



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 12900.2
ASN(M&RA)
11 March 2009

SECNAV INSTRUCTION 12900.2

From: Secretary of the Navy

Subj: DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS)

Ref: (a) DoD Directive 1400.35 of 24 September 2007
(b) Chapter 83, sections 1601, 1606, 1609, and 1614 of title 10, United States Code
(c) DoD Manual 1400.25, Chapter 1001, of 3 December 1996
(d) DoD Directive 5143.01 of 23 November 2005
(e) Public Law 108-458, "Intelligence Reform and Terrorism Prevention Act of 2004," 118 Stat 3638, 17 December 2004
(f) Title 5, United States Code
(g) SECNAVINST 3820.3E
(h) Intelligence Community Directive (ICD) 652, Office of the Director of National Intelligence, 28 April 2008
(i) Under Secretary of Defense (Intelligence) Memorandum, Intelligence Oversight Policy Guidance, 26 March 2008 (NOTAL)
(j) Section 213.3106, 5 Code of Federal Regulations
(k) SECNAVINST 5430.7P
(l) SECNAVINST 12250.6
(m) DoD Intelligence Human Capital Strategic Plan FY2007-2012 (NOTAL)
(n) SECNAV M-5210.1

Encl: (1) Mission Categories

1. Purpose. To implement policy, assign responsibilities, and prescribe procedures under references (a) through (d), for the Defense Civilian Intelligence Personnel System (DCIPS) in the Department of the Navy (DON). For Department of the Navy, the Director of Naval Intelligence (CNO (N2)) is designated as the DCIPS component manager.

2. Applicability. This instruction applies to the DON intelligence components and all other organizational entities in the Department of the Navy having positions covered or eligible

to be covered under DCIPS. This instruction does not apply to defense intelligence senior executive service and defense intelligence senior level positions.

3. Policy. It is DON policy that:

a. Pursuant to reference (a), DCIPS shall be the civilian personnel system for intelligence positions within the Department of the Navy and shall comply with reference (e).

b. Personnel management under this instruction shall be based on, and embody, the merit system principles set forth in section 2301 of reference (f).

c. Pursuant to references (g) through (k), all positions within the Department of the Navy having a primary intelligence mission, all positions engaged in intelligence and intelligence-related work requiring a significant degree of specialized intelligence knowledge, skills and abilities, and those positions that serve in direct support of intelligence functions within a DON non-intelligence component shall be covered under DCIPS, unless a waiver is granted as prescribed in paragraph 5 below. Enclosure (1) identifies the mission categories that will be used to categorize DCIPS occupations or positions performing similar or related missions or functions. The positions include professional, technical, and support positions which are predominately intelligence-related. Intelligence-related positions involve directing, planning, developing, implementing, coordinating, controlling, inspecting, or conducting specific programs.

4. Coverage. Per references (a), (b), and (g) through (k), the following employees and positions in the DON organizational and functional units shall be identified and be covered within DCIPS:

a. United States Coast Guard intelligence components, per reference (a).

b. Other positions that directly support intelligence functions situated at DON non-intelligence components, at the discretion of the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN)(M&RA)), in consultation with the Deputy

Director of Naval Intelligence, and the head of the DON organization or activity concerned. To be covered under DCIPS, such positions must be duly designated per reference (a).

c. All civilian positions and employees of the DON organizations that have a primary intelligence mission and which are designated as DON intelligence components in reference (g), paragraph 7.

d. Positions and employees within the DON non-intelligence components having duties considered to have an intelligence function, and that have been designated as performing an intelligence function. The intelligence work categories in reference (h) describe broad sets of related occupational groups characterized by common types of work. In applying these criteria, components will base their decisions on the work category most applicable to the predominant type of work performed or assigned (e.g., primary purpose of the work, required qualifications) as defined by reference (h).

e. Employees in an occupational category designated by the Under Secretary of Defense (Intelligence) (USD(I)), with the concurrence of the Under Secretary of Defense for Personnel and Readiness, as having responsibilities that are unique to the intelligence field. DCIPS shall cover all civilian positions engaged in intelligence and intelligence-related work requiring a significant degree of specialized intelligence knowledge, skills and abilities, in DON non-intelligence components and activities specifically including all intelligence specialist positions (series 0132), and intelligence aide and clerk positions (series 0134).

