

DoD Cyber Excepted Service (CES) Personnel System



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Human Resources Implementation Guide & Toolkit



DoD Cyber Excepted Service (CES) Personnel System *Human Resources Implementation Guide & Toolkit*

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Introduction

In Fiscal Year 2016 Congress gave DoD new authorities to create the Cyber Excepted Service (CES) personnel system under Section 1599f of Title 10, United States Code (U.S.C). To implement these authorities, DoD submitted an implementation plan to Congress in June 2016. The Office of the DoD Chief Information Officer (DoD CIO), in partnership with the Principal Cyber Advisor (PCA), the Office of the Under Secretary of Defense for Personnel & Readiness (USD(P&R)), and the Office of the Under Secretary of Defense for Intelligence (USD(I)), developed the first four policies for implementing this new personnel system:

- DoDI 1400.25-V3001, “DoD Civilian Personnel Management System: Cyber Excepted Service Introduction,” August 15, 2017.
- DoDI 1400.25-V3005, “DoD Civilian Personnel Management System: Cyber Excepted Service Employment and Placement,” August 15, 2017.
- DoDI 1400.25-V3006, “DoD Civilian Personnel Management System: Cyber Excepted Service Compensation Administration,” August 15, 2017.
- DoDI 1400.25-V3007, “DoD Civilian Personnel Management System: Cyber Excepted Service Occupation Structure,” August 15, 2017.

On August 15, 2017, the Department officially issued and posted these policies on the DoD Directives Website: <http://www.esd.whs.mil/Directives/Recent-Publications/>. The CES will be subject to the provisions of Title 5, U.S.C. (as modified by any applicable provisions of Title 10, U.S.C.), for all personnel matters not covered by the CES volumes, to include labor relations; performance management; incentive awards; and adverse actions, including involuntary separation, performance and conduct-based disciplinary actions, and furlough.

The Office of the DoD Chief Information Officer (DoD CIO), in partnership with the Defense Civilian Personnel Advisory Service (DCPAS), began leading phased implementation of the CES across the Enterprise. Phased implementation began in August 2017 with Phase 1 organizations-United States Cyber Command, Joint Force Headquarters-DoD Information Networks, and Office of the Deputy Chief Information Officer for Cybersecurity. After the conclusion of Phase 1, Phase 2 implementation will begin at Defense Information Systems Agency (DISA) Headquarters (Ft. Meade) and the Service Cyber Components. Ongoing

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Department cyber mission assessment activities may identify other organizations for CES in the future.

CES Implementation Guide

The Cyber Excepted Service Human Resources Implementation Guide and Toolkit provides the affected DoD Components with the requisite guidance and tools to effectively implement the new personnel system, in accordance with Section 1599f of Title 10, United States Code (U.S.C). The CES Component Implementation Readiness Checklist is intended to assist DoD Components with attaining a sufficient level of preparedness for CES implementation.

This guidance applies to all DoD cyber mission-related and mission support positions (irrespective of occupational series) at the United States Cyber Command, Joint Force Headquarters-DoD Information Networks, Office of the Deputy Chief Information Officer for Cybersecurity, Defense Information Systems Agency Headquarters (Ft. Meade), and the Service Cyber Components. This guidance does not apply to: (1) Employees covered by the Defense Civilian Intelligence Personnel System (DCIPS) or the Federal Wage System, or equivalent; non-appropriated fund employees; and foreign national employees employed under authority other than the CES; (2) Employees in CES-designated cyber positions who declined the voluntary opportunity to convert to the cyber excepted service); (3) Employees in cyber positions that are not CES-designated; and (4) Employees in Senior Executive Service, senior level, scientific and professional, and equivalent positions, unless specifically addressed in the DoD CES policies.

Component Supplemental Guidance

The initial four DoD Cyber Excepted Service personnel policies were signed and issued by the Department on August 15, 2017. The affected Phase 1 and Phase 2 DoD Components may begin implementing these policies immediately. In accordance with DoDI 1400.25, Volume 3001, DoD Components are authorized to develop and issue supplemental guidance that align to the provisions specified in the CES volumes. To eliminate redundancy and foster expediency, it is recommended that DoD Components only develop additional guidance and/or policy memos for those policy areas that require local

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organizational procedures and approvals. For example, Components may need to develop and issue supplemental CES guidance for pay setting procedures and approvals, student programs, and developmental programs.

