



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

SECNAVINST 12900.2A
ASN (M&RA)
08 February 2013

SECNAV INSTRUCTION 12900.2A

From: Secretary of the Navy

Subj: DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Ref: See Enclosure (1)

Encl: (1) References
(2) Responsibilities

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

2. Cancellation. SECNAVINST 12900.2.

3. Applicability

a. This instruction applies to all DON Intelligence and Intelligence Support employees who have been appointed under the Defense Civilian Intelligence Personnel System, Section 1601 of Title 10, United States Code. Organizations managing DON employees covered by this instruction shall be referred to hereinafter as the "Entities with DON DCIPS positions."

b. This instruction does not apply to members of the Defense Intelligence Senior Executive System or the Defense Intelligence Senior Level unless specifically addressed in other Office of the Chief of Naval Operations DCIPS policy.

4. Policy. It is Secretary of the Navy policy that:

a. Pursuant to reference (a), DCIPS shall be the personnel system for civilian intelligence positions within the DON.

b. Personnel management shall be based on, and embody, the merit system principles set forth in reference (a).

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c. Positions listed in Paragraph 5 below shall be covered under DCIPS. Reference (b) identifies the mission categories used to categorize DCIPS occupations or positions performing similar or related missions or functions. Included are professional, technical, and support positions which are predominately intelligence-related, and involve directing, planning, developing, implementing, coordinating, controlling, inspecting, or conducting specific intelligence programs.

5. Coverage. Per references (a) through (e), the following employees and positions shall be identified and covered within DCIPS:

a. 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 resources per reference (b) will be carefully reviewed for inclusion in DCIPS. Reference (b) 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.

b. All positions filled under the excepted service appointing authority as defined in reference (a). 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.

(2) Positions involved in intelligence-related work of the cryptologic intelligence activities of the military departments. This includes all positions of intelligence research specialists, and similar positions in the intelligence classification series (including all intelligence specialist positions (series 0132) and intelligence aide and clerk

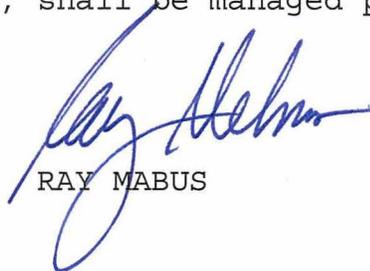
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positions (series 0134)); all scientific and technical positions involving the applications of engineering, physical, or technical sciences to intelligence work; and professional as well as intelligence technician positions in which a majority of the 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.

c. Employees in an occupational category designated by the Office of the Under Secretary of Defense for Intelligence (OUSD(I)), with concurrence of the Office of the Under Secretary of Defense for Personnel and Readiness, with responsibilities that are unique to the intelligence field.

d. Employees specifically excluded by statute or regulation are not covered by DCIPS.

6. Records Management. Records created by this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1.



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REFERENCES

- (a) DoD Directive 1400.35 of 24 September 2007
- (b) DoD Instruction 1400.25, Volume 1, of 29 December 2008
- (c) SECNAVINST 3820.3E
- (d) Under Secretary of Defense (Intelligence) Memorandum,
Intelligence Oversight Policy Guidance of 26 March 2008
- (e) SECNAVINST 5430.7Q
- (f) SECNAVINST 12250.6

Enclosure (1)

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RESPONSIBILITIES

1. The Assistant Secretary of the Navy (Manpower & Reserve Affairs) (ASN(M&RA)) shall:

a. Oversee and evaluate DCIPS within the DON.

b. Develop, in coordination with the DNI, supporting regulations to satisfy specialized department needs.

c. Make initial determinations and approve exceptions, in coordination with the DNI, on employee coverage under DCIPS within the DON and coordinate their inclusion with OUSD(I) per reference (a).

d. 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.

2. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)) is identified in reference (f) as the primary advisor to the Under Secretary of the Navy and ASN(M&RA) for civilian human resources management. The DNI, exercising authorities delegated in this instruction, shall consult as required with DASN(CHR) in execution of those authorities. In addition, DASN(CHR) shall:

a. Act for and support ASN(M&RA) as necessary in the execution of responsibilities under subparagraph 1a. above.

b. In collaboration with the DNI, exercise final DON-wide authorities delegated in and consistent with reference (f).

c. Ensure the Director, Office of Civilian Human Resources:

(1) Consults on directives and procedures implementing DCIPS Human Resources (HR) programs.

(2) Ensures Directors of Human Resource Service Centers certify personnel actions and data per reference (b) and process requests for personnel actions or entitlements for the Naval Intelligence Community.

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3. The DNI shall:

a. Supplement the policies, procedures, requirements, and guidance as appropriate and consistent with references (a) and (b).

b. Develop, implement, and administer DCIPS within the DON.

c. Exercise position classification as well as appointment and conversion authorities.

d. Serve as the designated senior Navy representative to senior Department of Defense (DoD) human resources boards.

e. Develop, in collaboration with the Director of Intelligence, Headquarters Marine Corps (HQMC) and the entities with DON DCIPS position, DCIPS policies, procedures, programs, and requirements for the DON DCIPS Community as specified in reference (a).

f. Appoint a senior civilian advisor to serve as the Navy Functional Community Manager for the Intelligence Community.

g. Provide centralized operational civilian HR support to DCIPS employees and positions by:

(1) Exercising DCIPS DON-wide responsibilities for HR program execution;

(2) Consulting routinely with DASN(CHR) in developing and implementing operating HR programs applicable to DCIPS; and

(3) Exercising centralized appointment, position classification, and DCIPS pay setting authorities for commands and activities staffing civilian positions under DCIPS consistent with references (a) and (b).

4. The Assistant Director of Intelligence for Support, HQMC, is designated as the senior representative for the Marine Corps on senior DoD human resources boards.