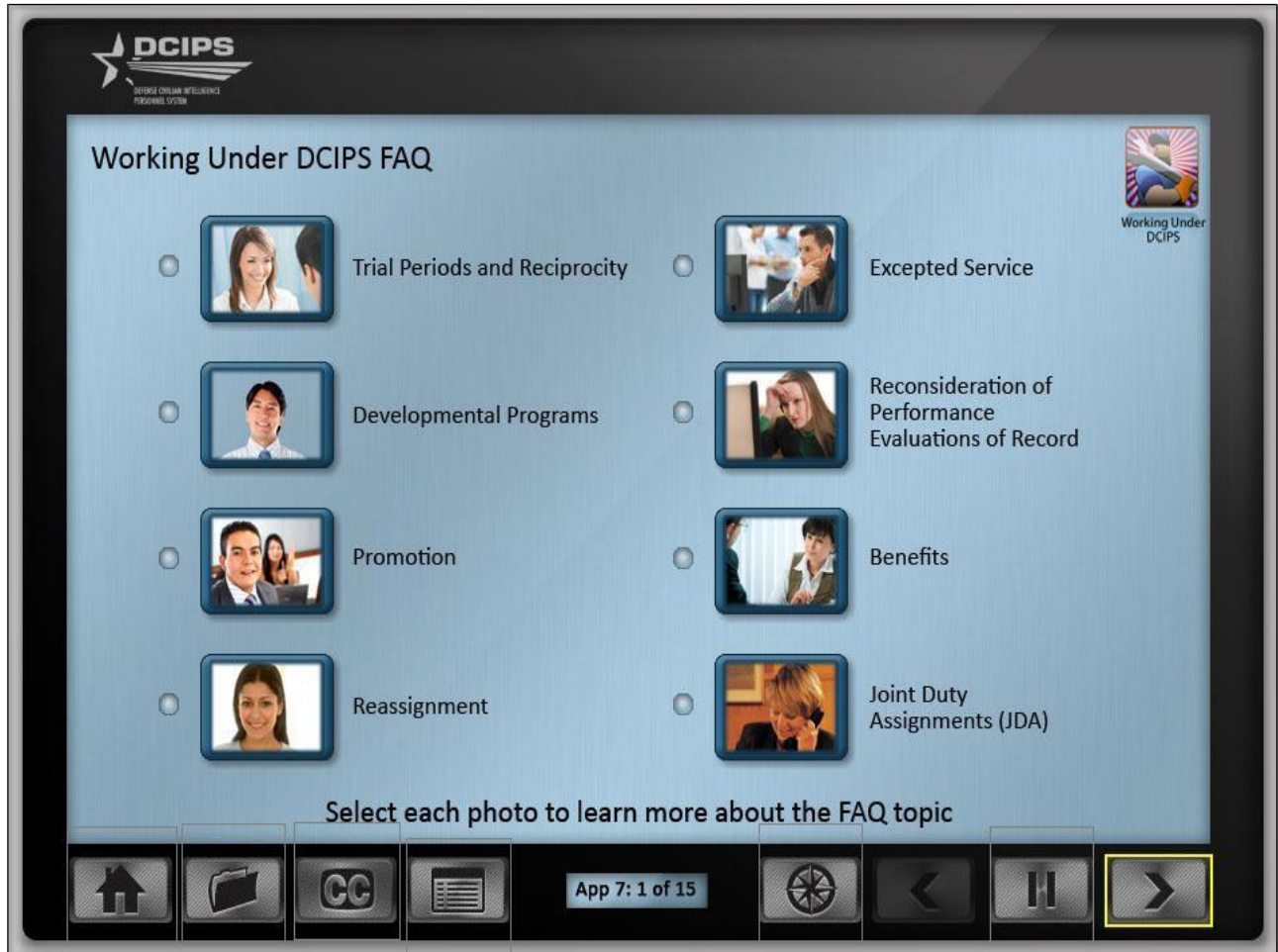




DCIPS 101

Working Under DCIPS



There are a number of questions that are frequently asked. The follow slides will answer those questions.



One frequently asked question pertaining to trial periods and reciprocity is, “When I was hired, I was told that I’m in a trial period. What does that mean?”

A screenshot of a presentation slide titled "Trial Periods and Reciprocity". The slide features the DCIPS logo in the top left corner and a small "Working Under DCIPS" icon in the top right corner. On the left side, there is a photograph of a smiling woman in a white shirt sitting at a desk, talking to a man whose back is to the camera. To the right of the photo, the text "DCIPS Trial Period" is followed by a bulleted list. At the bottom left of the slide content, there is a blue button with the text "Return to FAQ Topics". The bottom of the slide shows a navigation bar with icons for home, folder, CC, and a list, along with a status indicator "App 7: 2 of 15" and navigation arrows.

Trial Periods and Reciprocity

DCIPS Trial Period

- As a new DCIPS employee you will serve a two-year DCIPS trial period
- Once you complete the DCIPS trial period you will not need to complete another trial period if you move to another DCIPS Component
- If you transfer to another DCIPS Component during your trial period, you will finish your trial period at your new Component

[Return to FAQ Topics](#)

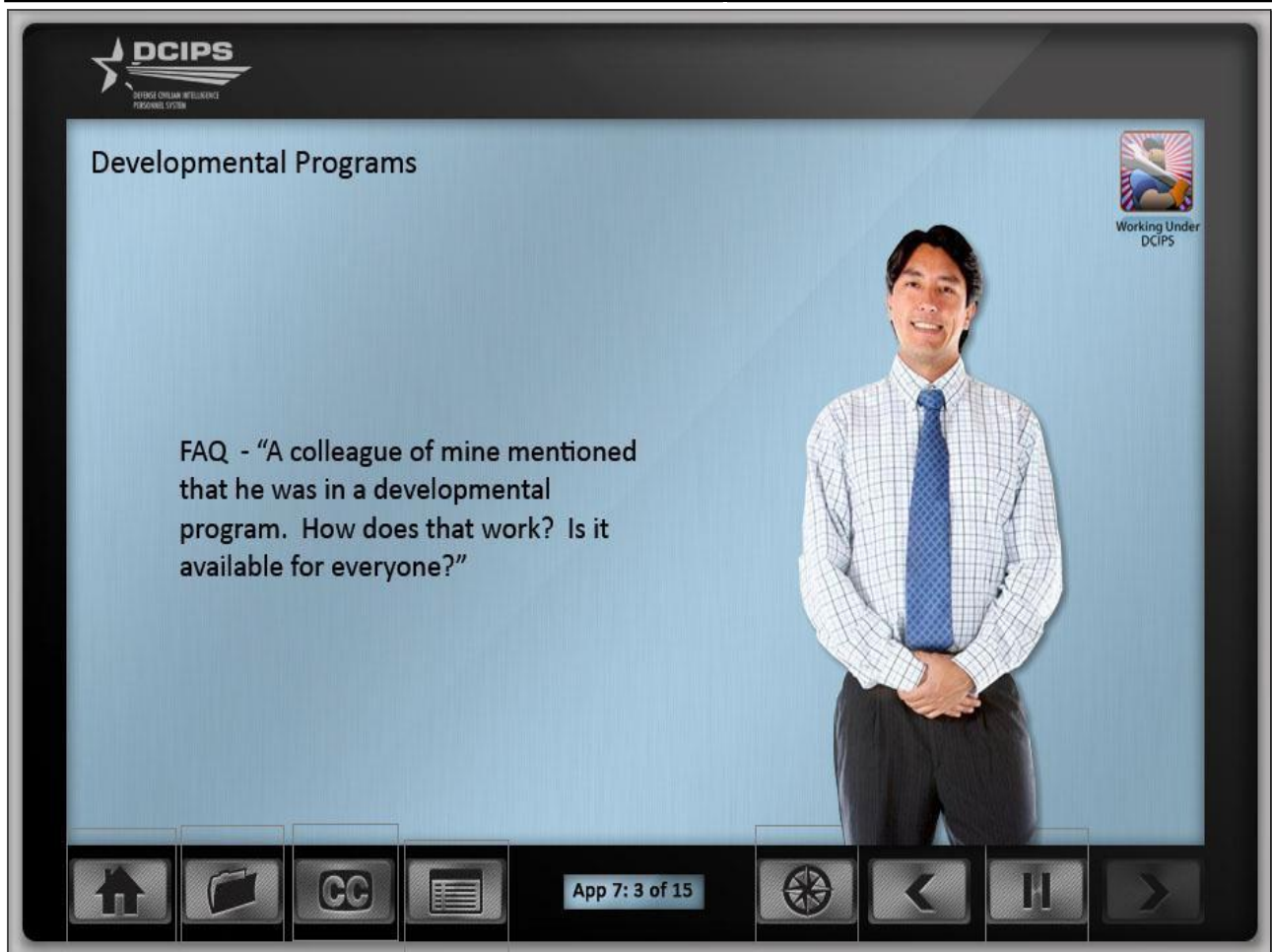
App 7: 2 of 15

If you are a new DCIPS employee, normally you will serve a two-year DCIPS trial period. This may be true even if you have completed a probationary or trial period with another government organization outside of the Intelligence Community.

The good news is that once you complete the DCIPS trial period you will not need to complete another trial period if you move to another DCIPS Component. If you transfer to another DCIPS Component during your trial period, you will finish your trial period at your new Component.

Let's review and learn about another topic.

