DCIPS is the common personnel system for the Defense Intelligence Enterprise. This means that job duties, assignments, and compensation are determined by a standard process across the Enterprise instead of individual judgments made at the Component-level. So, while job titles may vary depending upon the Component, DCIPS provides a framework to enable employees performing similar tasks at similar levels to get recognized and compensated in a similar fashion. The DCIPS Occupational Structure is part of this framework.
In this application we will identify what the DCIPS Occupational Structure is, the benefits to you and your Component, how it is applied, and where you fit within it.
The DCIPS Occupational Structure is the means by which all positions within the Defense Intelligence Enterprise are organized. Its purpose is to establish common, core policies and processes for structuring, categorizing, and aligning civilian work in order to most effectively and efficiently accomplish the mission.
It is comprised of mission categories, work categories, work levels, DCIPS Grades and Bands, and works with occupational groups.
The common DCIPS Occupational Structure provides several benefits for both you and your Component. It promotes consistency across the Enterprise, helps the Enterprise recruit for DCIPS positions, helps the Enterprise conduct strategic workforce planning in order to ensure the right people are in the right places to meet evolving mission requirements, supports career progression, making it easier for you to transfer within the Enterprise, and helps facilitate Joint Duty Assignments between DCIPS Components and other members of the IC.
Bottom line, the DCIPS Occupational Structure has everyone within the Enterprise talking the same language and using the same criteria when it comes to aligning and describing DCIPS positions.
As a DCIPS employee, your position has been aligned to the DCIPS Occupational Structure.
What this means is that an authorized individual within your Component followed the top-down alignment process to determine the appropriate mission category, work category, work level, and DCIPS Grade or Pay Band for your position.
The purpose of the alignment process is to align all work to the mission. As such, the process is followed for all DCIPS positions. The details of the alignment process are beyond the scope of this course, but to help you see where you fit within the DCIPS Occupational Structure, let’s walk through the general steps of the top-down alignment process.
Each decision within the alignment process is based on three key factors: 1. the level of difficulty of your position; 2. the mission of your Component; and, 3. how the work you perform on a regular and recurring basis and that is crucial to the primary purpose of your position aligns to specific DCIPS standards.
Taking the three factors we just discussed in mind, the first step in the top-down process is to determine the mission category to which your position aligns.
There are seven mission categories. They are standard across the Intelligence Community and were established by the Office of the Director of National Intelligence. They broadly group work as it aligns to designated budget categories.
We will review the definition for each mission category.
(Read slide for information.)
(Read slide for information.)
(Read slide for information.)
(Read slide for information.)
(Read slide for information.)
(Read slide for information.)
(Read slide for information.)
The second step in the top-down process is to determine the work category to which your position aligns.
There are three work categories in the DCIPS Occupational Structure. Work categories are broad sets of work that cross related occupational groups and are characterized by common qualifications and types of work.
The Technician/Administrative Support work category includes positions that primarily fulfill a mission support role and include activities that are technical or administrative in nature.
The Professional work category includes positions where professional or specialized work that requires the interpretation and application of concepts, theories, and judgment is needed. At a minimum, all groups in this category require either a bachelor’s degree or equivalent experience.
And finally, the Supervision/Management work category includes positions that primarily involve supervisory and management responsibilities such as planning, directing, executing strategy, overseeing daily operations, and so forth.
We will review the formal definition for each work category.
(Read slide for information.)
(Read slide for information.)
Supervision/Management:

Positions with duties and responsibilities that primarily involve 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.

(Read slide for information.)
The third step in the top-down process is to determine the work level to which your position aligns.
Work levels are standards to define work in terms of criteria such as increasing complexity, span of authority and responsibility, level of supervision, and scope and impact of decisions as it relates to a particular work category.

