees into a pay band or grade that they previously held or to which employees previously had promotion potential may be made noncompetitively.

d. Temporary Promotions. DoD Components with DCIPS positions may authorize temporary promotions, when appropriate for mission effectiveness, subject to the following:

(1) Temporary promotions may be authorized without competition for up to 240 days.

(2) Temporary promotions may be authorized for more than 240 days under Component competitive procedures.

19. APPOINTMENT OF RETIRED SERVICE MEMBERS. Retired Service members will be considered for Federal civilian employment in compliance with merit system principles and in accordance with DoD Instruction 1402.01 (Reference (o)).

20. APPOINTMENT OF FEDERAL ANNUITANTS. Federal civilian annuitants under either the Civil Service Retirement System or the Federal Employees' Retirement System may be reemployed in any position for which they are qualified. Reemployed annuitants may be hired on a term, temporary, or indefinite basis in either a full-time or part-time status. Federal annuitants will be reemployed and compensated subject to the criteria and delegations of authorities set forth in Volume 300 of this Instruction.

21. STUDENT PROGRAMS. The DoD Components with DCIPS positions may utilize and structure temporary and intermittent paid student employment, intern employment, and scholarship programs to provide students with temporary exposure to work environments, acquaint them with intelligence missions, and encourage student interests in new or developing occupations and professions. Use of student programs is limited to students who are enrolled at least half time in an accredited educational institution as determined by that institution and who have the permission of that institution, where necessary, to work at the Component.

a. Converting Student Hires to Permanent Positions. Noncompetitive conversion to a permanent position is permitted for student program participants who have graduated or met other program requirements established by the DoD Component with DCIPS positions. In determining the appropriate work level and pay band or grade, as applicable, for student employees who are being placed in permanent positions, the Components will consider all qualifications including the student's performance record as a student employee.

b. Inter-Component Conversion. The DoD Components with DCIPS positions may noncompetitively convert student program participants from other Components with the consent of the parent Component.

c. Scholarship Programs. The DoD Components with DCIPS positions may use scholarship programs, whether statutorily limited to individual Components or broadly applicable in the Government, the IC, or the DoD consistent with Component staffing requirements and governing statute and regulation.

22. UPWARD MOBILITY AND SIMILAR HIRING PROGRAMS. The DoD Components with DCIPS positions may establish special hiring programs designed to improve recruitment in specific work categories, occupations, geographic areas, or other areas of focus. In establishing such programs, Components will consider all requirements of the positions and required qualifications of program participants and develop plans for development of employees to support success of the employees in the program.

23. TEMPORARY AND TERM APPOINTMENT. The DoD Components with DCIPS positions may make temporary or term appointments to meet short-term surge or other short-duration mission requirements. The Components may make such appointments without competition or through a competitive recruitment process. The circumstances under which a temporary appointment is appropriate include, but are not limited to, filling a position to address a temporary workload peak or to complete a project or meeting a staffing need that is anticipated not to exceed a 1-year timeframe for reasons such as abolishment, reorganization, or contracting out of a function. A temporary appointment may not be used as an unofficial trial period. A temporary appointment, generally, will be more appropriate than a term appointment when management is unable to determine in advance exactly how long the temporary need will exist and therefore anticipates releasing the temporary employee with little advance notice.

a. Duration of Temporary Appointments. Temporary appointments will be made for periods of 1 year or less. Temporary appointments terminate automatically upon the expiration date unless approval has been granted for an extension or the employee resigns or is separated at an earlier date. These appointments may be terminated at any time by the DoD Component. A notice period of 30 days is desired before a termination action is accomplished. Temporary appointments may be extended in increments of up to 1 year for a maximum of 3 years of total service.

b. Appointment Authority. Section 1601 of Reference (f) is the authority for all DCIPS appointments.

c. DCIPS Term Appointments (DTAs).

(1) DTAs may be made noncompetitively from any source for an initial period of at least 1 year and 1 day, but not more than 8 years. These appointments must have a pre-determined end date and may be extended after the initial period in up to 1-year increments for up to a total of 8 years. DTAs are used to meet legitimate non-permanent staffing needs as determined by the DoD Component. Reasons for making DTAs include, but are not limited to, project work, extraordinary workload surge, scheduled abolishment, reorganization or contracting out of a

function, uncertainty of future funding, or the need to maintain permanent positions for placement of surplus employees otherwise subject to reduction. DoD Components must request approval for DTAs with the potential to extend beyond 6 years before the initial appointment of the employee(s). Submissions must be endorsed by the DoD Component's headquarters civilian human resources office and be submitted to the Human Capital Management Office within OUSD(I&S).

(2) DTAs terminate automatically upon the expiration date unless approval has been granted for an extension or the employee resigns or is separated at an earlier date. These appointments may be terminated at any time by the DoD Component. A notice period of 30 days is desirable before effecting a termination.

(a) Trial Periods for Term Employees. Term appointees will serve trial periods consistent with those for permanent appointments as prescribed in section 16 of this enclosure.

(b) Extensions. Term employees are eligible for an extension of their appointment, even if their eligibility for noncompetitive appointment expires or is lost during the period they are serving under term employment. Approval by the Human Capital Management Office within OUSD(I&S) is required to extend DTAs beyond 6 years.

(c) Promotion, Reassignment, or Reduction in Work Level, Pay Band, or Grade. A term employee may be promoted, reassigned, or reduced in work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure) to another term position, provided the total combined service under the term appointment does not exceed the maximum time limitation and the employee meets the qualification requirements of the position.