DCIPS 101 – Working Under DCIPS

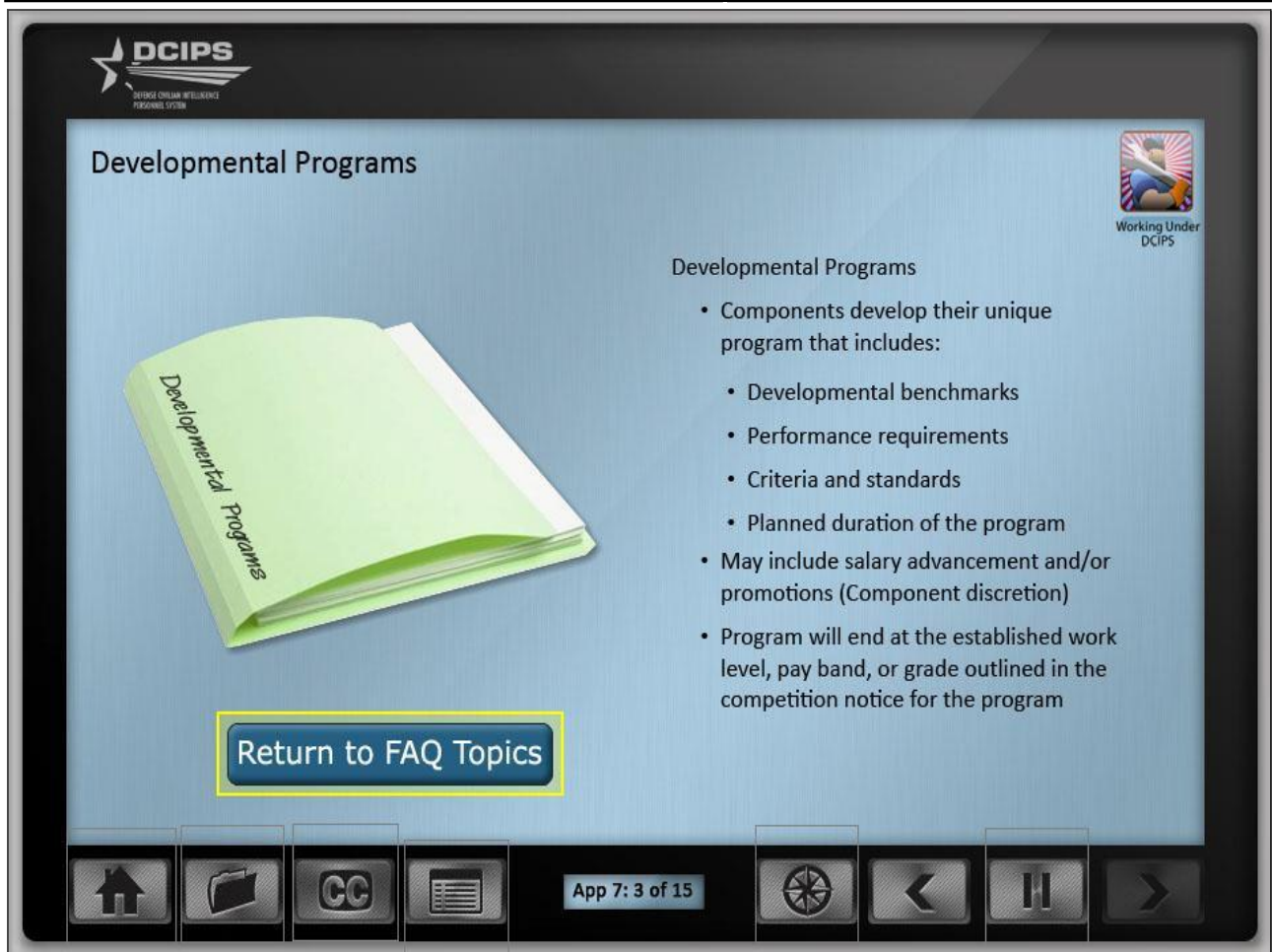


Pertaining to developmental programs, frequently asked questions include, “A colleague of mine mentioned that he was in a developmental program. How does that work? Is it available for everyone?”

The screenshot shows a tablet or monitor displaying the DCIPS 101 application. At the top left is the DCIPS logo. The main title "Developmental Programs" is centered at the top. Below the title is a photograph of a man and a woman in business attire reviewing documents. To the right of the photo is a list of bullet points under the heading "Developmental Programs". In the top right corner of the screen is a small icon with the text "Working Under DCIPS". At the bottom of the screen is a navigation bar with icons for home, folder, CC, list, a status indicator "App 7: 3 of 15", a compass, and navigation arrows.

DCIPS supports developmental programs to help employees at the Entry/Developmental Work Level, in the Professional Work Category, develop into Full Performance employees.

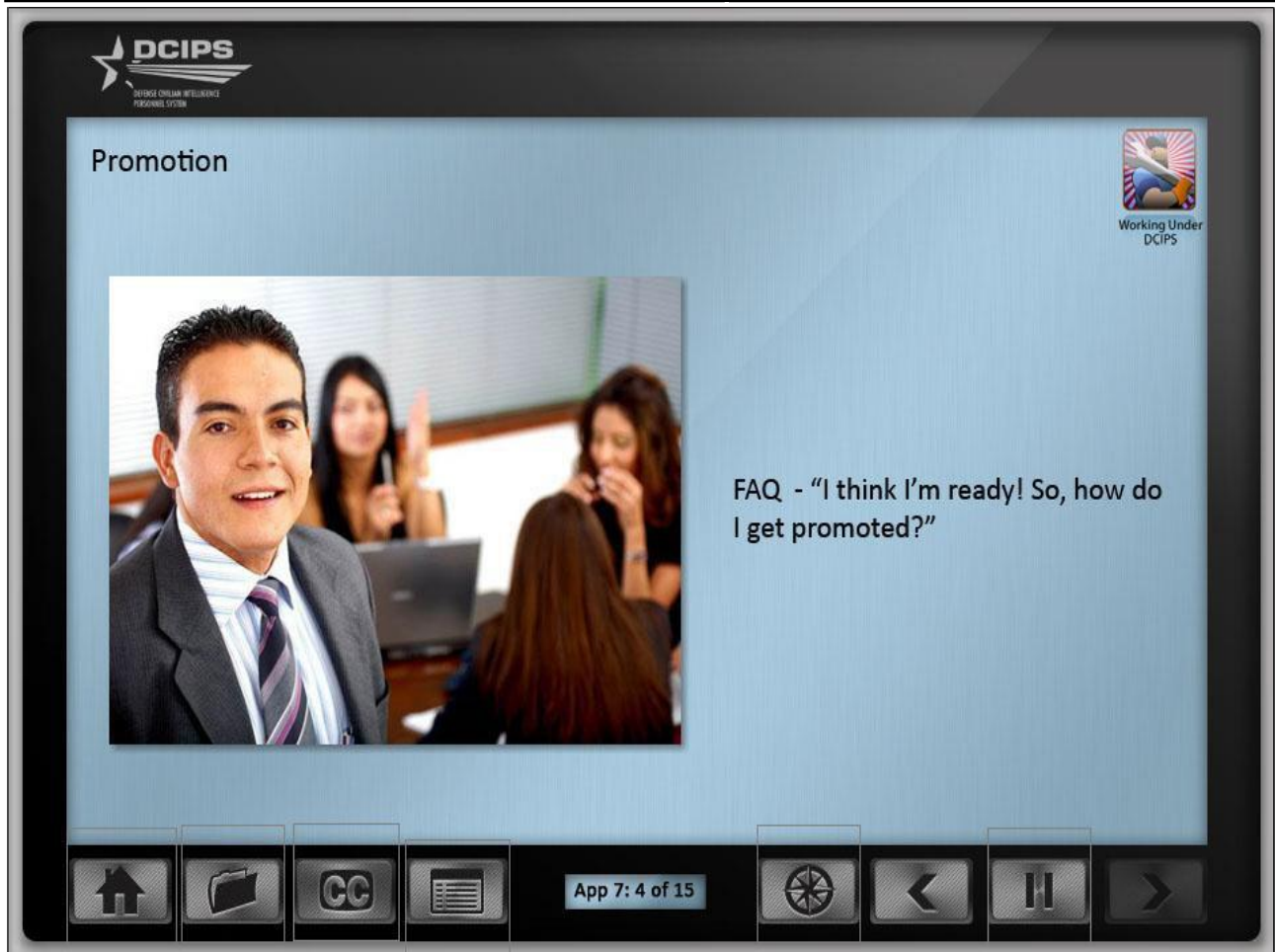
To be selected into a developmental program, you need to follow your Component's competitive process.



Each Component develops their unique program, which must include developmental benchmarks, performance requirements, criteria and standards, and a planned duration of the program.

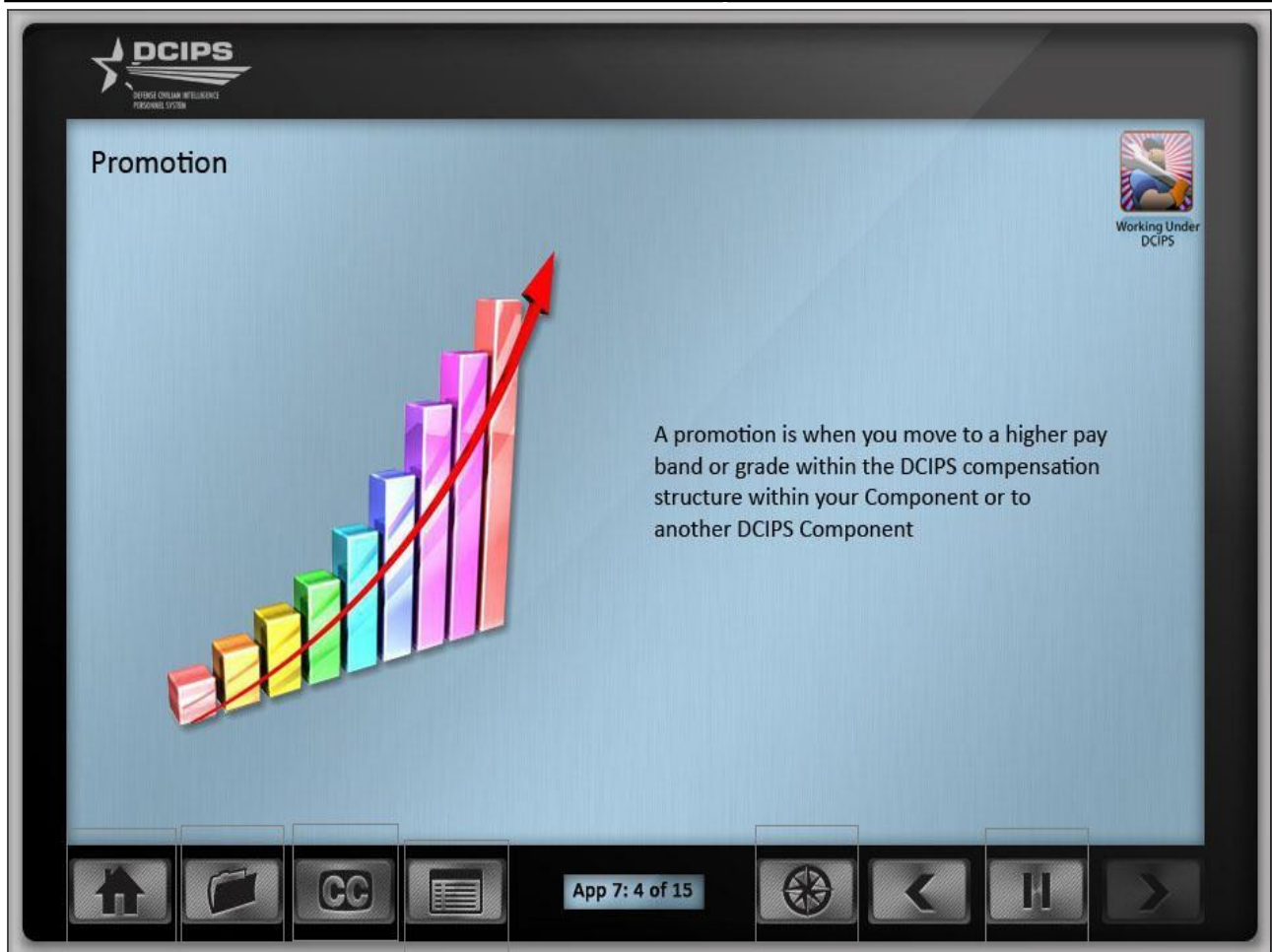
They may include salary advancement and/or promotion. Your developmental program will end at the established work level, pay band, or grade included in the original competition notice for the program.

We've covered the basics of developmental programs. If you are an Entry/Developmental employee, I encourage you to talk to your supervisor about the program.