(Read slide for information.)
There are four work levels:

1. Entry/Developmental
2. Full Performance
3. Senior

Not all work levels are found in all of the work categories. For example, the Technical Administrative Support work category does not have a Work Level 4.
In addition, the Supervision/Management Work Category does not have a Work Level 1, since no Supervisory or management work is expected to be performed at that level.
We will review the formal definition for each work level.
(Read slide for information.)
(Read slide for information.)
DCIPS Occupational Structure

Work Levels
Select each work level to read its definition

- Entry/Developmental Work Level 1
- Full Performance Work Level 2
- Senior Work Level 3
- Expert Work Level 4

Senior:
Work at this level involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in the technical or specialty field. Receiving broad objectives and guidelines from the supervisor, senior employees independently handle a wide range of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Following broad objectives and guidelines, employees act independently to establish priorities and deadlines within expectations established by the supervisor and exercise individual judgment to choose alternative guidelines to complete assignments. Employees may lead and coordinate special projects, teams, tasks, and initiatives and may be required to build and utilize collaborative networks with key contacts within and outside of their immediate organization. Actions at this level are likely to have an impact beyond the employee's immediate organization.

(Read slide for information.)
Expert:

Work at this level 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. Components rely on employees at this level for the accomplishment of critical mission goals and objectives and, as a result, employees may lead the activities of senior and other expert employees, teams, projects, or task forces. Employees at this level create formal networks involving coordination among groups across the intelligence community and other external organization.

(Read slide for information.)
The next step in the top-down process is to determine the DCIPS Grade or Pay Band to which your position aligns. DCIPS policies provide for both DCIPS Grades and Pay Bands to support consistency across the Enterprise.
If you are in a Component operating under the banded structure, you will be aligned to the pay band appropriate for your position. If you are in a Component operating under the graded structure (GG), you will be aligned to the grade appropriate for your position. Neither structure is better nor worse than the other, they are just different pay structures.
Regardless of whether you are in the banded or graded structure, your position is aligned using the same top-down process.
There are 15 DCIPS Grades and five pay bands. Grades and pay bands share a common work level. For instance, employees aligned to the Full Performance Work Level 2 in the Professional Work Category would be Pay Band 3 employees under the banded structure, or either a Grade 11, 12, or 13 under the graded structure.

Grading standards would be used to determine which of the three available grades the position aligned.
Another item to note is that not all of the work levels describe the same pay band or grade. For example, Full Performance Work Level employees in the Supervision/Management and Professional Work Categories, would receive pay within the range offered at Pay Band 3 under the banded structure, or within the ranges offered at Grades 11, 12, or 13 under the graded structure because these are equivalent work levels across these two work categories.
However, an employee at the Full Performance Work Level in the Technician/Administrative Support Work Category, would receive pay within the range offered at Pay Band 2 under the banded structure, or within the range offered between Grades 7 through 10 under the graded structure. The reason for the difference stems from the nature of the work performed within each work category as we talked about earlier.
Your position has been aligned following the top-down approach we have walked through. At some point in the top-down approach process, your component alignment specialist will consider the appropriate occupational group for your position.

Your occupational group, series, and title are determined by your Component.
We will review the formal definition for occupational group and occupational series.
DCIPS Occupational Structure

Mission Categories

Work Categories

Work Levels

DCIPS Grades/Pay Bands

Select each button to read the formal definition

Occupational Group Definition

Occupational Series Definition

Occupational Group:
One or more functionally related occupations, specialties, families, or classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns.

(Read slide for information.)
(Read slide for information.)
The hope is that by walking through a high-level view of each step of the process used to align DCIPS positions to the DCIPS Occupational Structure that you have a better sense of where you fit within the structure and how using a common occupational structure across the Enterprise promotes consistency, helps recruitment and strategic workforce planning, supports your career progression and movement within the IC.

If you are unclear on the mission category, work category, work level, or DCIPS Grade or Pay Band to which your position aligns, talk to your supervisor or Human Resource Practitioner.
We recommend reviewing all the DCIPS 101 files to gain a better understanding of the different components.