



# Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 2001

December 29, 2008

*Incorporating Change 1, Effective March 17, 2014*

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: ~~Volume 2001~~, Defense Civilian Intelligence Personnel System (DCIPS) Introduction

References: See Enclosure 1

## 1. PURPOSE

a. ~~Overall Instruction~~. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this Instruction establishes and implements policy, establishes uniform DoD-wide procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the Department of Defense.

b. ~~This Volume~~. In accordance with the guidance in Reference (a) and DoDDs 5143.01, 1400.25, and 1400.35 (References (b), (c), and (d)), and pursuant to subchapter I of chapter 83 of title 10, United States Code (U.S.C.), (Reference (e)), this Volume ~~of this Instruction~~ prescribes policies and responsibilities for the development, management, evaluation, and evolution of DCIPS.

## 2. APPLICABILITY

a. This Volume 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 (hereafter referred to collectively as the "DoD Components").

b. This Volume does not apply to:

(a) ~~e~~Employees covered by the Federal Wage System or equivalent, non-appropriated fund employees, or foreign national employees.

~~(b) It does not apply to m~~Members of the Defense Intelligence Senior Executive System (DISES) or the Defense Intelligence Senior Level (DISL) unless ~~specifically addressed-specified herein or~~ in other Volumes of this Instruction.

3. DEFINITIONS. Unless otherwise noted, these terms and their definitions apply to the DCIPS Volumes of this Instruction.

a. Defense Intelligence Components. Defined in Reference (d).

b. DoD Components with DCIPS Positions. The Defense Intelligence Components and the DoD Components with positions, employees, and organizations with duties and functions considered to have an intelligence function and that have been so designated by the Head of the Component, with the concurrence of the Under Secretary of Defense for Intelligence (USD(I)).

c. Functional Chief. The Senior Military Intelligence Officer of each Military Department.

d. rank in position. Personnel management construct in which the organization's position structure establishes workforce requirements at both the occupational and work levels and provides the basis for establishing the title and pay band level of an employee assigned to a position in the organization.

e. rank in person. Personnel management construct in which the organization's position structure establishes aggregate workforce requirements at the occupational and work levels for the purposes of planning recruitment, development, and assignment activities based on aggregate assessment of workforce capabilities, but in which individual personnel capabilities are separately assessed against mission requirements to establish title and pay band level of an employee of the organization.

*f. personnel action. Defined in Presidential Policy Directive 19 (Reference (f)).*

4. POLICY. It is DoD policy that, within the Department of Defense, DCIPS shall be the only civilian personnel system for defense intelligence positions, employees, and organizations designated as having an intelligence function, and shall:

a. Provide a human resources system that supports military and civilian managers in the accomplishment of the intelligence missions of the DoD Components with DCIPS positions..

b. Create a system of human resource policies and management practices that will make the Defense Intelligence Components attractive places to work and establish them as "employers of choice" for top talent, and that will make DCIPS positions "positions of choice" for top talent.

c. Provide for planned training, education, and diverse assignments that support retention and career development of intelligence professionals in the DoD Components with DCIPS positions, and of other career professionals in the Defense Intelligence Components.

d. Be implemented in a manner that is understandable, clearly establishes employee and manager roles and responsibilities, and provides for continuous evaluation and improvement.

e. Be developed with appropriate consideration of ~~the National Security Personnel System~~, the Department of Defense Human Capital Strategy, and the Director of National Intelligence (DNI) Intelligence Community Human Capital Strategy.

f. Be developed and implemented in a manner that supports both rank-in-position and rank-in-person personnel management constructs.

g. Be designed and implemented to incorporate the merit systems principles in section 2301 of title 5, U.S.C., (Reference (f)) at all organizational levels in accordance with section 1612 of Reference (e).

*h. Personnel policies for DCIPS will include the prohibition of reprisal against an employee serving in a DCIPS position for protected disclosures. Prohibitions on reprisal by affecting eligibility for access to classified information will be incorporated into administrative procedures as required by Reference (f) and Directive-type Memorandum 13-008 (Reference (h)).*

*i. Prohibit, in compliance with Reference (f) and Reference (h), any officer or employee from taking, failing to take, threatening to take, or threatening to fail to take, personnel action against any employee serving in a DCIPS positions, including DISES and DISL members, as a reprisal for a protected disclosure pursuant to Reference (f).*

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. Procedures for implementing DCIPS are published in the DCIPS Volumes of this Instruction. Managers and supervisors of DCIPS employees, positions, and organizations shall carry out DCIPS policies, procedures, and programs in Reference (d) and in the DCIPS Volumes and shall exercise DCIPS personnel management authorities as delegated by the Heads of the DoD Components with DCIPS positions and consistent with Reference (f).

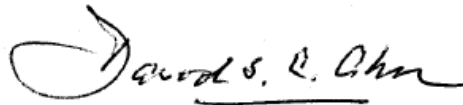
7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction ~~is effective immediately~~:

*a. Is effective December 29, 2008.*

*b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoD Instruction 5025.01 (Reference (i)).*

*c. Will expire effective December 29, 2018 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (i).*



David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures

1. References
2. Responsibilities

*Glossary*

ENCLOSURE 1

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, *as amended*
- (e) Section 1612 and subchapter I of chapter 83 of title 10, United States Code
- (f) *Presidential Policy Directive 19 (PPD-19), “Protecting Whistleblowers with Access to Classified Information,” October 10, 2012*
- (g) Section 2301 of title 5, United States Code
- (h) *Directive-type Memorandum 13-008, “DoD Implementation of Presidential Policy Directive 19,” July 8, 2013, as amended*
- (i) *DoD Instruction 5025.01, “DoD Directives Program,” September 26, 2012, as amended*
- (j) Public Law 108-458, “Intelligence Reform and Terrorism Prevention Act of 2004,” December 17, 2004
- (k) DoD Directive 5145.04, “Defense Legal Services Agency (DLSA),” ~~December 15, 1989~~ *April 16, 2012*

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R), in addition to the responsibilities in paragraph 4 of this enclosure, shall develop and maintain DCIPS policy in conjunction with the USD(I).
  