(d) Conversion from DCIPS Term to DCIPS Permanent Appointment. A DCIPS term employee may be eligible for noncompetitive conversion to a DCIPS permanent appointment. To be converted noncompetitively to such an appointment, the employee must:

1. Be initially selected from an announcement that specifically stated that the individual could be eligible for noncompetitive conversion to a permanent DCIPS appointment at a later date.

2. Have completed at least 2 years of continuous service with at least a "Successful" overall rating of record.

3. Be converted to a permanent DCIPS position in the same or lower work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure) for which hired, except that employees hired in special programs (e.g., students) may be converted to a higher work level, pay band, or grade, in accordance with established special program guidelines.

24. TEMPORARY ASSIGNMENTS TO OTHER DOD COMPONENTS WITH DCIPS POSITIONS. Defense Intelligence employees will be afforded every opportunity to develop skills and contribute their talents across the DoD and in other Federal intelligence agencies, in domestic and foreign field assignments. To that end, the DoD Components with DCIPS positions will:

a. Fully utilize competitive and noncompetitive lateral transfers, details to other DoD Components, joint duty assignments, and any additional opportunities for employees to serve across organizational lines.

b. Facilitate such assignments through advertisement, including them in career planning, recognition during performance management deliberations, and providing appropriate rewards consistent with Volumes 2006, 2008, and 2012 of this Instruction.

c. Comply with DoD policy on prescribed tour lengths and rotations to DoD Components and provide employees, assigned to such rotations, administrative return rights within the parent Component upon completion of their tours.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DCIPS	Defense Civilian Intelligence Personnel System
DISES	Defense Intelligence Senior Executive Service
DISL	Defense Intelligence Senior Level
DTA	Defense Civilian Intelligence Personnel System term appointment
GG	general Government (grade)
IC	intelligence community
ODNI	Office of the Director of National Intelligence
OPM	Office of Personnel Management
OUSD(I&S)	Office of the Under Secretary of Defense for Intelligence and Security
U.S.C.	United States Code
USD(I&S)	Under Secretary of Defense for Intelligence and Security
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, the following terms and their definitions apply to the DCIPS Volumes of this Instruction and serve as the basic employment and placement taxonomy for DoD Components with DCIPS positions.

alignment. The alignment of positions to the DCIPS occupational structure.

competition. The established process, as detailed in the DoD Component's merit staffing plan, by which candidates are considered for the purpose of determining the best qualified individual for specific career or advancement opportunities.

competitive service. Those organizations that use the OPM's competitive hiring processes to evaluate and rank candidates.

condition of employment. A requirement or precondition for holding a position that is in addition to knowledge, skills, abilities, or educational qualification requirements. Conditions of employment will be imposed when required by law or regulation, when determined by appropriate management authority to be in the best interests of DCIPS or national security, or to

be mandatory for effective performance in the position. Examples of conditions of employment include, but are not limited to, the requirement to obtain and maintain access to the level of classified information required for a position, undergo a periodic polygraph examination, meet physical or medical standards, or be mobile, including in support of contingency operations.

Defense Intelligence employee. An individual appointed to an excepted position in DCIPS.

detail. A temporary assignment to a different position. During the period of detail, employees are considered as permanently occupying their position of record for pay and strength purposes.

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

excepted service. Excepted service organizations are specifically excluded from the OPM's competitive service procedures. These organizations have their own hiring system, which establishes the evaluation criteria used in filling vacancies.

external (non-Federal) recruitment. Recruitment of applicants not currently serving in permanent or DCIPS positions in the Federal service. Recruitment from external (non-Federal) sources requires application of veterans' preference as prescribed by Reference (f) and this Volume.

GG. Defined in Volume 2007 of this Instruction.

internal (Federal) recruitment. Recruitment of applicants currently serving in Federal service to appointments in the DoD Components with DCIPS positions.

internal placement. Movement of a Defense Intelligence employee by a competitive or noncompetitive action within a DoD Component.

pay pool. An aggregation of employees within a DoD Component for the purpose of making annual performance-based compensation decisions. The organizing construct for a pay pool may include consideration of organization or region of assignment, occupation, or other organizing criterion involving a common mission focus.

permanent appointment. An appointment without time limitation.

Priority Placement Program. The program established pursuant to Volume 1800 of this Instruction.

promotion. Movement to a higher work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure).

reassignment. The assignment of Defense Intelligence employees to another DCIPS position in the same work level, pay band (for those organizations operating under the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure), within their DCIPS Component.

temporary appointment. An appointment made initially for 1 year or less to meet short-term surge or other short-duration mission requirements.

term appointment. A DCIPS appointment to a position where the need for an employee's service is not permanent. A DTA will be made for an initial specified period of more than 1 year, but fewer than 8 years. Initial appointments of fewer than 8 years may be extended to a maximum of 8 years.

transfer. The permanent appointment of a Defense Intelligence employee involving the movement from one DCIPS Component to another without a break in service in accordance with the authority in section 1601 of Reference (f). Such appointments may be made noncompetitively or competitively. Noncompetitive transfers (i.e., lateral transfers) are made to the same work category, work level, pay band (for those organizations operating the DCIPS banded structure), or grade (for those organizations operating under the DCIPS graded structure). Movement of employees to higher work levels, pay bands, or grades or to work categories having higher promotion potential must be made competitively.

trial period. A period of 2 years following initial appointment during which employees have no appeal rights except for those preference eligibles as defined in section 7511(a)(1)(B) of Reference (h).

work category. Defined in Volume 2007 of this Instruction.

work level. Defined in Volume 2007 of this Instruction.