

Developmental Program Fact Sheet

Overview

DCIPS Developmental Programs for employees entering the Professional work category at the Entry/Developmental work level support the Under Secretary of Defense for Intelligence's strategic goals to professionalize the workforce and utilize DCIPS policies to enable the recruitment, development, and retention of a mission-focused workforce. For employees, a developmental program is an opportunity to progress into higher levels of responsibility and for career growth. Under DCIPS policy, DoD Components with DCIPS positions must establish Developmental Programs for these employees. Components have the flexibility to design Developmental Programs specific to individual employees, and/or they may create cohort programs that apply to multiple employees. Developmental Programs may include non-competitive advancement to a pre-determined DCIPS Grade in the Full Performance work level (for employees in the graded structure) or to a pre-determined position in the DCIPS Pay Band 3 (for employees in the pay banded structure). All progression is tied to achieving established developmental milestones.

While there is no established timeframe for the completion of Developmental Programs, DCIPS does not have any Professional work category positions permanently aligned to the Entry/Developmental work level, as such, Developmental Programs typically last 3-6 years, with the specific program participation determined through variables such as progression milestones, training availability and throughput, and starting point in the Entry/Developmental work level and expected end point in the Full Performance work level.

Program Requirements

Developmental Programs may be structured to accommodate both graded and banded structures. Component programs must include:

- Program entry through a competitive process at the Entry/Developmental work level in the Professional work category. Employees converting to full-time employment at the completion of their student hire program are deemed to have met this requirement through selection for the original student hire program.
- Hiring guidance for the occupation
- Planned duration of the program relative to experience at hire
- Developmental benchmarks, performance requirements, supporting criteria, and standards that must be met in order to advance in the program
- Program completion in the Full Performance work level to a pre-determined grade in the Professional work category at a point established at the start of the program by the Component and shared with the employee. For example, an employee is hired as a GG-7 in a position with a designated target grade of GG-11. Target grade is established prior to hiring the employee and is communicated to the employee up front. The Developmental Program includes milestones to support the employee's progression to the target grade.

Eligibility

A Developmental Program is designed to progress an employee in the professional work category from the Entry/Developmental work level (GG-07-10 or PB-02) up to, and at component discretion, through the Full Performance work level (GG-11-13 or PB03). Entry into the Developmental Program must be conducted through a competitive process, such as an announcement or job fair or other solicitation.

Student hires selected into a component's student hire program through a competitive process that included the possibility of non-competitive conversion to a permanent position at the completion of the student program are deemed to have been selected through a formal competitive process. They may be non-competitively converted to an Entry/Developmental work level positions in the Professional work category and a developmental program according to Component procedures.

Progression

A Component may elect to provide non-competitive consideration for promotion progression or salary advancement through its Developmental Programs, and may provide such to any, all or none of the participants. For example, Components may choose to include such non-competitive advancement to Entry/Developmental employees in some or all occupations. If the Developmental Program includes salary advancement or promotion consideration, the associated expectations should be provided to the employee upon the start of the Developmental Program. Salary advancements or promotions within the program are not an entitlement.

DCIPS Developmental Programs may provide for review of participants, at regular intervals, unique to the individual or established for the component, to assess progress against established milestones and make decisions on within-program promotions or salary advancements. DCIPS prohibits time-in-grade requirements. Consideration periods (e.g. annually, bi-annually, when the employee is deemed ready) and progression plans (e.g. one grade interval or two grade intervals or established amount of money) may be established by the Component.

Awards and Recognition and Pay Pools

Employees in approved Developmental Programs remain eligible to compete in Component pay pools and receive awards and recognition through the pay pools or other Component processes. Salary increases and promotions received under the Developmental Program may be considered in determining eligibility for additional increases or bonuses in the pay pool, in addition to consideration of other awards received throughout the performance period.

Completion or Exiting a Developmental Program

Developmental Program employees complete and graduate from their Developmental Program when they meet the necessary milestones for the final advancement as determined at the initiation of the program.

Employees in Developmental Programs may apply for competitive promotion opportunities outside of their Developmental Program. If selected, and accepted, the transfer to a position through a competitive selection process would remove the employee from their Developmental Program.