



Department of Defense INSTRUCTION

NUMBER 1400.25-V2015
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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Special Categories of Personnel

- References:
- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
 - (b) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I))," November 23, 2005
 - (c) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
 - (d) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007
 - (e) Section 1613 of title 10, United States Code

1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction, in accordance with the authority in Reference (a), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume.

(1) 2000 Volume Series. The 2000 Volume series of this Instruction, in accordance with the authority in Reference (a) and References (b), (c), and (d), establishes policy, assigns responsibilities, and provides guidance for DCIPS. Hereinafter the 2000 Volume series of this Instruction shall be referred to as "the DCIPS Volumes."

(2) This Volume. This Volume establishes policy, assigns responsibilities, and provides guidance for managing special categories of personnel arising from requirements of national security and operations of the Defense intelligence enterprise.

2. APPLICABILITY. This Volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereinafter referred to collectively as the “DoD Components”).

b. Does NOT apply to members of the Defense Intelligence Senior Executive System (DISES) or the Defense Intelligence Senior Level (DISL) unless specifically addressed in other Volumes of this Instruction.

3. DEFINITIONS. See Glossary.

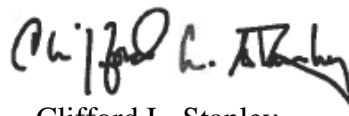
4. POLICY. It is DoD policy that DoD Components with DCIPS positions shall set internal policy for special categories of personnel necessitated by national security operations and requirements, that these policies align to DCIPS policy, and that these policies be provided to the Under Secretary of Defense for Intelligence (USD(I)).

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Volume is effective January 8, 2012, pursuant to section 1613 of title 10, United States Code (Reference (e)).



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Enclosures

1. Responsibilities
2. Procedures

Glossary

ENCLOSURE 1

RESPONSIBILITIES

1. USD(I). The USD(I) shall:

a. Provide policy guidance, in conjunction with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), to DoD Intelligence Components in aligning DCIPS policy to the human capital management requirements of special categories of personnel.

b. Oversee the implementation and management of the DCIPS policy, including policies for the management of special categories of personnel.

c. Resolve questions of applicability and coverage surfaced in the implementation of DCIPS and in the management of DCIPS within the broader DoD and Federal human capital management structures.

d. Approve exceptions to DCIPS policy.

2. USD(P&R). The USD(P&R) shall:

a. Coordinate with the USD(I) on the development of policies and practices affecting special categories of personnel in DoD Intelligence Components and monitor the effects of such policies on DoD-wide personnel readiness.

b. Consult with the USD(I) on questions of policy and special categories of personnel that arise from requirements of national security operations and that arise in relation to the integration of DCIPS within the broader DoD and Federal human capital management structures and the DoD human capital strategy.

3. HEADS OF THE DoD COMPONENTS WITH DCIPS POSITIONS. The Heads of the DoD Components with DCIPS positions shall:

a. Identify special categories of personnel that are not addressed in DCIPS policy resulting from requirements of national security operations.

b. Develop internal policy consistent with DCIPS policy and this Volume to address special categories of personnel.

c. Notify the USD(I), through the Office of the USD(I), Human Capital Management Office (OUSD(I) HCMO), of internal policy to address special categories of personnel resulting from requirements of national security operations.

d. In cases where exceptions to DCIPS policy or procedures are warranted, requests will be submitted to the OUSD(I) HCMO for written approval of the proposed exceptions.

ENCLOSURE 2

PROCEDURES

1. SPECIAL CATEGORIES OF PERSONNEL. DoD Components with special categories of personnel, as defined in this Volume, whose positions or employees are not covered by DCIPS policy in their entirety (excluding DISES and DISL personnel) shall address such special categories of personnel consistent with this Volume and with DCIPS policy, to the extent practicable. Such circumstances may occur when:

a. Implementing the U.S. Federal Wage System for job classification, compensation, adjustment in force, and position management for hourly-rate employees.

b. Developing and implementing DoD Component-specific remuneration plans for local foreign nationals and employing local foreign nationals outside the continental United States in accordance with such plans and other governing local agreements.

c. Developing and implementing DoD Component-specific policy for employment of foreign nationals within the continental United States.

d. Encountering other DoD Component-specific human capital management issues not addressed in established DCIPS policy.

2. POLICIES, PROCEDURES, REGULATIONS, AND OTHER GUIDANCE

a. Policies, procedures, regulations, and other guidance pertaining to personnel administration of special categories of positions and employees may be developed by Defense Intelligence Components.

b. Any policies, procedures, regulations, or other guidance developed in accordance with paragraph 2.a of this enclosure must be provided to the OUSD(I) HCMO not less than 30 days prior to the effective date of the guidance.

GLOSSARY

PART I. ACRONYMS AND ABBREVIATIONS

DCIPS	Defense Civilian Intelligence Personnel System
DISES	Defense Intelligence Senior Executive System
DISL	Defense Intelligence Senior Level
HCMO	Human Capital Management Office
OUSD(I)	Office of the Under Secretary of Defense for Intelligence
USD(I)	Under Secretary of Defense for Intelligence
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions apply only to this Volume and serve as the basic occupational structure taxonomy for DCIPS positions.

national security operations. Activities that are mobilized to respond to a national security requirement for an indeterminate period of time.

special categories of personnel. An individual or a group of individuals not covered elsewhere in Volumes 2001 to 2014 of this Instruction mobilized to perform national security operations for an indeterminate period of time.