“I think I’m ready! So, how do I get promoted?” is the question most commonly asked about being promoted within DCIPS.

DCIPS 101 – Working Under DCIPS



Quite simply a promotion is when you move to a higher pay band or grade within the DCIPS compensation structure within your Component or to another DCIPS Component.

A screenshot of a presentation slide titled "Promotion". The slide has a light blue background. In the top left corner is the DCIPS logo. In the top right corner is a small icon of a person working with the text "Working Under DCIPS". The main content area contains a bulleted list and a photograph. The photograph shows a person in a dark suit and red tie sitting at a desk, writing on a document with a yellow pencil. There are several folders (yellow, blue, and green) and a black keyboard on the desk. At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, a status indicator "App 7: 4 of 15", a compass, and navigation arrows.

Promotion

- Generally you will compete for a new position following your Component's competitive promotion process
- Seek guidance on your Component's promotion process

Working Under DCIPS

App 7: 4 of 15

To be promoted, generally you will need to compete for the new position following the applicable competitive process. Component-specific competitive promotion processes differ and may include an annual promotion cycle or promotions throughout the year.

Seek guidance on your Component's promotion process!

DCIPS 101 – Working Under DCIPS


Promotion		
Compensation Structure	Promoted To	Pay Increase Calculation
Banded structure	Higher pay band	6 percent of your base pay rate, or the minimum of the pay band to which you are being promoted, whichever is greater
Graded structure	Higher grade	Equivalent to two-steps in your current grade aligned to the next highest step of your new grade, or the minimum rate of the grade to which you are being promoted, whichever is greater
Banded structure	Position in the graded structure	6 percent of your current base pay, aligned to the next highest step of your new grade, or to the minimum rate for the grade to which you are being promoted, whichever is greater

Many wonder about the pay increase that comes with a promotion. If you are in the banded structure, when you are promoted to a higher pay band you will receive a base pay increase of 6 percent of your base pay rate, or the minimum of the pay band to which you are being promoted, whichever is greater.

DCIPS 101 – Working Under DCIPS


Promotion		
Compensation Structure	Promoted To	Pay Increase Calculation
Banded structure	Higher pay band	6 percent of your base pay rate, or the minimum of the pay band to which you are being promoted, whichever is greater
Graded structure	Higher grade	Equivalent to two-steps in your current grade aligned to the next highest step of your new grade, or the minimum rate of the grade to which you are being promoted, whichever is greater
Banded structure	Position in the graded structure	6 percent of your current base pay, aligned to the next highest step of your new grade, or to the minimum rate for the grade to which you are being promoted, whichever is greater

If you are in the graded structure, when you are promoted to a higher grade your base pay increase will be calculated as the equivalent to two-steps in your current grade aligned to the next highest step of your new grade, or the minimum rate of the grade to which you are being promoted, whichever is greater.







Promotion





Return to FAQ Topics



Compensation Structure	Promoted To	Pay Increase Calculation
Banded structure	Higher pay band	6 percent of your base pay rate, or the minimum of the pay band to which you are being promoted, whichever is greater
Graded structure	Higher grade	Equivalent to two-steps in your current grade aligned to the next highest step of your new grade, or the minimum rate of the grade to which you are being promoted, whichever is greater
Banded structure	Position in the graded structure	6 percent of your current base pay, aligned to the next highest step of your new grade, or to the minimum rate for the grade to which you are being promoted, whichever is greater

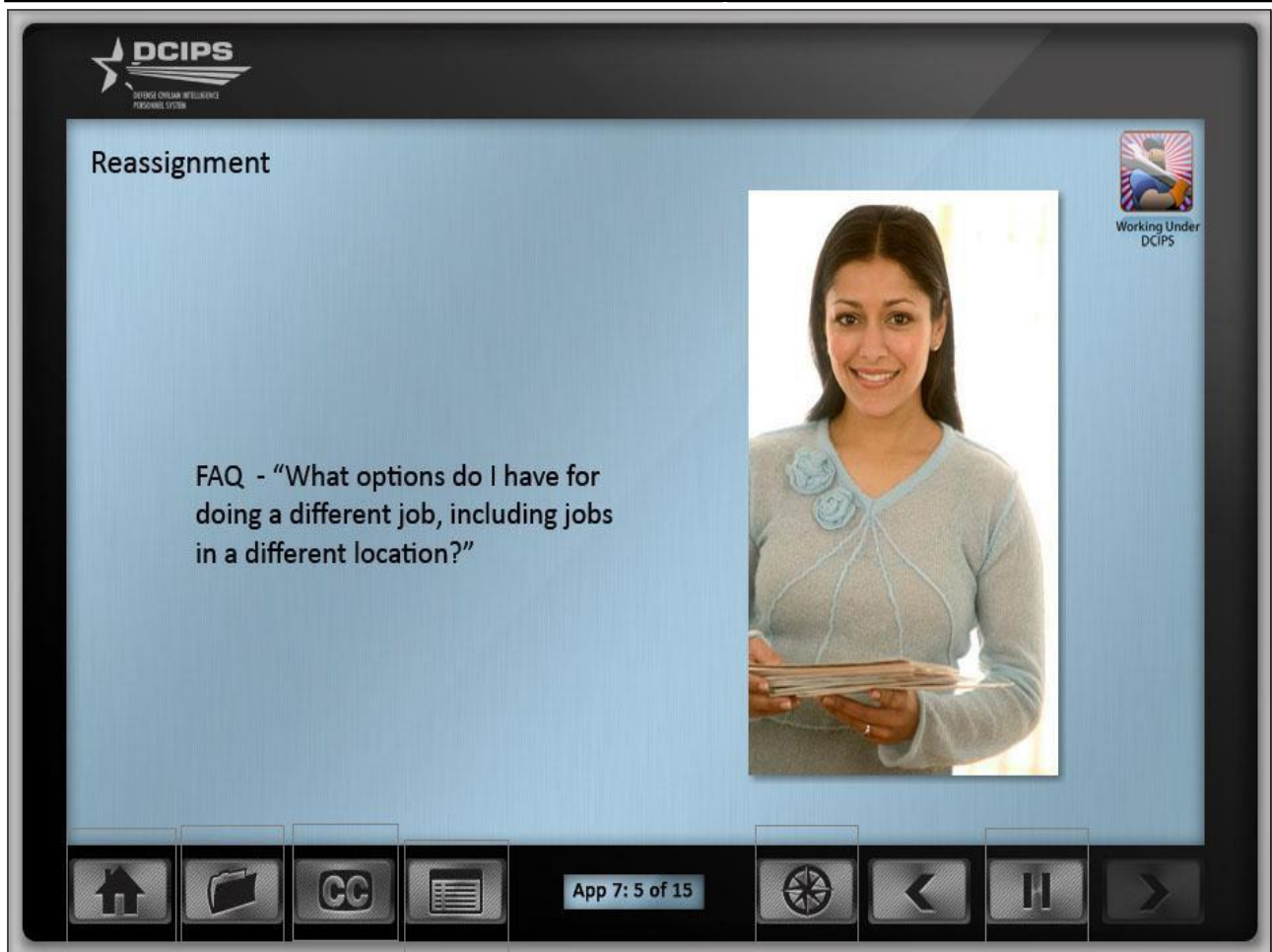





App 7: 4 of 15

If you are in the banded structure and are being promoted to a position in the graded structure, you will receive an increase of 6 percent of your current base pay, aligned to the next highest step of your new grade, or to the minimum rate for the grade to which you are being promoted, whichever is greater.

DCIPS 101 – Working Under DCIPS



The frequently asked question for reassignments is,
“What options do I have for doing a different job,
including jobs in a different location?”

DCIPS 101 – Working Under DCIPS

A screenshot of a presentation slide titled "Reassignment". The slide features the DCIPS logo in the top left corner and a small "Working Under DCIPS" icon in the top right corner. The main content area contains two side-by-side images: on the left, a man in a dark pinstripe suit and glasses is sitting at a desk, looking stressed with his hand on his head while holding a yellow pencil over a notepad; on the right, a large, two-story house with a white picket fence in front, with a red and white "FOR SALE" sign prominently displayed in the yard. Below the images, the text reads: "A reassignment is when you move to a new DCIPS position **within** your current DCIPS Component. A lateral transfer is when you move to **another** DCIPS Component." At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, a status indicator "App 7: 5 of 15", a compass, and navigation arrows.

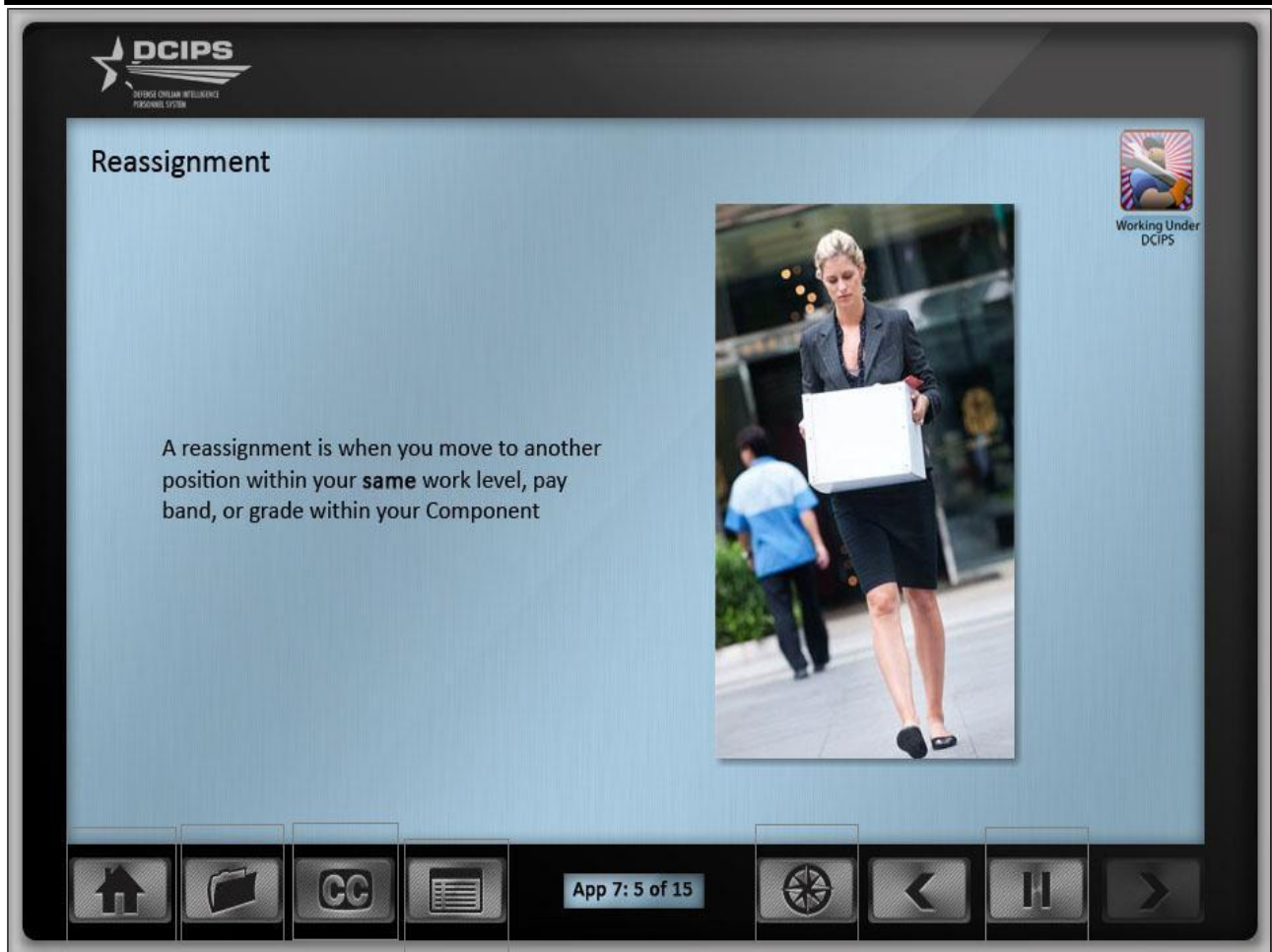
Let's say you've been in your position for a while and you would like to try something new. Or, suppose your spouse got a new job out of the area and you wanted to see what options were available to continue working for your Component. Whatever the reason, there will most likely come a time in your DCIPS career when you may need to or want to move to a new position.