f. All DON intelligence and counterintelligence civilian positions involved in capabilities, programs, projects, and activities funded through the National Intelligence Program (NIP), and Military Intelligence Program (MIP) resources in accordance with reference (h) will be carefully reviewed for inclusion in DCIPS. Enclosure (1) identifies the mission categories derived from those in the NIP budget structure, and will be used to categorize DCIPS occupations or positions performing similar or related missions or functions. Excluded are capabilities, programs, projects, and activities in the NIP, and intelligence activities that are associated with a weapons system whose primary mission is not intelligence.

g. Positions and employees in the offices and staff of the Senior Intelligence Offices (SIOs) of the Combatant Command Headquarters. Reference (i) designated these SIOs as defense intelligence components.

h. All positions filled under the excepted service appointing authority of schedule A, section 213.3106(d)(1) or section 213.3106(d)(2), as defined by reference (j). This includes:

(1) Positions concerned with advising, administering, supervising, or performing work in the collection, processing, analysis, production, evaluation, interpretation, dissemination, and estimation of intelligence information, including scientific and technical positions in the intelligence function; and positions involved in the planning, programming, and management of intelligence resources. This authority does not apply to positions assigned to cryptologic and communications intelligence activities/functions.

(2) Positions involved in intelligence-related work of the cryptologic intelligence activities of the military departments. This includes all positions of intelligence research specialist, and similar positions in the intelligence classification series; all scientific and technical positions involving the applications of engineering, physical, or technical sciences to intelligence work; and professional as well as intelligence technician positions in which a majority of the incumbent's time is spent in advising, administering, supervising, or performing work in the collection, processing, analysis, production, evaluation, interpretation, dissemination, and estimation of intelligence information or in the planning, programming, and management of intelligence resources.

i. Exclusions. Employees specifically excluded by statute or regulation are not covered by DCIPS. Law enforcement personnel, all non-appropriated fund personnel, and local national personnel are hereby excluded.

5. Responsibilities. Consistent with reference (k), the following responsibilities are assigned:

a. ASN(M&RA), per reference (g), shall:

(1) Oversee and evaluate DCIPS within the Department of the Navy.

(2) Develop, in coordination with CNO (N2), supporting regulations to satisfy specialized Department needs.

(3) Make initial determinations and approve exceptions, in coordination with CNO (N2), on employee coverage under DCIPS within the Department of the Navy and will coordinate their inclusion with USD(I) per reference (a), paragraph 5.1.6.

(4) Conduct procedural reviews of proposed termination actions for any DCIPS employee when such action is considered to be in the interest of the United States and when procedures prescribed in other statutes cannot be invoked in a manner consistent with national security.

b. Reference (1) identifies the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)) as the primary advisor to the UNSECNAV and ASN(M&RA) for civilian human resources management. DON principals exercising authorities delegated in this instruction shall consult as required with DASN(CHR) in execution of those authorities. In addition, DASN(CHR) shall:

(1) Consistent with reference (1), act for and support ASN(M&RA) as necessary in execution of responsibilities under subparagraph 5a above; and

(2) In collaboration with CNO (N2) and DON DCIPS principals, exercise final DON-wide authorities delegated in reference (1), subparagraphs 6b(1) through 6b(13). Final decision authority in subparagraphs 6b(1) through 6b(3), and 6b(5) through 6b(7) remains with DASN(CHR).

c. The Director, Office of Civilian Human Resources (OCHR), shall:

(1) Provide staff support to ASN(M&RA) and DASN(CHR) in the conduct of assigned responsibilities per reference (1).

(2) Consult on and concur in directives and procedures implementing DCIPS Human Resources (HR) programs issued under subparagraphs 5d through 5f below.

d. CNO (N2) shall:

(1) Supplement the policies, procedures, requirements, and guidance, as appropriate and consistent with USD(I) and DON policy.

(2) Develop, implement, and administer DCIPS within the Department of the Navy.