Strategic Communications and Training

The Office of the DoD CIO and DCPAS have executed a robust strategic communications and training plan to facilitate the implementation of the new CES personnel system. A variety of communication and training materials are available on the DoD Cyber Exchange Website <https://public.cyber.mil/cw/dod-cyber-excepted-service-ces/> to assist employees, HR practitioners, and managers and supervisors during the implementation process. Below is a summary of the CES Training Courses that have been designed for CES implementation:

AUDIENCE	COURSE	OBJECTIVES
General Workforce	CES Orientation Delivery: Self-Paced	-Familiarize employees with the core tenets of CES -Provides overview of the history, policy, key attributes, benefits, and implementation process for CES.
HR Practitioners	CES HR Operational eGuide Delivery: Self-Paced	-Online interactive resource developed specifically for HR practitioners to reference the following topics: History, Implementation, Occupational Structure, Compensation, Employment and Placement, Performance Management, Performance and Conduct Actions, Policy and Guidance.
Component Trainers & HR Practitioners	Train the Trainers Delivery: Power Point and Interactive Modules Course (7.5hrs)	-Provide Component Trainers and HR Professionals with the knowledge and tools to deliver the CES Courses at their organizations: CES HR Elements; CES Leaders Orientation, and CES Workforce Orientation
HR Practitioners	CES HR Elements Delivery: Interactive Module-Based Course (3.5hrs)	-Provides HR professionals with the knowledge and tools to operationalize CES policies and procedures -Notification process and conversion actions -Equip HR professionals with the requisite knowledge to serve as a CES advisor for leaders, managers/supervisors, and employees in their organizations
DoD Leaders	CES Leaders Orientation Delivery: Executive Power Point Brief and Q&A (2hrs)	-Familiarize leaders with the core tenets of CES -Labor obligations responsibilities -Equip leaders with the requisite knowledge for CES implementation in their organizations

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General Workforce

CES Workforce Orientation

Delivery: Comprehensive Power Point and Q&A (2hrs)

-Familiarize employees with the core tenets of CES
-CES conversion opportunities
-Explain the CES organizational and workforce implications

The affected DoD Components are encouraged to develop supplemental training and communication materials specific to their organizations. The development and delivery of communications and training courses should be incorporated in each Component's CES implementation schedule.

General CES Implementation Guidance

1. The affected DoD Components will coordinate with the Office of the DoD CIO and DCPAS to establish conversion schedules and complete their readiness assessments prior to converting their workforce to the CES.
2. The affected DoD Components will identify an effective date, in coordination with the Office of the DoD CIO and DCPAS, for converting their vacant positions (including vacancy announcements and those with pipeline candidates); and encumbered positions to the CES. These conversion dates will be contingent upon the readiness conditions of the individual Component, as noted in the CES Readiness Checklist.
3. DoD Components shall provide a written opportunity for employees in the competitive service who occupy DoD cyber positions to convert voluntarily to the CES, pursuant to Section 1599f of Title 10, U.S.C (see sample voluntary conversion letter in CES Implementation Toolkit) within 15 to 30 calendar days. If an employee declines to voluntarily convert to CES, the CES-designated position will be converted to CES when vacated by that employee. An employee's decision to decline an offer to convert voluntarily to the excepted service will be final, although the employee may compete for other positions in CES.
4. DoD Components shall provide a written requirement for those employees appointed under the Cyber Security Schedule A 213.3106(b)(11) Hiring Authority who occupy a

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CES-designated position to convert to the CES (see sample mandatory conversion letter in CES Implementation Toolkit).