When you move to a new DCIPS position within your current DCIPS component, this is called a reassignment. If you move to a new DCIPS position in another Component, it is referred to as a lateral transfer. If you are interested in a lateral transfer to a specific Component, you should seek information through that Component's website or at

<https://www.intelligencecareers.gov/>


Another source for worldwide Federal jobs is <https://www.usajobs.gov/>

DCIPS 101 – Working Under DCIPS


This is a screenshot of a presentation slide titled "Reassignment". The slide has a light blue background. In the top left corner is the DCIPS logo. In the top right corner is a small icon of a person working with the text "Working Under DCIPS". The main text on the slide reads: "A reassignment is when you move to another position within your **same** work level, pay band, or grade within your Component". To the right of the text is a photograph of a woman in a business suit carrying a white box, walking outdoors. At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, and a status indicator "App 7: 5 of 15", along with navigation arrows and a refresh icon.

Unlike a promotion when you move to a higher pay band or grade, a reassignment is when you move to another position within your same work level, pay band, or grade within your Component.

Reassignments can occur both competitively or noncompetitively and can be employee requested or management directed.



Reassignment



Nature of the Reassignment	When the Reassignment May Occur
Competitive	When you are moving to a work category with a higher pay band or grade potential , such as if you were to move from the Technician/Administrative Support Work Category to the Professional Work Category; the key words here are “pay band or grade potential” of the new work category as you are still moving to the same pay band, or grade as your current position

TECHNICIAN/ADMINISTRATIVE SUPPORT WORK CATEGORY

- Senior Work Level 3
Pay Band 2 GG-11-12
- Full Performance Work Level 2
Pay Band 2 GG-7-10
- Entry/Developmental Work Level 1
Pay Band 1 GG-1-7





PROFESSIONAL WORK CATEGORY

- Expert Work Level 4
Pay Band 5 GG-15
- Senior Work Level 3
Pay Band 4 GG-13-14
- Full Performance Work Level 2
Pay Band 3 GG-11-13
- Entry/Developmental Work Level 1
Pay Band 2 GG-7-12





SUPERVISION/MANAGEMENT WORK CATEGORY

- Expert Work Level 4
Pay Band 5 GG-15
- Senior Work Level 3
Pay Band 4 GG-13-14
- Full Performance Work Level 2
Pay Band 3 GG-11-13

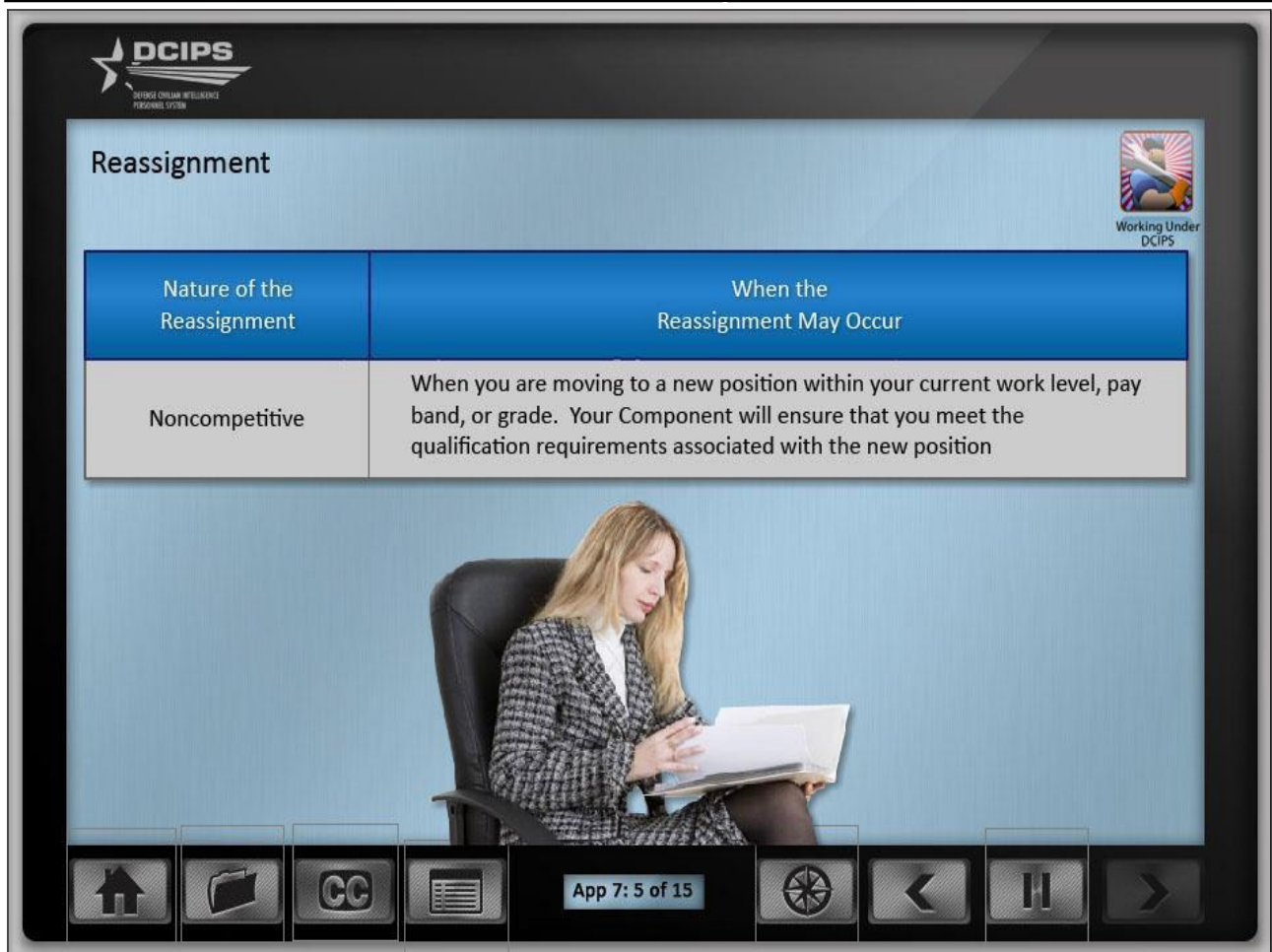
DCIPS Occupational Structure

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A reassignment will normally use your Component’s formal, competitive process, outlined in its merit placement policy, when the reassignment is to a work category with a higher pay band or grade potential than your current position, such as if you were moving from the Technician / Administrative Support Work Category to the Professional Work Category. You may still moving to the same pay band or grade as your current position but because of the new work category, the key criteria here is the higher pay band or grade potential of the new position.

A presentation slide titled "Reassignment" with the DCIPS logo in the top left and a "Working Under DCIPS" icon in the top right. The slide contains a table with two columns: "Nature of the Reassignment" and "When the Reassignment May Occur". The first row shows "Noncompetitive" under the first column and a detailed explanation under the second. Below the table is a photograph of a woman in a business suit sitting in a chair and reading a document. At the bottom is a navigation bar with icons for home, folder, CC, list, a status indicator "App 7: 5 of 15", a compass, and navigation arrows.

Nature of the Reassignment	When the Reassignment May Occur
Noncompetitive	When you are moving to a new position within your current work level, pay band, or grade. Your Component will ensure that you meet the qualification requirements associated with the new position


When a reassignment happens noncompetitively, your Component will ensure that you meet the qualification requirements associated with the new position. Professional Work Category and the Supervision/Management Work Category are considered to be equivalents for this purpose.









DCIPS 101 – Working Under DCIPS



Reassignment

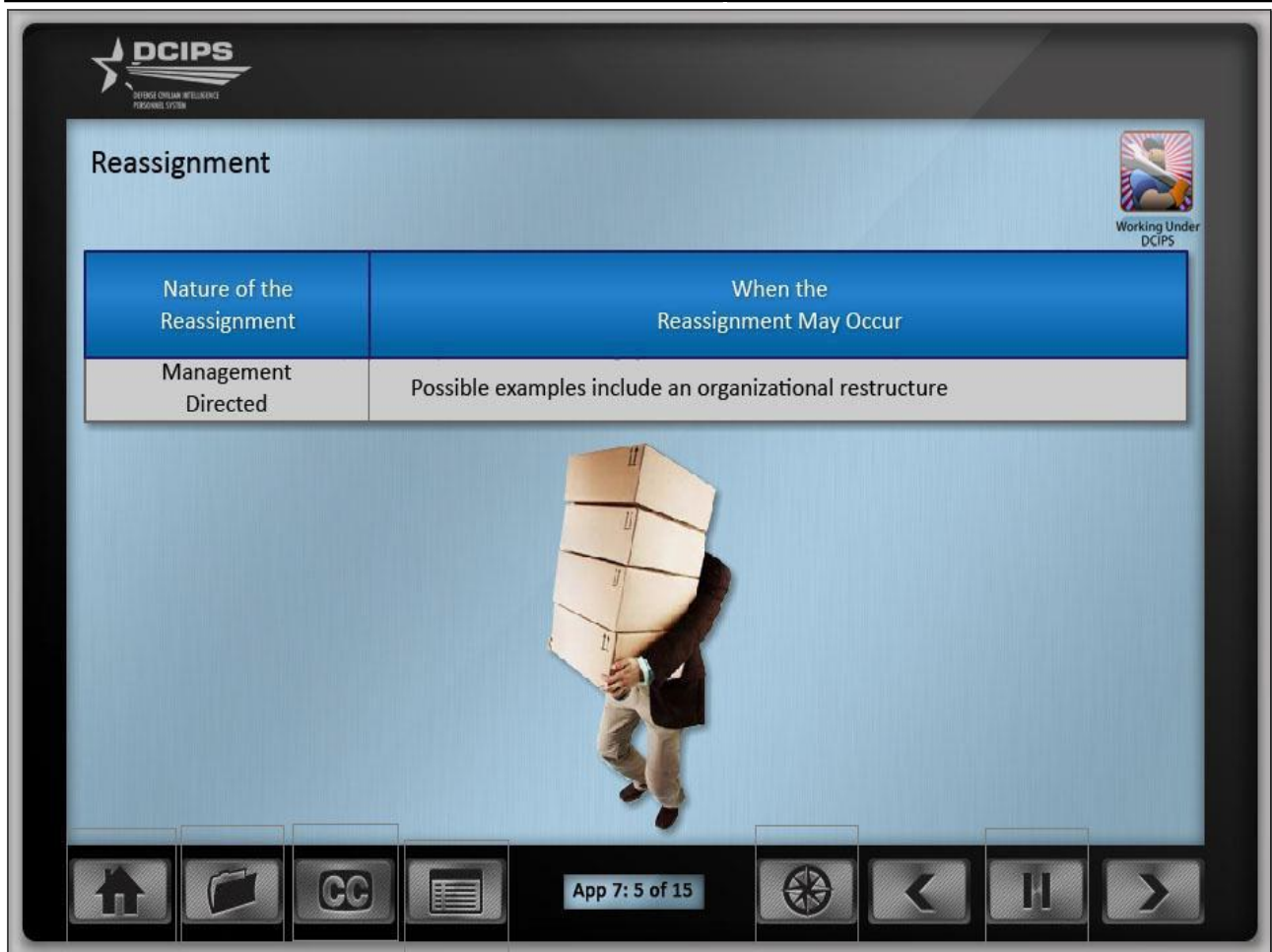
Nature of the Reassignment	When the Reassignment May Occur
Employee Requested	Possible examples include when you experience a life change or simply want a change of scenery