2. USD(I). The USD(I), in addition to the responsibilities in paragraph 4 of this enclosure, shall:
  - a. Oversee the implementation and management of the policy developed pursuant to Reference (d) *and Reference (f)*.
  
  - b. Develop DCIPS policy in conjunction with the USD(P&R) and provide DCIPS Volumes to the USD(P&R) for inclusion in this Instruction. The DCIPS Volumes shall:
    - (1) Define DCIPS policies and procedures.
  
    - (2) Be issued to comply with applicable provisions of law, including References (e) and Public Law 108-458 (Reference (~~g~~*f*)) and may, at the discretion of the USD(I), in conjunction with the USD(P&R), comply with applicable Intelligence Community Directives issued by the DNI.
  
  - c. Approve the designation of DoD Components with DCIPS positions as Defense Intelligence Components when such Components are engaged in the performance of intelligence functions as defined by Reference (d).
  
  - d. Approve DCIPS coverage, upon the request, for DoD occupations in which the primary responsibility is the performance of an intelligence function as defined by Reference (d).
  
  - e. Concur, as appropriate, with the designation of selected positions or organizational elements as DCIPS-covered at the request of the Heads of the DoD Components.
  
  - f. Conduct ongoing evaluations of the implementation, management, and administration of DCIPS; advise the USD(P&R) of policy issues identified as a result of these evaluations; and direct such corrective actions or policy updates as necessary to achieve the goals and objectives of DCIPS.
  
3. HEADS OF THE DoD COMPONENTS WITH DCIPS POSITIONS. The Heads of the DoD Components with DCIPS positions shall:
  - a. Implement and comply with DCIPS policies and programs in Reference (d) and the DCIPS Volumes.

b. Obtain the approval of the General Counsel, *of the* Department of Defense, ~~(GC,~~  
~~DoD)~~ Director, Defense Legal Services Agency (DLSA), concerning personnel policies and  
actions taken with regard to or affecting DLSA members in accordance with DoD ~~Directive D~~  
5145.04 (Reference (~~hk~~)).

c. Issue internal supplements or guidance to the extent authorized by Reference (d) and the  
DCIPS Volumes. The supplementation and guidance may not modify or conflict with the  
overarching DCIPS policy contained in Reference (d) or with the provisions of any DCIPS  
Volume.

*d. Establish internal supplemental regulations and policy issuances consistent with  
Reference (f) to prohibit any officer or employee from taking, failing to take, threatening to take,  
or threatening to fail to take, personnel action against any employee serving in a DCIPS  
position, including DISES and DISL members, as a reprisal for a protected disclosure.*

*e. Provide a process for employees in DCIPS positions to seek review of personnel actions  
they allege to be in violation of section A of Reference (f).*

~~f.~~ Submit internal supplemental regulations and policy issuances implementing DCIPS  
policy to the USD(I) for oversight and program evaluation within 30 days of issuance.

*g. Designate, as applicable, any DCIPS positions that are of a confidential, policy  
determining, policy making, or policy advocating character and are not to be included in the  
definition of personnel action of Reference (f).*

4. HEADS OF ALL THE DoD COMPONENTS. The Heads of all the DoD Components shall:

a. Designate positions or organizations within their respective Components for DCIPS  
coverage, with the concurrence of the USD(I), when such positions or organizations are engaged  
in performing an intelligence function as defined in Reference (d) and meet the coverage criteria  
defined in paragraph 3.b. of the front matter of this Volume.

b. Not establish a position within their Components without the approval of the USD(I) if  
the position:

(1) Will perform functions that have been determined by the USD(I) to be intelligence  
functions;

(2) Will be in an occupational category designated by the USD(I), with the concurrence  
of the USD(P&R), as having responsibilities in the intelligence field; or

(3) Is determined by the USD(I) to be an intelligence position necessary to carry out the  
intelligence functions of the Department of Defense.

5. FUNCTIONAL CHIEFS OF THE MILITARY DEPARTMENTS. The Functional Chiefs of the Military Departments, under the authority, direction, and control of the Secretaries of the Military Departments, shall:

- a. Implement and administer DCIPS.
- b. In conjunction with the Secretaries of the Military Departments, recommend DCIPS coverage for positions having intelligence functions to the USD(I).
- c. Ensure all supplemental regulations, policy issuances, and standards that implement DCIPS within each of their Departments are consistent with Reference (d) and the DCIPS of Volumes of this Instruction.



GLOSSARY

ABBREVIATIONS AND ACRONYMS

<i>DCIPS</i>	<i>Defense Civilian Intelligence Personnel System</i>
<i>DISES</i>	<i>Defense Intelligence Senior Executive System</i>
<i>DISL</i>	<i>Defense Intelligence Senior Level</i>
<i>DLSA</i>	<i>Defense Legal Services Agency</i>
<i>DNI</i>	<i>Director of National Intelligence</i>
<i>DoDD</i>	<i>Department of Defense directive</i>
<i>U.S.C.</i>	<i>United States Code</i>
<i>USD(I)</i>	<i>Under Secretary of Defense for Intelligence</i>
<i>USD(P&amp;R)</i>	<i>Under Secretary of Defense for Personnel and Readiness</i>