5. Once a DoD Component has established an official date for converting to the Cyber Excepted Service, they should notify their pipeline candidates and convert any open vacancy announcements immediately (see CES Implementation Toolkit).
6. In accordance DoDI 1400.25, Volume 3007, CES will be implemented based on a graded rank-in-position structure. Any DoD Component seeking to transition to a non-graded banded structure or a rank-in-person construct must forward the fully supported mission rationale and proposed implementing guidance, to the USD(P&R) for approval prior to implementation.
7. The CES does not permit the use of career ladders. However, all documented career ladders that were established for encumbered positions prior to the CES conversion will continue as documented.
8. Instead of career ladders, positions may be established under a CES Developmental Progression Program, with specified progression milestones, in accordance with the provisions in DoDI 1400.25 Volume 3005 and 3006. Under the CES Developmental Progression Program, as employees fulfill the requirements of the respective milestones they may be promoted across the CES Entry/Developmental Work Level; and be promoted to Full Performance Work Level into full performance grade level established by the Component.
9. Temporary promotions are authorized under the CES.
10. DoD Components should establish a process to ensure that employees on details or temporary assignments can receive pertinent information and an opportunity to convert to the CES based their permanent position of record.
11. DoD Components should establish a process to ensure that employees who are absent (e.g. on leave without pay; military furlough; in a workers' compensation

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status, etc.) can receive pertinent information and an opportunity to convert to the CES based their permanent position of record.

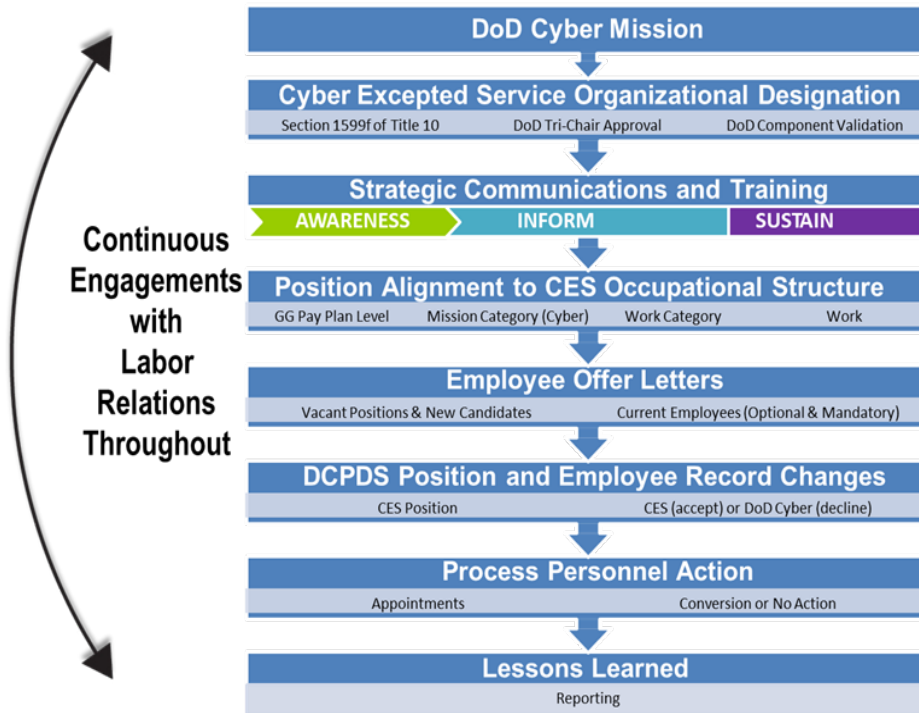
12. The Department has determined that no employee shall suffer a loss of or decrease in pay as a result of conversion from the Competitive Service to the CES. CES conversions will not result in a change in pay, grade, job title, occupational series, and job duties.
13. Previously attained competitive service career status, Federal benefits, retirement, and leave accrual will not change for employees converting to the CES.
14. The Title 5 provisions for performance management (DPMAP), protections, due process, appeal rights, collective bargaining, grievance procedures, and disciplinary and performance action procedures will not change upon conversion to the CES.

CES Conversion Process

1. After the affected DoD Components have fulfilled labor obligations and adequately provided their leaders, HR practitioners, and the workforce with CES communication products and training they may begin the CES conversion process.
2. The Servicing Human Resources Office and the Designated Component CES Implementation Lead are responsible for facilitating the respective actions for CES implementation within the Component.
3. The CES Conversion Process depicted below includes: 1) establishing the position in the Title 10 CES and; 2) converting the incumbent assigned to that position:

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Conversion Process



4. Vacancy Announcement Conversions:

Once a DoD Component has established an official date for converting to the Cyber Excepted Service, they may begin converting their vacancy announcements immediately.