App 7: 5 of 15

As we talked about a moment ago, you may experience a life change and thus, ask to be considered for positions in another location. This is an example of when a reassignment is employee requested.


DCIPS 101 – Working Under DCIPS

This is a presentation slide titled "Reassignment" from the DCIPS 101 application. The slide features a table with two columns: "Nature of the Reassignment" and "When the Reassignment May Occur". The first row of the table lists "Management Directed" under the first column and "Possible examples include an organizational restructure" under the second column. Below the table is a 3D illustration of a person in a business suit struggling to carry a tall stack of five cardboard boxes. The slide is part of a larger application interface, as evidenced by the DCIPS logo in the top left, a "Working Under DCIPS" icon in the top right, and a navigation bar at the bottom containing icons for home, folder, CC, list, a progress indicator showing "App 7: 5 of 15", and navigation arrows.

Nature of the Reassignment	When the Reassignment May Occur
Management Directed	Possible examples include an organizational restructure


A reassignment may also be management directed due to changes such as an organizational restructure.

DCIPS 101 – Working Under DCIPS







Reassignment





Return to FAQ Topics



Nature of the Reassignment	When the Reassignment May Occur
Competitive	When you are moving to a work category with a higher pay band or grade potential , such as if you were to move from the Technician/Administrative Support Work Category to the Professional Work Category; the key words here are “pay band or grade potential” of the new work category as you are still moving to the same pay band, or grade as your current position
Noncompetitive	When you are moving to a new position within your current work level, pay band, or grade. Your Component will ensure that you meet the qualification requirements associated with the new position
Employee Requested	Possible examples include when you experience a life change or simply want a change of scenery
Management Directed	Possible examples include an organizational restructure

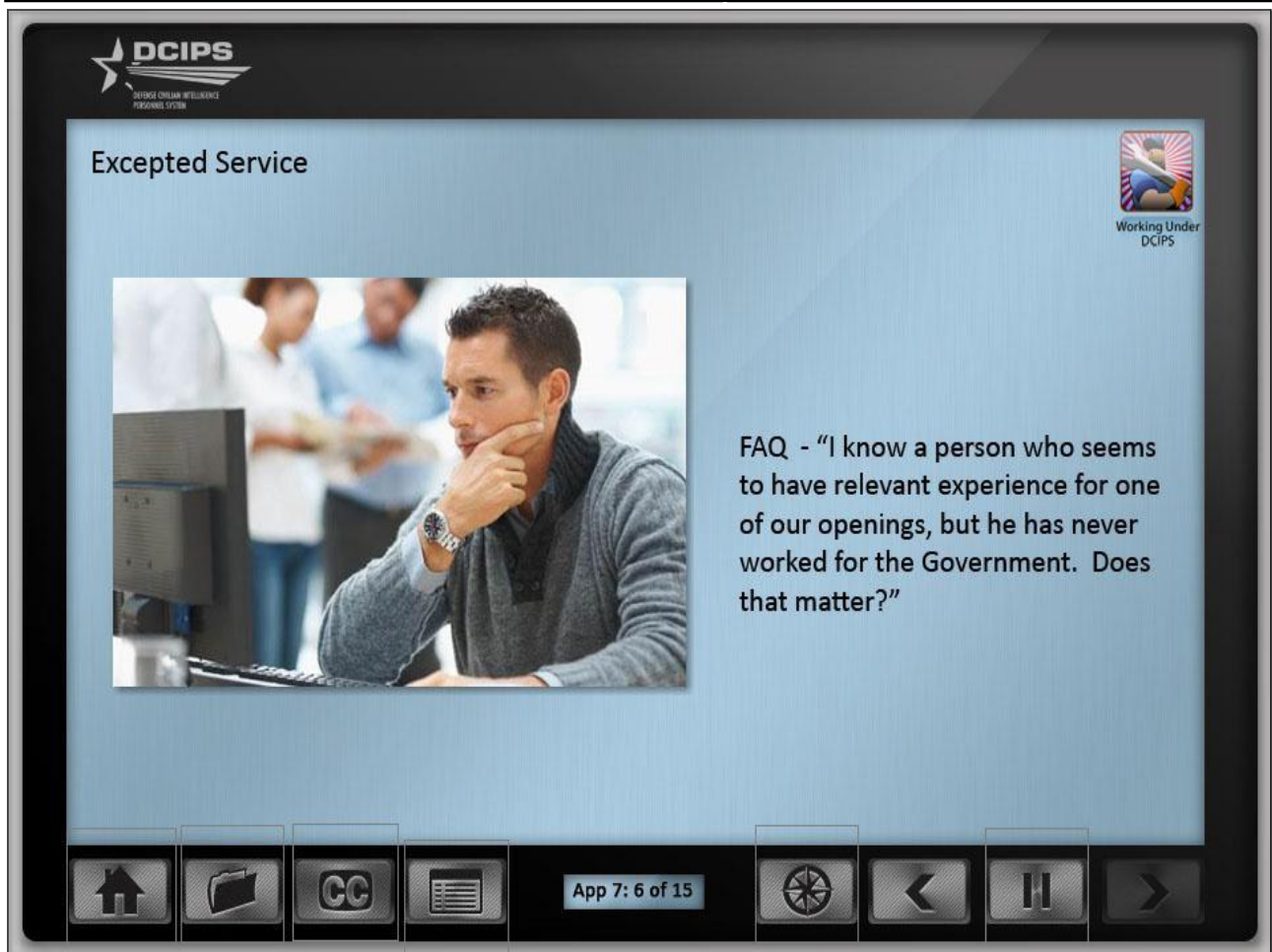





App 7: 5 of 15

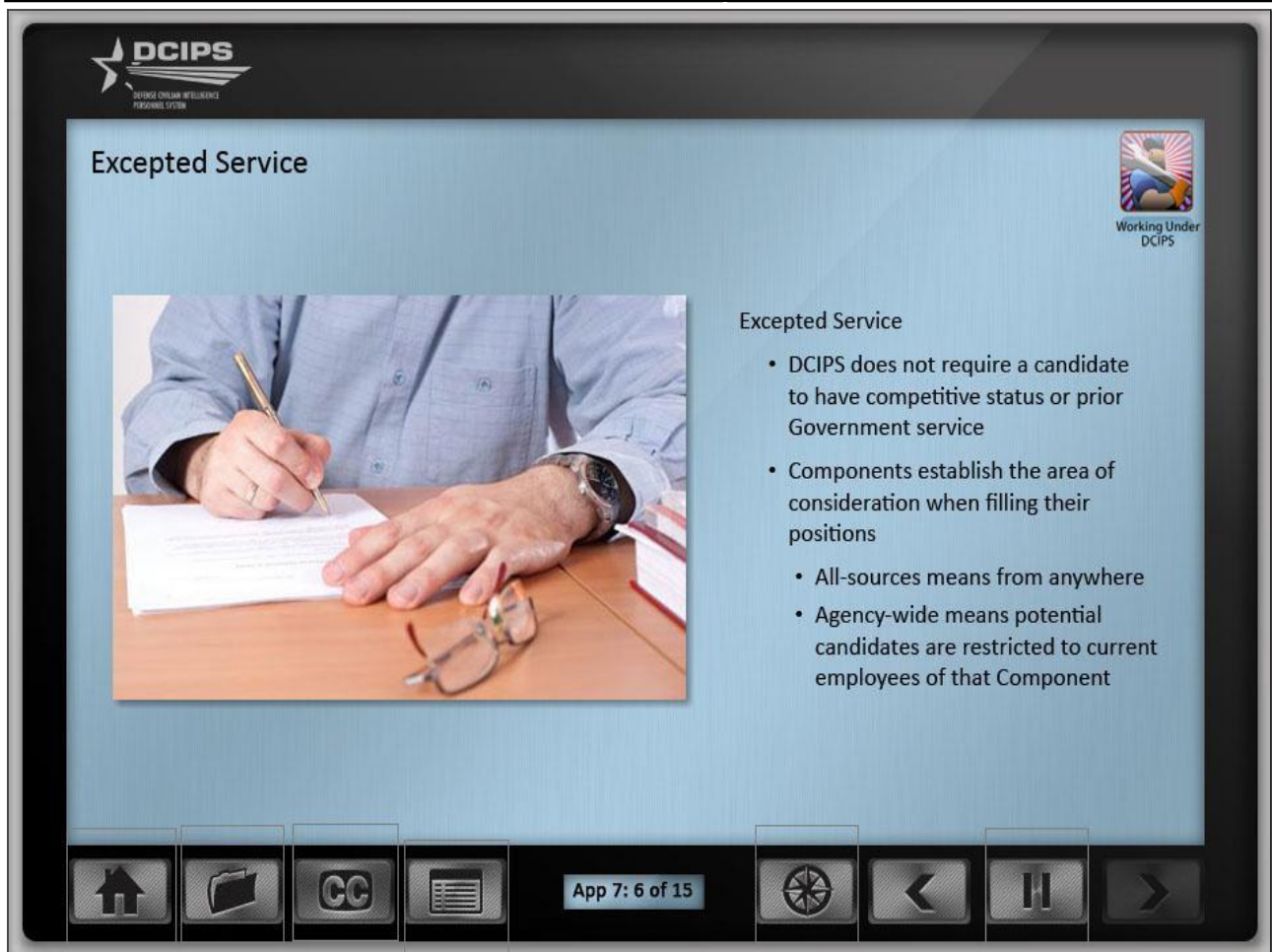





And with that we’ve covered the basics of reassignments.

