This Occupational Structure Fact Sheet provides information on the classification of jobs within DCIPS. For more information on this and other DCIPS subjects, please visit the DCIPS web site at http://dcips.dtic.mil. You are encouraged to consult with your servicing Human Resources office for supplemental Component or local guidance.

General

The DCIPS occupational structure aligns with the Office of the Director of National Intelligence (ODNI) mission and work categories and provides the foundation for managing the DCIPS pay structure. The structure is comprised of mission categories, occupational groups, work categories, work levels, job titles, competencies, and pay bands.

Mission Categories

Mission categories are broad classifications of work. The DCIPS mission categories are Collections and Operations; Processing and Exploitation; Analysis and Production; Research and Technology; Enterprise Information Technology; Enterprise Management and Support; and Mission Management.

Occupational Groups

Occupational groups, or job series, represent groups of positions that share common technical qualifications, competency requirements, career paths, and progression patterns.

Work Categories

Work categories describe broad sets of occupational groups that are characterized by common types of work within the DCIPS enterprise. There are three DCIPS work categories:

- **Supervision/Management** – Work primarily involves planning, directing, and coordinating the operation of units within components; developing and/or executing strategy; formulating and/or implementing policies; overseeing daily operations; and managing material, financial, and/or human resources.

- **Professional** – Work requires the interpretation and application of concepts, theories, and judgment.

  - All occupational groups in this category require either a bachelor's degree or equivalent experience for entry.

  - Some occupations in this category have a positive education requirement (that is, a requirement for a particular type or level of academic degree).

  This work category features multiple career progression stages and work levels.

- **Technician/Administrative Support** – Work primarily involves support for the operations and functions of a particular type of work or organizational unit and is technical or administrative in nature. Generally, qualifications are acquired through practical experience and supplemented by on-the-job and/or skills-specific training. Technician/Administrative Support work tends to have fewer career progression stages and work levels than Professional work. Typically, the Fair Labor Standards Act applies to positions in this category.

Work Levels

Work levels define work in terms of increasing complexity; span of authority and/or responsibility; level of supervision (received or exercised); scope and impact of decisions; and, work relationships associated with a particular work category.

There are four DCIPS work levels:

- **Entry/Developmental** – Work at this level in both the Professional and the Technician/Administrative Support work categories includes learning and applying basic procedures and acquiring competencies through training and/or on–the–job experience.

  At this level, positions in the Technician/Administrative Support work category may involve independent performance of duties. This work level includes positions whose primary function is the execution of established procedures and standard program practices, and whose typical career patterns do not extend to the complexity, variety, and scope of the Full Performance work level.

- **Full Performance*** – Involves independently performing the full range of duties. Employees at this level have successfully completed required entry-level training or developmental activities, have a full understanding of the technical or specialty field, independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Full performance employees exercise independent judgment to perform their work within established priorities and deadlines.

- **Senior*** – Involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in a technical or specialty field. Receiving broad objectives and guidelines from the manager/supervisor, senior employees independently handle a variety of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Actions at this level are likely to have an impact beyond the employee's immediate organization.

- **Expert*** – Involves an extraordinary degree of specialized knowledge or expertise to perform highly complex and ambiguous assignments that normally require integration and synthesis of a number of unrelated disciplines and disparate concepts. Employees at this level set priorities, goals, and deadlines, and make final determinations on how to plan and accomplish their work. Employees at this level create formal networks involving coordination among groups across the intelligence community and other external organizations.

***Note**: Positions at this level may be also be defined as supervisors or managers, if appropriate, based on the functional role of the position.

Job Titles

These are the labels assigned to each position to identify the sets of work activities, specialized tasks, and competencies required to do a specific job. At this time, job titles are based on component policy. A future common titling effort will bring commonality to the DCIPS positions.

Competencies

The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics needed to perform a particular type of work.

Pay Bands

Pay bands replace grades and steps and are structured to incorporate a salary range aligned to the scope and difficulty of work. There are five DCIPS pay bands, each with a defined minimum and maximum rate of pay. An individual's pay can fall anywhere between the minimum and maximum rate of the pay band.

Conversion Mapping

For more information regarding conversion mapping, refer to the DCIPS Conversion Fact Sheet and the DCIPS web site at http://dcips.dtic.mil.

Frequently Asked Questions

Q: Do I need to do anything to ensure my position converts correctly to DCIPS?

A: No. Conversion will happen based on your permanent position of record. You can use the conversion calculator on the DCIPS web site (http://dcips.dtic.mil) to determine your pay band placement upon conversion.

Q: My position does not seem to clearly align to the DCIPS structure. What should I do?

A: Your supervisor is your best source to determine if your position is properly classified. Your servicing Human Resources office can also assist if you have additional questions.