DoD Components will have the discretion to either modify or cancel current vacancy announcements to incorporate the specific requirements for CES positions (see CES Vacancy Announcement Fact Sheet in Implementation Toolkit), as prescribed in DoDI 1400.25, Volume 3005.

Additionally, Components should complete the CES position alignment (classification) process in accordance with the requirements prescribed in this guide (below) and DoDI 1400.25, Volume 3007; and modify/update the position build in the Defense Civilian Personnel Data System (DCPDS) to align to the respective CES position data elements.

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5. New Candidate Conversions

Once a DoD Component has established an official date for converting to the Cyber Excepted Service, they should notify their pipeline candidates immediately.

Information provided to candidates should include the timeline for conversion and effects on the employment and placement, to include the change of appointing authority, requirements for the three-year probationary period, and any applicable changes affecting developmental programs, promotions, etc.

At a minimum, Components should prepare and provide pipeline candidates with a New (Revised) Offer Letter for Employment, CES Mandatory Conversion Letter (see sample in CES Implementation Toolkit), and CES Position Acknowledgement Letter (see sample in CES Implementation Toolkit).

Additionally, Components should complete the CES position alignment (classification) process in accordance with the requirements prescribed in this guide (below) and DoDI 1400.25, Volume 3007; and modify/update the position build in the Defense Civilian Personnel Data System (DCPDS) to align to the respective CES position data elements.

6. Current Employee Conversions

a. Voluntary Employee Conversions

For encumbered positions that were previously classified under the competitive service, DoD Components will use the CES Position Description Cover Sheet (see Implementation Toolkit) to align positions to the following elements of the CES Occupational Structure: mission category, work category, and work level. The job title, occupational series, grade, and duties of a previously classified encumbered position will not change.

DoD Components shall provide employees in the competitive service with a Voluntary CES Conversion Package that contains a: Voluntary Conversion Letter, CES Position Alignment Worksheet, CES Position Alignment Letters, and Fact Sheets (see samples CES Implementation Toolkit).

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Components shall provide employees with 15 to 30 calendar days to review and sign their voluntary conversion letters. For employees that may be absent from their respective duty stations, the Voluntary CES Conversion Package and addressed return envelope may be delivered to the employee through certified mail. If an employee declines to voluntarily convert to CES, the CES-designated position will be converted to CES when vacated by that employee.

Lastly, Components will modify/update the Defense Civilian Personnel Data System (DCPDS) position indicator and employee record fields and; process the CES Conversion personnel actions as appropriate.

b. Pathways Program Conversion

By definition, and as provided in Executive Order 13562, the Schedule D appointing authority was intended to be used as an exception to filling positions that would normally be filled through a competitive process. Accordingly, non-competitive conversion means assignment to a position in the competitive service. The Pathways Executive Order and implementing regulations do not provide for conversion to an excepted service position for participants in any of the (Pathways) Programs.

c. Mandatory Employee Conversions

For encumbered positions that were previously classified under the competitive service, DoD Components will use the CES Position Description Cover Sheet (see Implementation Toolkit) to align positions to the following elements of the CES Occupational Structure: mission category, work category, and work level. The job title, occupational series, grade, and duties of a previously classified encumbered position will not change.

DoD Components shall provide employees that were appointed under the Cyber Security Schedule A 213.3106(b)(11) Hiring Authority (with non-competitive conversion rights to a competitive service position) a Mandatory Conversion CES Package that contains: Mandatory Conversion Letter, CES Position Alignment Worksheet, CES Position Alignment Letters, and Fact Sheets (see samples CES Implementation Toolkit).

Components shall provide employees with 15 to 30 calendar days to review and sign their mandatory conversion letters. For employees that may be absent from their respective duty

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stations, the Mandatory CES Conversion Package and addressed return envelope may be delivered to the employee through certified mail.

Lastly, Components will modify/update the Defense Civilian Personnel Data System (DCPDS) position indicator and employee record fields accordingly and; process the CES Conversion personnel actions.