DCIPS 101 – Working Under DCIPS



"I know a person who seems to have relevant experience for one of our openings, but he has never worked for the Government. Does that matter?" is a frequently asked question for this topic.

A screenshot of a presentation slide titled "Excepted Service" from the DCIPS 101 program. The slide has a light blue background. In the top left corner is the DCIPS logo. In the top right corner is a small icon of a person working with the text "Working Under DCIPS". On the left side, there is a photograph of a person's hands writing on a document with a pen, with a pair of glasses resting on the desk. On the right side, under the heading "Excepted Service", there is a bulleted list. At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, a compass, and navigation arrows, along with a status indicator "App 7: 6 of 15".

Excepted Service

Working Under DCIPS

Excepted Service

- DCIPS does not require a candidate to have competitive status or prior Government service
- Components establish the area of consideration when filling their positions
 - All-sources means from anywhere
 - Agency-wide means potential candidates are restricted to current employees of that Component

App 7: 6 of 15

No, it doesn't matter that the person referenced has not worked for the Government. Because DCIPS is in the excepted service, DCIPS does not require a candidate to have competitive status or prior service in the Government.

Each Component establishes the area of consideration for filling their positions, such as "all-sources," which means from anywhere, and "agency-wide," which is restricted to current employees of that Component.

These are just two examples, but if the opening says "open all-sources" the person referenced would be eligible for consideration.

DCIPS 101 – Working Under DCIPS

The screenshot shows a presentation slide titled "Excepted Service" with the DCIPS logo in the top left. A video player on the left shows a woman working at a computer. To the right, a list of bullet points explains the meaning of being in the excepted service. A "Return to FAQ Topics" button is highlighted with a yellow border. The bottom of the slide features a navigation bar with icons for home, folder, CC, list, and a status indicator "App 7: 6 of 15", along with navigation arrows.

Excepted Service

What does it mean to be in the excepted service?

- All DCIPS positions are in the excepted service
- Excluded from competitive service procedures
- Uses its own personnel policies and trial period
- Appointing authority for all DCIPS positions Title 10, USC 1601
- There are many worldwide opportunities for which DCIPS employees can compete

[Return to FAQ Topics](#)

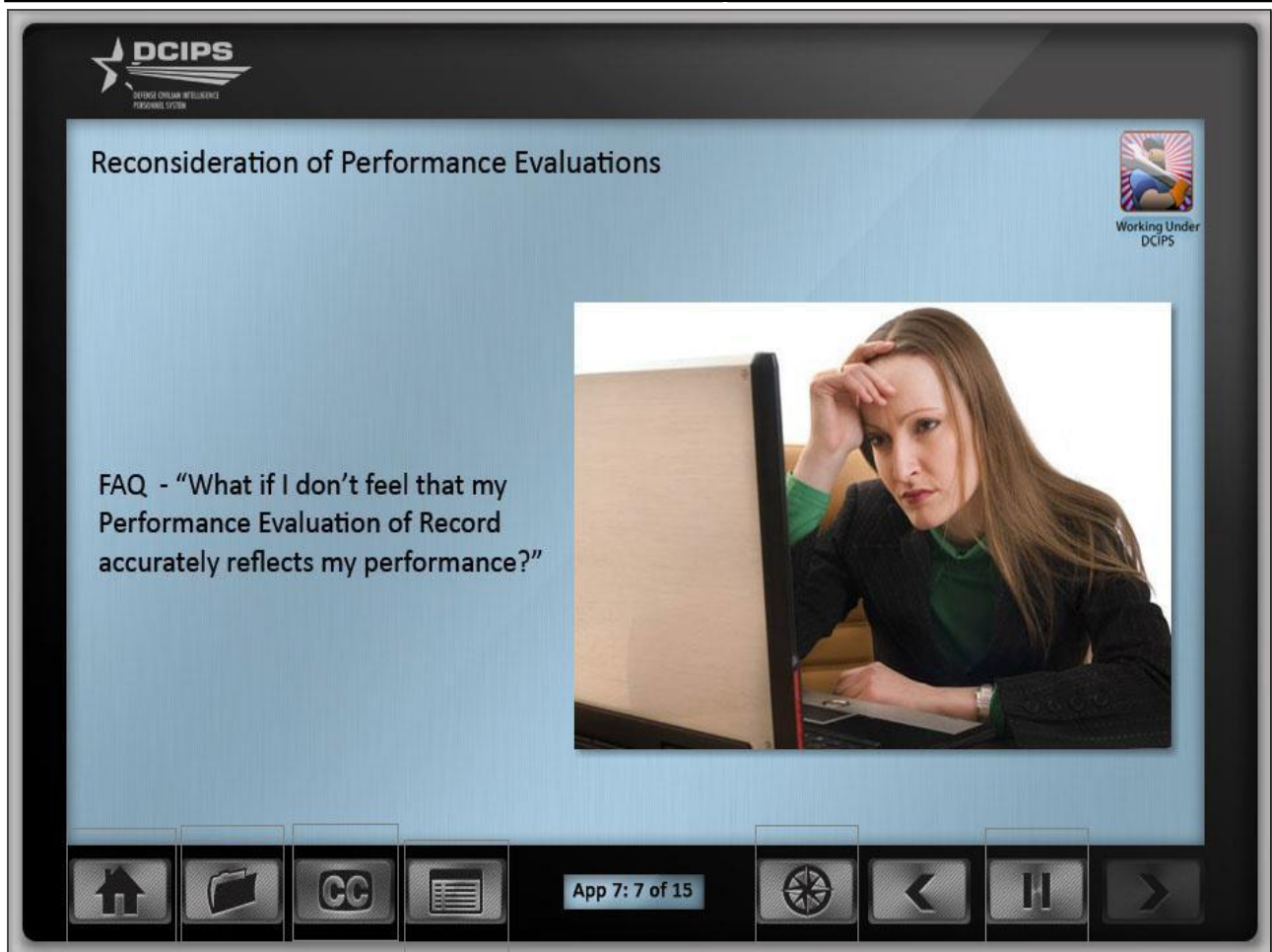
App 7: 6 of 15

And now you're probably asking, "So what does it mean to be in the excepted service?" Good question!

All DCIPS positions are in the excepted service. Being in the excepted service means that DCIPS positions are specifically excluded from competitive service procedures. DCIPS has its own personnel policies and trial period for all employees.

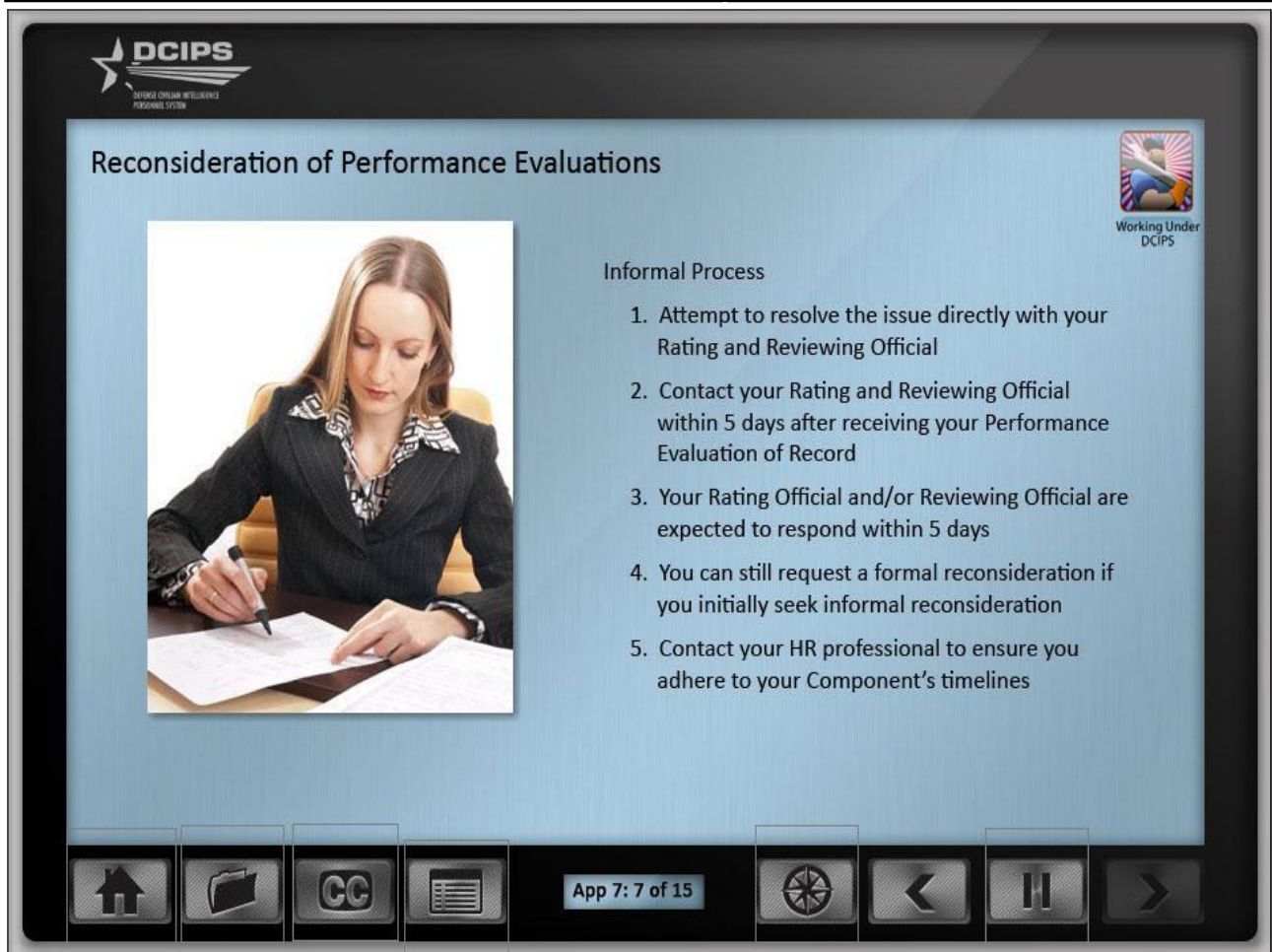
The appointing authority for all DCIPS positions is Title 10, United States Code, Section 1601. Most positions in the Federal Government are under Title 5 authorities and in the competitive service. Because DCIPS positions are in the excepted service, they do not lead to competitive status, which is often a requirement for positions in organizations in the competitive service.

The good news is that with all DCIPS positions and most of the broader IC positions in the excepted service, there are many worldwide opportunities for which DCIPS employees are eligible to compete.



When new DCIPS employees hear about the performance evaluation process, a common question is, “What if I don’t feel that my Performance Evaluation of Record accurately reflects my performance?”

Under DCIPS, there is both an informal and formal reconsideration process you can follow.

