

## DCIPS Retention Program (DRP) Process Fact Sheet

### Overview

The DCIPS Retention Program (DRP) is a Defense Intelligence Enterprise-wide program with the goal of retaining DCIPS employees facing separation by Adjustment In Force (AIF). The DRP provides a standardized process with central oversight to match DCIPS employees pending separation by AIF with available DCIPS positions matching their skills and experience in a consistent, equitable and timely manner. This fact sheet provides a general overview of the DRP process.

### The Process

The DRP process consists of five phases:



The DRP Open Period lasts for at least 60 days because the start coincides with the issuance of the Specific AIF Notices. Phases 2, 3 and 4 occur throughout the Open Period. At any one time, various positions and registrants will be in various steps of the program, both within a Component and across the Enterprise. Only Phases 1 and 5 have a structured and finite period.

#### *Phase 1: Preparation for DRP*

Components undergoing an AIF should begin preparation for DRP when they issue the General AIF Notice (or Group Notice), which must be issued at least 90 days prior to the AIF effective date. This phase is largely comprised of notifying appropriate parties, gathering information, preparing registration packages, and counseling affected employees.

#### *Phase 2: Preliminary Matching Process*

This phase begins when the Component undergoing an AIF issues Specific AIF Notices (or Individual Notices) to those employees who will be affected by the AIF. Employees pending separation are officially registered in the DRP at the start of Phase 2, and the preliminary review process at the Components and/or the DCIPS PEO is in progress. In this phase, employee registration packages, which include their resumes, are reviewed against all available positions to identify possible matches between the employees and available positions. Beginning in this phase, Components must submit weekly reports to DCIPS PEO with information about available positions and status of matched DRP Registrants. While DRP does not apply to positions that are only open internally beginning in this phase Components cannot fill any positions with external candidates without checking the DRP for qualified candidates first.

### *Phase 3: Component Considerations*

In this phase, Components consider the resumes of those identified as preliminary matches. This phase includes a more detailed review, the option of an interview if a preliminary match is identified, and the final match/no-match decision by the Component. In this phase, a DRP Registrant may be offered a position by a Gaining Component. The DRP Registrant has three days to respond to the offer. Weekly reporting continues.

### *Phase 4: Finalization of Match Decisions*

Throughout the DRP and as the DRP open period comes to a close, Components work to complete placement efforts identified through the DRP and meet weekly reporting requirements to the DCIPS PEO. If a DRP Registrant is determined to be a match, and the DRP Registrant accepts the offer, the Gaining Component would begin on-boarding activities in this phase.

### *Phase 5: DRP Closeout*

In this phase, the AIF Effective Date has passed and thus, the DRP Open Period has ended. If the DRP Open Period ends before final determinations are made regarding a match for a specific employee, the review process continues and DRP requirements remain in place. Affected DRP Registrants are separated on the effective date of the AIF, but the review process continues to the final match/no-match decision. This phase is comprised of final reporting, documentation, reviews, and any necessary actions to officially close-out the DRP. The DCIPS PEO notifies DCIPS Components that a specific AIF has been completed and that registrants from that AIF are to be removed from the DRP.

### **More Information**

For more information about the DRP, please see the DRP Guidance at: <http://dcips.dtic.mil/adjustmentinforce.html>