



# Department of Defense

## DIRECTIVE

**NUMBER 1400.35**

September 24, 2007

Incorporating Change 2, Effective August 25, 2020

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USD(I&S)

**SUBJECT:** Defense Civilian Intelligence Personnel System (DCIPS)

- References:**
- (a) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," March 18, 2002 (hereby canceled)
  - (b) Chapter 83, sections 1601, 1606, 1609, and 1614 of title 10, United States Code
  - (c) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence and Security (USD(I&S))," October 24, 2014, as amended
  - (d) Executive Order 12333, "United States Intelligence Activities," December 4, 1981, as amended
  - (e) through (i), see Enclosure 1

### 1. REISSUANCE AND PURPOSE

This Directive:

- 1.1. Reissues Reference (a) to update policy, responsibilities, and authorities for the DCIPS.
- 1.2. Continues to implement Reference (b) within the Department of Defense consistent with Reference (c).
- 1.3. Renames the Defense Civilian Intelligence Board (DCIB) as the Defense Intelligence Human Resource Board (DIHRB).

### 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard at all times, including when it is a service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of 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 in the Department of Defense (hereafter referred to collectively as the "DoD Components").

### 3. DEFINITIONS

3.1. Defense Intelligence Components. For the purposes of this Directive, DoD organizations that perform national intelligence, Defense Intelligence, and intelligence-related functions, including: the Defense Intelligence Agency, the National Geospatial-Intelligence Agency, the National Reconnaissance Office, the National Security Agency/Central Security Service, the Office of the Under Secretary of Defense for Intelligence and Security, the intelligence elements of the Active and Reserve components of the Military Departments, and any successor to the components specified above.

3.2. Intelligence Community (IC). The agencies and organizations enumerated in Executive Order 12333 (Reference (d)) and section 401a of title 50, United States Code (Reference (e)).

3.3. Intelligence Function. The work performed by any portion of a Military Department or other DoD Component that fulfills an intelligence mission.

### 4. POLICY

It is DoD policy that:

4.1. The DCIPS shall be consistent with the human resources strategies, policies, programs, and processes established by the Director of National Intelligence, and shall be the civilian personnel system for the Defense Intelligence Components and such other DoD positions, organizations, and components designated by the Under Secretary of Defense for Intelligence and Security (USD(I&S)), with the concurrence of the Head of the Component affected.

4.2. The DCIPS shall enable military and civilian managers to accomplish the mission of their respective Components by:

4.2.1. Creating a system of human resource policies and management practices that will make the DoD Intelligence Components attractive places to work and establish them as “employers of choice” for top talent;

4.2.2. Providing for planned training, education, and diverse assignments that support retention and career development of Defense Intelligence professionals and other career professionals in the Defense Intelligence Components;

4.2.3. Implementing the DCIPS in a manner that is understandable, that clearly establishes employee and manager roles and responsibilities, and provides for continuous evaluation and improvement; and

4.2.4. Developing DCIPS policies and practices with appropriate consideration of both the National Security Personnel System and the Director of National Intelligence (DNI) IC Human Capital Strategy (Reference (f)).

## 5. RESPONSIBILITIES

5.1. The USD(I&S), in consultation with the DNI, pursuant to Reference (c), shall:

5.1.1. Develop DCIPS policy, to include the subchapters in DoD Directive 1400.25-M (Reference (g)), in conjunction with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

5.1.2. Oversee the implementation and management of the policy developed under paragraph 5.1.1.

5.1.3. Issue guidance applicable to management of DoD intelligence personnel, in consultation with the DNI, as appropriate, consistent with applicable law, including References (b), (e), (f), and Public Law 108-458 (Reference (h)).

5.1.4. Make recommendations to the Secretary of Defense relating to the termination of employment of any employee in a Defense Intelligence position external to the Military Departments, under section 1609 of Reference (b).

5.1.5. Designate a representative to co-chair the DIHRB with a representative designated by the USD(P&R).

5.1.6. Designate, on behalf of the Secretary of Defense, the following:

5.1.6.1. DoD organizational elements that perform intelligence functions as Defense Intelligence Components, with the concurrence of the Head of the DoD Component affected, consistent with section 1614 of Reference (b).

5.1.6.2. Positions that are not located within a Defense Intelligence Component as DoD Intelligence positions, with the concurrence of the Head of the DoD Component to which the positions report, consistent with section 1601 of Reference (b).

5.1.7. Develop regulations to implement DCIPS, in coordination with the USD(P&R).

5.1.8. Coordinate and exchange DCIPS-related information with USD(P&R) and other Office of the Secretary of Defense Principal Staff Assistants and Heads of DoD Components exercising collateral or related functions.

5.1.9. Provide DCIPS guidance to the Heads of DoD Components not identified as Defense Intelligence Components, but who have designated DCIPS positions in their respective DoD Component.