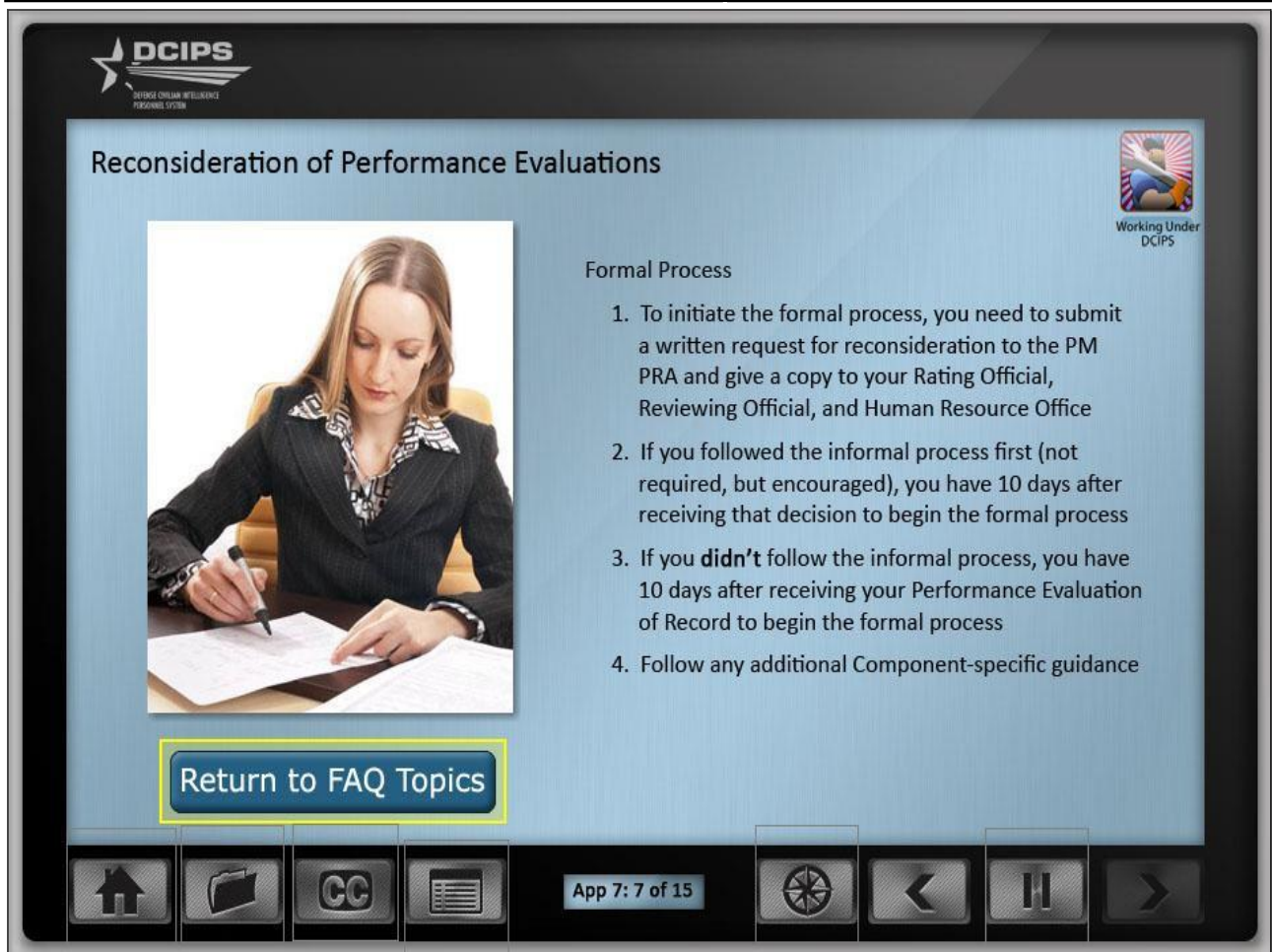
The screenshot shows a presentation slide with a light blue background. At the top left is the DCIPS logo. The title "Reconsideration of Performance Evaluations" is centered at the top. On the left side is a photograph of a woman in a business suit sitting at a desk and writing on a document. On the right side, under the heading "Informal Process", is a numbered list of five steps. In the top right corner of the slide area is a small icon of a person working with the text "Working Under DCIPS". At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, and a status indicator "App 7: 7 of 15", along with navigation arrows and a compass icon.

Although not required, DCIPS encourages the use of the informal reconsideration process for concerns regarding the Performance Evaluation of Record.

Through the informal reconsideration process you would attempt to resolve the issue directly with your Rating and Reviewing Official. Many times this communication step resolves the concern. To initiate the process you need to contact your Rating Official and Reviewing Official within 5 days after receiving your Performance Evaluation of Record.

Your Rating Official and/or Reviewing Official are expected to respond within 5 days of receiving your request.

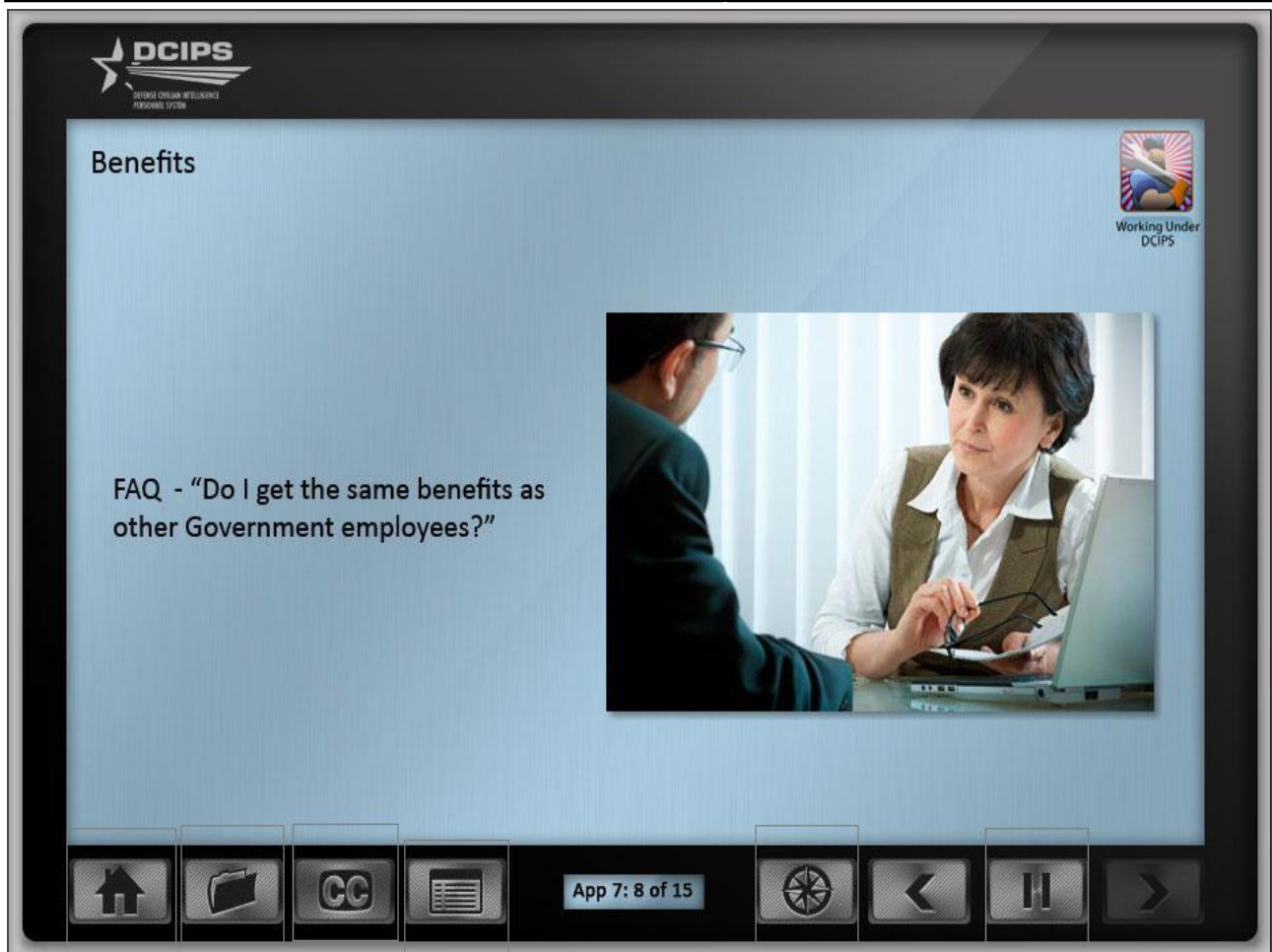
If you seek informal reconsideration, you can still request a formal reconsideration. Components may establish their own procedures for reconsideration. Contact your HR professional early in the process to ensure you adhere to the established timelines.

The screenshot shows a presentation slide with a light blue background. At the top left is the DCIPS logo. The title "Reconsideration of Performance Evaluations" is centered at the top. On the left side is a photograph of a woman with long blonde hair, wearing a dark blazer over a patterned shirt, sitting at a desk and writing on a document with a pen. To the right of the photo is a list of four steps for the formal process. Below the photo is a button labeled "Return to FAQ Topics". In the top right corner of the slide is a small icon of a person working with the text "Working Under DCIPS". At the bottom of the slide is a navigation bar with icons for home, folder, CC, list, and a status indicator "App 7: 7 of 15", along with navigation arrows and a compass icon.

The other option is the formal reconsideration process. To initiate the formal process, you need to submit a written request for reconsideration to the PM PRA and give a copy to your Rating Official, Reviewing Official, and Human Resource Office.

If you first followed the informal process, which you are not required to do, you have 10 days after receiving that decision to begin the formal process.