CES Position Alignment Process

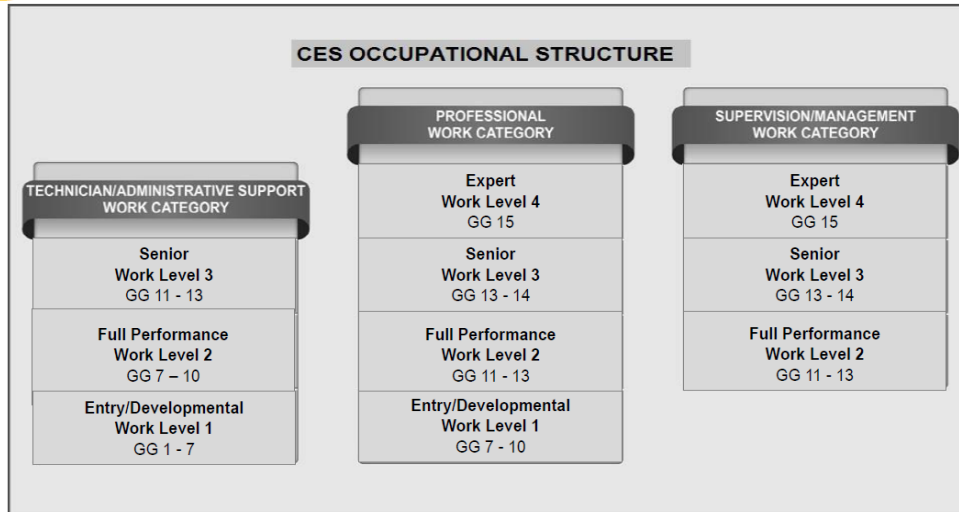
1. In accordance with DoDI 1400.25, Volume 3007, position classification authority for CES positions is delegated to the Components. Therefore, the affected DoD Components must still maintain their billet structure and classification, desk audit, and appeal procedures in accordance with local established guidance.
2. For new and vacant CES positions, DoD Components will conduct full position classification with the CES occupational elements and grading standard in accordance with DoDI 1400.25, Volume 3007.
3. For encumbered positions that were previously classified under the competitive service, DoD Components will use the CES Position Description Cover Sheet (see Implementation Toolkit) to align positions to the following elements of the CES Occupational Structure: mission category, work category, and work level.
4. During the CES conversion process, it is intended that the integrity- title, occupational series, duties, qualification, and grade- of a previously classified position remain unchanged at the point of conversion. Therefore, Components may not use the CES conversion process as a vehicle to rewrite, expand, or modify position descriptions; regrade, upgrade, or downgrade positions. Hence, a Component's pre-existing actions (including desk audits, functional reviews, re-organizations, classification appeals, and or reconsiderations), must be completed before or after the CES conversion process.
5. In accordance with DoDI 1400.25, Volume 3007, the CES Occupational Structure and its sub-elements are summarized below:

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UNCLASSIFIED



CES Occupational Structure



Note: In accordance with DoDI 1400.25, Volume 3007, CES will be implemented based on a graded rank-in-position structure. Any DoD Component seeking to transition to a non-graded banded structure or a rank-in-person construct must forward the fully supported mission rationale and proposed implementing guidance, to the USD(P&R) for approval prior to implementation.

Mission Categories – Mission Categories are broad classifications of work that reflect the various Defense Cyber Component missions and functions, and that align to designated budget categories for the DoD Cyber Budget. Specifically, they are groups of occupations or positions whose incumbents engage in a specific mission or function.

- For Phase I and Phase II implementation, CES positions will be designated as “cyber” for the mission category data field in Defense Civilian Personnel Data System (DCPDS). In the near future, the Office of the DoD CIO will be establishing mission categories to facilitate strategic alignment and consistency across the Cyber Community.

Work Categories – Work categories describe broad sets of related occupational groups characterized by common types of work within the CES Enterprise. There are three CES work categories:

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- **Technician/Administrative Support** – Positions with duties and responsibilities that primarily involve support for the operations and functions of a particular type of work or organizational unit. Such support activities are technical or administrative in nature, and qualifications are generally acquired through practical experience supplemented by on-the-job and/or skills-specific training. Such work tends to have few career stages and work levels. Positions in this category typically are covered by the Fair Labor Standards Act.
- **Professional** – Positions with duties and responsibilities that primarily involve professional or specialized work that requires the interpretation and application of concepts, theories, and judgment. As a minimum, all groups in this category require either a bachelor's degree or equivalent experience for entry. However, some occupations in this category have positive education requirements, (i.e., a requirement for a particular type or level of academic degree). This work category features multiple career stages and work levels.
- **Supervision/Management** – Positions with duties and responsibilities that primarily involve planning, directing, and coordinating the operation of units within the Component; developing and/or executing strategy; formulating and/or implementing policies; overseeing daily operations; and managing material, financial, and/or human resources.

