

## DCIPS Vacancy Announcements Requirements

### Overview

**Vacancy Announcements for DCIPS Positions** are required to communicate employment opportunities through the most practical venues to ensure the diversity and qualifications of candidates. The DoD Components with DCIPS positions shall access applicant sources through any legal means, including such resources as the Office of Personnel Management USAJOBS website 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 Title 5 Section 2301.

### DCIPS Vacancy Announcement Requirements

When advertising DCIPS positions, Volume 2005 of DCIPS policy states that Components shall 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 brief description of job responsibilities
- 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
- An organizational and geographic location
- A statement of who may apply
- The minimum qualifications required
- The criteria against which applications will be evaluated
- The conditions of employment (e.g., trial period, mobility program requirements, security clearances, exceptional travel)
- A brief description of the DCIPS occupational structure
- 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, if applicable
- Application documentation and procedures, including the preferred means of contact; whether the advertisement has a specific closing date or is open-ended, "rolling," etc.
- An EEO/diversity statement
- A statement of any incentives or entitlements for which the applicant may be considered
- An explanation that the position is a DCIPS position in the Excepted Service
- An explanation that DCIPS applies Veterans' Preference as provided under DCIPS Volume 2005
- An explanation of how Veterans' Preference should be documented or claimed by the applicants, which will be specific to each Component

## Common Errors

The tables below summarize the most commonly reported errors on a DCIPS vacancy announcement, as well as example language of what should be seen.

REQUIRED ON DCIPS VACANCY ANNOUNCEMENTS
<p><b>Statement of Excepted Service</b></p> <ul style="list-style-type: none"><li>✓ Statement that positions are in the excepted service and are covered by DCIPS</li><li>✓ Example Language: <i>This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601.</i></li></ul>
<p><b>DCIPS Veterans' Preference</b></p> <ul style="list-style-type: none"><li>✓ Statement that DCIPS applies Veterans' Preference as provided under DCIPS Volume 2005</li><li>✓ Statement on how Veterans' Preference should be documented or claimed by the applicants, which will be specific to each Component</li><li>✓ Example Language: <i>"DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 USC, in accordance with the procedures provided in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement. If you are a veteran claiming veterans' preference, as defined by section 2108 of Title 5 U.S.C., you must submit documents verifying your eligibility with your application package."</i></li></ul>
<p><b>Specialized Experience</b></p> <ul style="list-style-type: none"><li>✓ Define what specialized experience is, in terms of things like: knowledge, skills, and abilities; competencies; working knowledge of certain programs and/or programs; etc.</li><li>✓ Example Language: <i>"Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. Qualifying experience would be demonstrated by ..."</i></li></ul>

## PROHIBITED ON DCIPS VACANCY ANNOUNCEMENTS

### ***Title 5 Veterans' 5 and 10-Point Preference***

- ✘ DCIPS Vacancy Announcements **CANNOT** reference point-based preference – DCIPS does not apply 5 or 10-Point veterans' preference ; please review DCIPS Volume 2005 for appropriate veterans' preference application

**NOTE:** DCIPS Volume 2005 requires that "Preference-eligible candidates with a Military Service-connected disability of 30 percent or more must be specifically identified."

### ***Time-in-Grade or Grade-Equivalents***

- ✘ DCIPS Vacancy Announcements **CANNOT** require experience at a lower grade or pay band or experience equivalent to a lower grade or pay band

**NOTE:** Applicants must demonstrate the required proficiency and competency as determined by an assessment of previous comparable experience (e.g., military, private sector, etc.) that documents the knowledge, skills, abilities, competencies that indicate their potential for a higher grade.