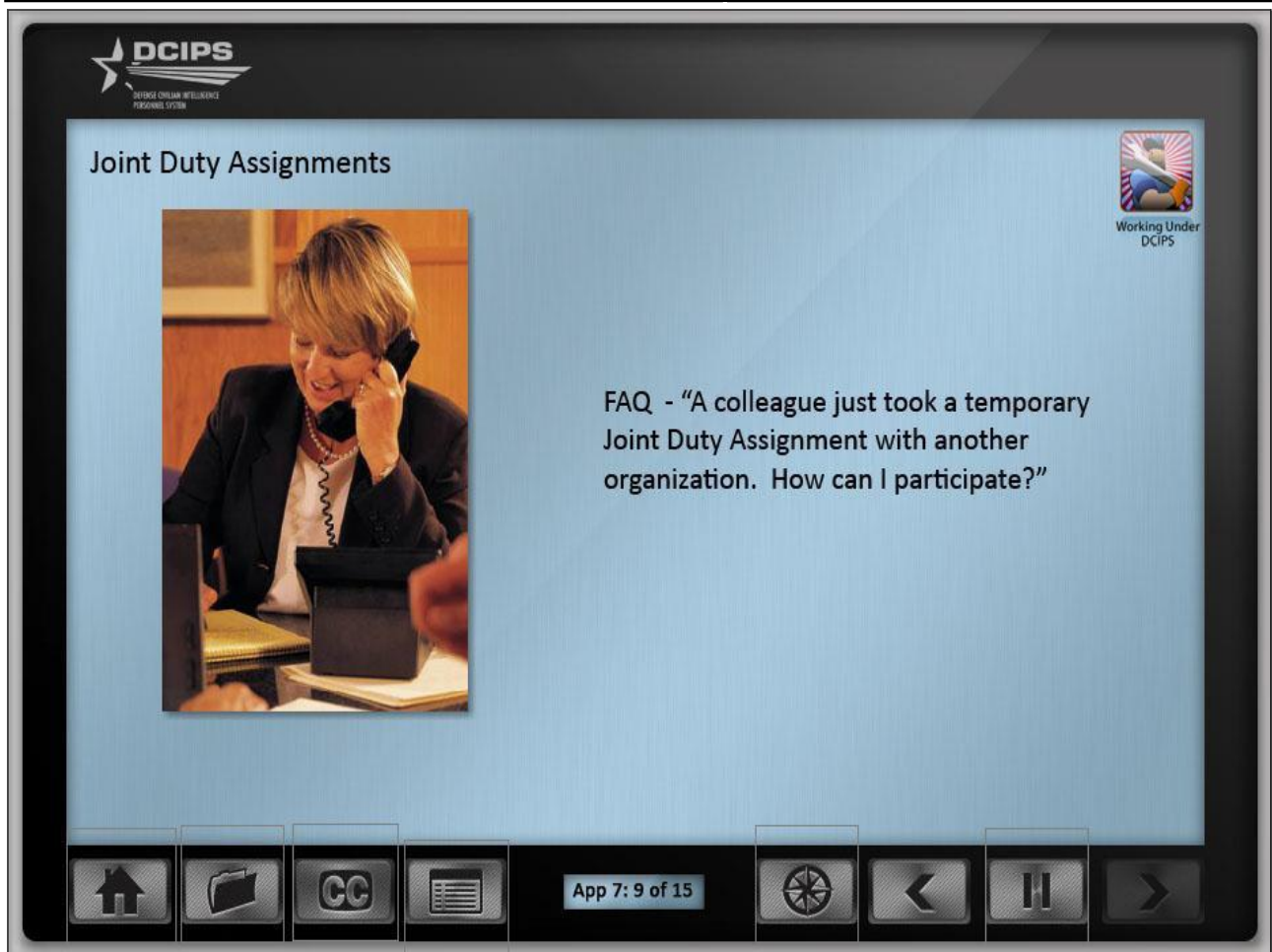
Or, if you didn't follow the informal process, you have 10 days after receiving your Performance Evaluation of Record. Also, check with your Human Resource Professional for any additional Component-specific guidance you need to follow.



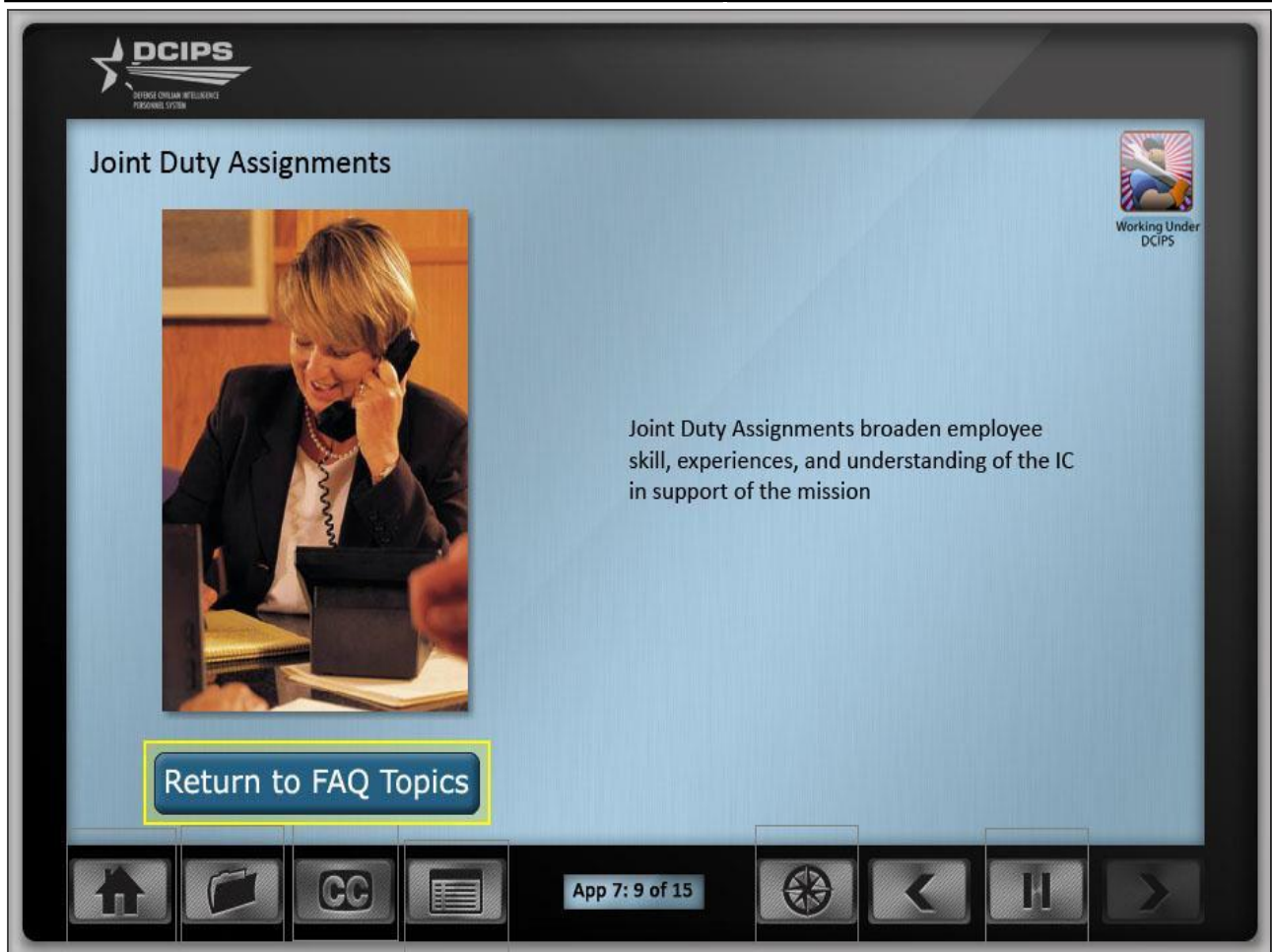
A common question employees ask about benefits is, "Do I get the same benefits as other Government employees?"



You are eligible for standard government benefits such as retirement, health and life insurance, Thrift Savings Plan, and leave accruals. In addition, you are also eligible for benefits only available to the Intelligence Community. Contact your HR benefits coordinator for a comprehensive list.

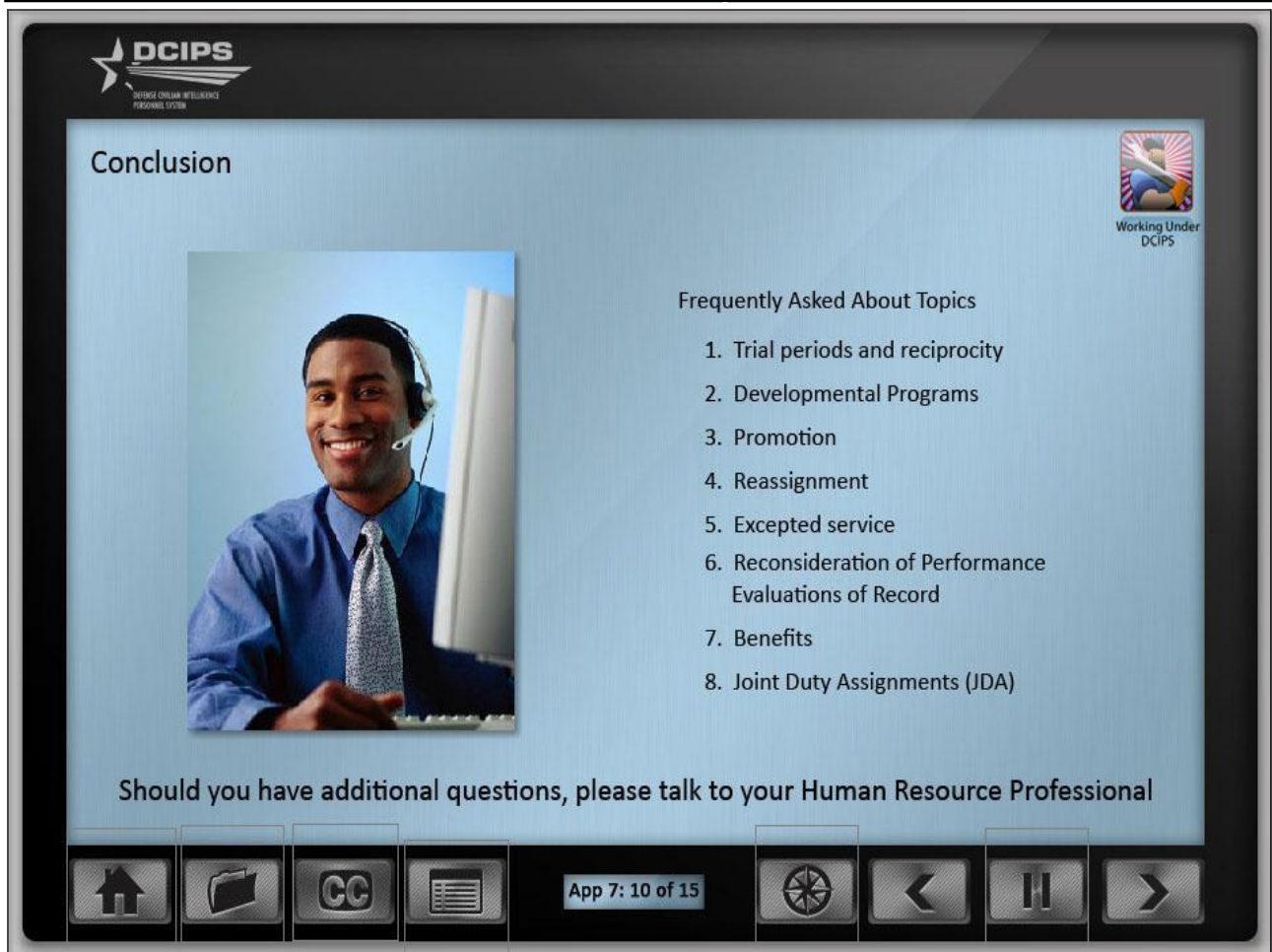


“A colleague just took a temporary joint duty assignment with another organization. How can I participate?” is a common question pertaining to joint duty assignments.



The Joint Duty Assignment program supports temporary assignments in other IC positions. These are intended to help broaden an employee's skills, experiences, and understanding of the IC in support of the mission.

Please contact your Joint Duty representative for a list of opportunities and Component-specific procedures on applying to this program.



We hope this guidance has helped you better understand the eight topics about which DCIPS employees frequently ask questions. Should you have additional questions, please talk to your Human Resource Professional.

DCIPS 101 – Working Under DCIPS



We recommend reviewing all available DCIPS 101 files to gain a better understanding of Working Under DCIPS.