Work Levels - Work levels define work in terms of increasing complexity; span of authority and/or responsibility; level of supervision (received or exercised); scope and impact of decisions; and work relationships associated with a particular work category. There are four CES work levels:

- **Entry/Developmental** – In the Professional and the Technician/ Administrative Support Work Categories, work at this level includes learning and applying basic procedures and acquiring competencies through training and/or on-the-job experience. Positions in the Technician/Administrative Support Work Category at this level may involve independent performance of duties. Technician/Administrative Support positions should be placed in this work level when their primary function is the execution of established procedures and standard program practices, and when

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typical career patterns for the occupation do not extend to the complexity, variety, and scope of the Full Performance Work Level.

- **Full Performance** – Work at this level involves independently performing the full range of non-supervisory duties assigned to the employee. Employees at this level have successfully completed required entry-level training or developmental activities either within the employing organization or prior to joining the organization. Employees at this work level have a full understanding of the technical or specialty field; independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Within established priorities and deadlines, Full Performance employees exercise independent judgment in selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Actions at this level may have impact beyond the work unit and, as a result, employees at this level typically collaborate internally and externally with their peers.
- **Senior** – Work at this level involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in the technical or specialty field. Receiving broad objectives and guidelines from the supervisor, Senior employees independently handle a wide range of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Following broad objectives and guidelines, employees act independently to establish priorities and deadlines within expectations established by the supervisor and exercise individual judgment to choose alternative guidelines to complete assignments. Employees may lead and coordinate special projects, teams, tasks, and initiatives and may be required to build and utilize collaborative networks with key contacts within and outside of their immediate organization. Actions at this level are likely to have an impact beyond the employee's immediate organization.
- **Expert** – Work at this level involves an extraordinary degree of specialized knowledge or expertise to perform highly complex and ambiguous assignments that

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normally require integration and synthesis of a number of unrelated disciplines and disparate concepts. Employees at this level set priorities, goals, and deadlines, and make final determinations on how to plan and accomplish their work. The Component relies on employees at this level for the accomplishment of critical mission goals and objectives and, as a result, employees may lead the activities of senior and other expert employees, teams, projects, or task forces. Employees at this level create formal networks involving coordination among groups across the cyber community and other external organizations.

Fair Labor Standards Act (FLSA) Exemption Status- FLSA exemption status will be assigned to positions based on duties assigned to each individual position in accordance with Federal guidance governing administration of the Fair Labor Standards Act.

- Therefore, FLSA exemption determinations previously made for encumbered positions that were previously classified under the competitive service will not change upon conversion to the CES.
- During the position alignment (classification) process for new and vacant positions, FLSA determinations will have to be made by the Component's servicing HR Classifier.

CES Compensation

1. CES compensation will be administered by the DoD Components in accordance with the provisions of the DoDI 1400.25, Volume 3006 and the established Calendar Year CES Pay Rates.
2. CES "base pay" or "base salary" refers to the initial or base rate of pay excluding any other payments or allowances (i.e., Local Market Supplement or Targeted Local Market Supplement). CES "basic pay" means that an employee's base salary plus any local market supplement (LMS) or targeted local market supplement (TLMS) paid to that employee. In absence of an established CES Targeted Local Market Supplement, DoD Components may continue to use OPM Special Salary Rates, as appropriate.