(3) Develop and implement the Director of National Intelligence Joint Duty Assignment program as an instrument for leadership and executive development per reference (m).

(4) Exercise position classification and appointment, and conversion authorities.

(5) Serve as the designated senior representative to the Defense Intelligence Human Resources Board (DIHRB).

(6) Develop, in coordination with the Director of Intelligence, Marine Corps Headquarters (HQMC) and the other DON intelligence components listed in reference (g), DCIPS policies, procedures, programs, and requirements for the Naval intelligence community as specified in reference (a).

e. The Assistant Director of Intelligence for Support, HQMC, is designated as the senior representative for the Marine Corps to the DIHRB.

f. The Assistant Director of Naval Intelligence for Military and Civilian Personnel (OPNAV (N21)) supports CNO (N2) as HR advisor in executing civilian HR responsibilities within this directive.

g. The Director of Civilian Personnel Programs to CNO (N2) and applicable Naval authorities is vested with the responsibility of administering DCIPS and DON HR policy and programs throughout Naval intelligence and is responsible for

developing the CNO (N2)/DCIPS policy and programs in collaboration with USD(I), per reference (a), and DASN(CHR) and Director, OCHR, per reference (l).

h. The Director, Civilian Intelligence Personnel Office (CIPO) provides centralized operational civilian HR support to DCIPS employees and positions DON-wide, including those located within the Assistant for Administration, Under Secretary of the Navy, and the U.S. Marine Corps. Consistent with that mission, Director, CIPO shall:

(1) In exercising DON-wide responsibilities for HR program execution, consult routinely with DASN(CHR) and Director, OCHR, in developing and implementing operating HR programs applicable to DCIPS; and

(2) Consistent with reference (1), and as delegated by CNO (N2), exercise centralized appointment and position classification authorities for commands and activities staffing civilian positions under DCIPS.

6. Records Management. Records created by this instruction, regardless of media and format, shall be managed in accordance with reference (n).



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MISSION CATEGORIES

Mission Categories. Per reference (h), the occupational structure for the intelligence community civilian workforce establishes a common intelligence community occupational taxonomy for structuring, categorizing, and classifying work across the intelligence community. The following mission categories are derived from those in the NIP and MIP budget structure, and will be used to categorize DCIPS occupations or positions performing similar or related missions or functions. For purposes of this instruction, the work performed by civilian employees or required by positions may be classified in a mission area that is different from their funding source.

1. Collection and Operations. Occupations or positions whose incumbents engage in the collection and reporting of information obtained from intelligence sources by various means, including human and technical means, as well as occupations whose incumbents engage in intelligence and counterintelligence operations, and technical support of collection and operations.

2. Processing and Exploitation. Occupations or positions whose incumbents engage in the conversion of information collected from various intelligence sources into a form that can be analyzed to produce an intelligence product.

3. Analysis and Production. Occupations or positions whose incumbents engage in the preparation of a finished intelligence product from information obtained and processed from one or more intelligence sources in support of customer requirements.

4. Research and Technology. Occupations or positions whose incumbents engage in basic, applied, and advanced scientific and engineering research and development that are in an intelligence function, which are assigned to an organizational component performing an intelligence mission.

5. Enterprise Information Technology. Occupations or positions whose incumbents support an organization's information systems that are in an intelligence function, which are assigned to an organizational component performing an intelligence mission. This category includes telecommunications, network operations, operation and maintenance of common user systems, and computing infrastructure. Additionally, this category includes

occupations or positions whose incumbents engage in assuring the security of department or national security systems and information by providing knowledge and technology to suppliers and clients (i.e., those engaged in information assurance).

6. Enterprise Management and Support. Occupations or positions whose incumbents engage in sustaining activities that support an organization, to include HR, finance, logistics, security, legal, acquisition, and other program areas that are in an intelligence function, which are assigned to an organizational component performing an intelligence mission.

7. Mission Management. Occupations or positions whose incumbents engage in the coordination and integration of intelligence community-wide intelligence requirements, resources, and activities that are in an intelligence function, which are assigned to an organizational component performing an intelligence mission.