



**Defense Civilian Intelligence Personnel System (DCIPS)
Defense Civilian Personnel Data System (DCPDS) Position and Employee Information Fact Sheet**

This fact sheet provides general information concerning the coding of specific data elements relating to the Defense Civilian Intelligence Personnel System (DCIPS) graded pay structure (GG pay plan).

Pay Rate Determinant (PRD)

The following pay rate determinants (PRD) will be used when processing actions:

PRD 0 Regular Rate: This code will be used for all employees whose rate is set to Step 1 thru Step 10 of the DCIPS grade.

PRD 2 Saved Rate - Indefinite: This code will be used for those employees whose basic pay (including LMS or TLMS) exceeds Executive Level IV but not more than 5% above Executive Level IV prior to enactment of NDAA FY 2010. This code will also be used for DCIPS employees in non-foreign OCONUS areas whose basic pay on January 15, 2012, exceeds level IV of the Executive Schedule and are placed on pay retention in accordance with NAREAA.

PRD 4 Saved Rate - Other: This code will be used for all employees whose rate exceeds Step 10 of the DCIPS grade but is equal to or below the maximum of the extended base rate range (equivalent to the step 12 rate for the grade). Step 00 will be used with this PRD and LMS/TLMS will apply; therefore, basic pay and locality are not combined. Employees in this PRD will continue to receive 100% of the annual General Pay Increase (GPI) and any increases to local market supplements or targeted local market supplements; however, the basic pay limitation of Executive Level IV applies. Note: This PRD was not applicable to DCIPS pay plan 'IA'.

PRD J Retained Pay - Same Position: This code will be used for all employees whose base rate of pay exceeds the maximum of the extended rate range (equivalent to the step 12 rate for the grade) and PRD 2 does not apply. Note: This PRD was not applicable to DCIPS pay plan 'IA'.

PRD K Retained Pay - Different Position: This code will be used for all employees whose base rate of pay exceeds the maximum of the extended rate range (equivalent to the step 12 rate for the grade) and are occupying a different position than that held before this action and PRD 2 does not apply. Note: This PRD was not applicable to DCIPS pay plan 'IA'.

Defense Civilian Personnel Data System (DCPDS) General Information for DCIPS

Data elements unique or specific to DCIPS GG positions and employees are as follows:

- 1) Position > Extra Information > **Multiple Agency Information:** 'Mission Category', 'Work Category' and 'Work Level' must contain valid values. Note: For DCIPS 'IA' positions, 'Mission Category' accepted a null value.

- 2) Position > Extra Information > **US Federal Alternate HR System: 'Personnel System Indicator'** must be null or '00' (Other). Note: For DCIPS "IA" positions, this will be '02' (Defense Civilian Intelligence Personnel System).
- 3) Position > Extra Information > **US Federal Position Group 2: 'Intelligence Position Ind'** must be '2' [Defense Civilian Intelligence Personnel system (DCIPS)] and **'Position Occupied'** must be 2 (Excepted Service).
- 4) Position > Extra Information>**US Federal Valid Grade Info: 'Valid Grade'** and **'Target Grade'** will reflect the appropriate 'GG' pay schedule and grade; the **'Pay Table ID'** will be '0000'; and the **'LMS Indicator'** will be coded with the applicable 'LMS Indicator' value from the List of Values (LOV) if the position/employee is entitled to a Targeted Local Market supplement (TLMS) or will be blank when not entitled to a TLMS. Note: For DCIPS 'IA' positions, the **'Valid Grade'** and **'Target Grade'** will reflect the 'IA' pay schedule and band; the **'Pay Table ID'** will be 'IA00'; and the **'LMS Indicator'** will be coded with the applicable 'LMS Indicator' value from the List of Values (LOV) if the position/employee is entitled to a Targeted Local Market supplement (TLMS) or 'IA0000' when not entitled to a TLMS.
- 5) People > Assignment > Extra Information > **US Federal Assignment RPA: 'Calculation LMS Percentage'** will be null unless the employee is receiving a TLMS and the TLMS percentage is higher than the locality pay area percentage for that location in which case this will reflect the TLMS percentage.
- 6) People > Assignment > Extra Information > **US Federal Pay Pool History:** This will reflect the **Start Date** and **Pay Pool ID** of the '02-DCIPS Pay Pool' to which the employee is currently assigned. This will also reflect prior pay pool assignments with the **End Date** when an employee was previously assigned to a different pay pool.
- 7) People > Extra Information > **Alternate Personnel System Info:** This was used to track entry into and out of the '02' DCIPS Personnel System Indicator and is no longer applicable to 'GG' employees. The entry that was created when the employee moved into the 'IA' position should reflect the **'APS Departure Date'** and **'APS Departure NOA'** for when the employee moved out of the 'IA' position.
- 8) People > Extra Information > **DCIPS Periodic Increase Info:** This was used to process the Interim Within-Grade Increases (WGIs) for the 'IA' positions and it not applicable to 'GG'. WGIs for GG employees are processed using the information in People > Assignment > Entries > **Within Grade Increase.**