5.1.10. After functional review by the Head of the Defense Intelligence Component, or Head of another DoD Component containing DCIPS positions, approve new Defense Intelligence Senior Executive Service (DISES) positions and request allocation by the Chief

Management Officer of the Department of Defense (CMO), if such allocation is within the statutory ceiling set for the DISES positions under section 1606 of Reference (b).

5.1.11. Establish procedures for allocation of Defense Intelligence Senior Level positions.

5.2. The USD(P&R), as the Principal Staff Assistant and advisor to the Secretary and Deputy Secretary of Defense for civilian personnel management matters in the Total Force structure, shall:

5.2.1. Incorporate and publish DCIPS subchapters in Reference (g) as developed in coordination with the USD(I&S).

5.2.2. Propose changes to Chapter 83 of Reference (b) to USD(I&S).

5.2.3. Designate a senior co-chair of the DIHRB.

5.3. The DoD General Counsel shall provide a senior representative to the DIHRB.

5.4. The CMO shall:

5.4.1. Provide a senior representative to the DIHRB.

5.4.2. Manage the DISES and Defense Intelligence Senior Level Presidential Rank Awards program.

5.4.3. After functional review and approval by the USD(I&S), allocate DISES resources if such allocation is within the statutory ceiling set for DISES by section 1606 of Reference (c).

5.5. The Secretaries of the Military Departments and the Directors of Defense Intelligence Components, under the authority, direction, and control of the USD(I&S), each shall:

5.5.1. Provide a senior representative to the DIHRB.

5.5.2. Support the work of the DIHRB, as required.

5.5.3. Implement DCIPS policies, procedures, programs, and requirements as specified in this Directive.<sup>1</sup>

5.5.4. Supplement the policies, procedures, requirements, and guidance as authorized in Chapter 1000 of Reference (g) and other related DoD issuances, as appropriate, consistent with DoD policy.

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<sup>1</sup> The Secretaries of the Military Departments should consider the input of the Functional Intelligence Chief to be critical to the formulation of the Department's policies and may delegate their responsibilities in this area to the Functional Intelligence Chief. As in all areas of intelligence policy formulation, the USD(I&S) continues to look to the Functional Intelligence Chief to represent the position of the Military Departments on the formulation of DCIPS implementing policies.

5.6. The Heads of the DoD Components that are not Defense Intelligence Components and are outside the Military Departments with designated intelligence positions shall each:

5.6.1. Provide a senior representative to the DIHRB.

5.6.2. Support the work of the DIHRB, as required.

5.6.3. Implement DCIPS policies, procedures, programs, and requirements as specified in this Directive.

5.6.4. Supplement the policies, procedures, requirements, and guidance as authorized in Chapter 1000 of Reference (g) and other related DoD issuances, as appropriate, consistent with DoD policy.

5.7. The Secretaries of the Military Departments each shall exercise the authority of the Secretary of Defense under section 1609 of Reference (b) relating to the termination of employment of any employee in a Defense Intelligence Position in their respective Military Departments in accordance with Reference (b), and shall notify the USD(I&S) of each exercise of this authority.

5.8. The DIHRB shall advise the Intelligence, Surveillance, and Reconnaissance Integration Council; the USD(I&S); and USD(P&R) on DCIPS matters, including the development, implementation, administration of, and proposed changes to the DCIPS.

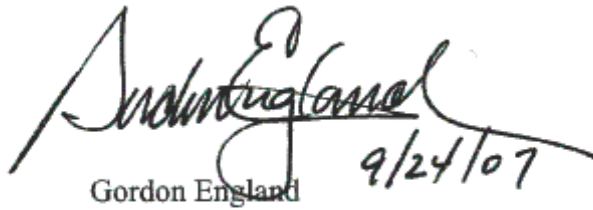
6. SUMMARY OF CHANGE 2. This administrative change updates:

a. The title of the Under Secretary of Defense for Intelligence to the USD(I&S) in accordance with Public Law 116-92 (Reference (i)).

b. Additional organizational changes reflecting direction in statute or Secretary and Deputy Secretary of Defense direction.

7. EFFECTIVE DATE

This Directive is effective September 24, 2007.

  
Gordon England 9/24/07

Enclosures – 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Section 401, et seq, of title 50, United States Code, as amended by Reference (h)
- (f) Director of National Intelligence, Strategic Human Capital Plan, June 22, 2006<sup>2</sup>
- (g) DoD 1400.25-M, "Civilian Personnel Manual," Chapter 1000, "Alternate Civilian Personnel Management Systems," December 3, 1996
- (h) Public Law 108-458, "Intelligence Reform and Terrorism Prevention Act of 2004," 118 Stat 3638, December 17, 2004
- (i) Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," December 20, 2019

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<sup>2</sup> Copies are available to authorized users via the Defense Joint Worldwide Intelligence Communications System [JWICS] at [http://chco.dni.ic.gov/content/chco\\_002207.pdf](http://chco.dni.ic.gov/content/chco_002207.pdf).