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3. CES pay setting flexibilities permit DoD Components to set pay in a CES grade at the appropriate step (steps 1- 10) in consideration of the employee's qualifications and skills, and the requirements of the position. Additionally, when an employee possesses critical skills for a hard to fill cyber position, DoD Components may submit a request to offer a salary at a rate above the step 10, but not to exceed the CES step 12 rate, for DoD CIO and USD(P&R) approval.
4. DoD employees converting from the competitive service to the CES will convert in accordance with their established permanent position of record.
5. The Pay Plan for employees converting from the competitive service to the CES, will change from GS to GG.
6. When the current base salary of an employee aligns exactly to the base rate for a step in a CES grade, the conversion determination for the CES grade and step is complete and an employee's salary will not change at the point of conversion. The LMS or Special Salary Rate (in the absence of a TLMS) will be applied as a percentage of the base rate added to the employee's base rate for the final CES grade and step.
7. When the current base salary of an employee does not align exactly to the base rate for a step in a CES grade, the employee's CES step and salary will be established in accordance with the following procedures prescribed in DoDI 1400.25, Volume 3006:
 - When the employee's current base rate of pay at the point of conversion falls at, or below, step 10 of the CES grade, the employee's pay will be set at the step that is closest to, but not lower than, his or her current base rate. The LMS or Special Salary Rate (in the absence of a TLMS) will be applied as a percentage of the base rate added to the employee's base rate for the final CES grade and step.
 - When the employee's current base rate of pay exceeds step 10 of the CES grade, but is equal to or below the maximum of the CES extended base rate

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range (equivalent to the step 12 rate for the grade), the employee's current base rate of pay will be equivalent to his or her CES base rate of pay upon conversion. Employees whose CES rate of pay is set in accordance with the guidance contained in this paragraph will not be eligible for scheduled within-grade increases, but will continue to receive the annual General Pay Increase (GPI) and any increases to LMS or Special Salary Rate (in the absence of a TLMS). The employee's CES rate of basic pay may not exceed level IV of the Executive Schedule.

- When the employee's current base rate of pay exceeds the maximum of the CES extended rate range (equivalent to the step 12 rate for the grade), or when the employee's current basic pay (base rate plus LMS or Special Salary Rate (in the absence of a TLMS)) exceeds the level IV rate of the Executive Schedule, the employee will be placed on CES pay retention.
8. Employees that are currently on temporary assignments or details will convert to the CES grade that aligns to his or permanent position of record and pay will set by applying the procedures prescribe in this guide, in accordance with DoDI 1400.25, Volume 3006.
 9. When an employee is eligible for a within-grade increase on the effective date of a conversion personnel action, the within-grade action must be processed as a separate personnel action after the conversion action is processed.

CES Pay Retention

1. CES pay retention rules found in DoDI 1400.25, Volume 3006 will be applied when necessary to prevent an employee from suffering a loss of or decrease in pay upon conversion from the competitive service to the CES graded structure.
2. An employee who converts to the CES on pay retention remains on pay retention until:
 - (a) the employee's base salary falls at or below the equivalent to the step 12 base rate for his or her CES grade;
 - (b) the employee's basic pay falls below the level IV rate of the Executive Schedule;
 - or (c) pay retention terminates on occurrence of a terminating

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event in accordance with Part 356 of Title 5 Code of Federal Regulations. A retained rate may not be adjusted to exceed the level IV rate of the Executive Schedule except where otherwise provided for by law.

3. An employee who will be placed on pay retention upon conversion to the CES must be provided official notification (see Implementation Toolkit Template) in advance of the Component's established conversion date, describing the circumstances warranting pay retention, the nature of that entitlement, terminating events, and the impact of terminating events. The corresponding personnel action that places the employee on CES pay retention must be processed with an effective date before the effective date of a CES conversion personnel action.

Probationary Periods

10 U.S.C. §1599f (h) and DoDI 1400.25-V3005, August 15, 2017 establish a three year probationary period for personnel in the CES. Covered employees are subject to the probationary period as of the date of their appointment, regardless of whether they were notified of the requirement to complete a probationary period. Due process rights apply following the completion of a probationary period "or" after an employee has completed two years of current continuous service in the same or similar positions in an Executive agency under other than a temporary appointment limited to two years or less.

Probationary Period Requirements

- Transfers:** Employees who have completed a probationary period under an initial appointment do not have to serve another or extended probationary period (see DoDI 1400.25-V3005).
- Part-Time/Intermittent Personnel:** Each day or part of a day in pay status counts as one day of credit toward the days in a pay status required for completion of probation. (The probationary period cannot be completed in less than three years of calendar time.)
- Developmental and Student Program Appointees:** Serve a three year probationary period. Each day or part of a day in pay status counts as one day of credit toward the completion of probation.

Credit for Prior Service/Probationary Period

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- ❑ **Current (In-Process) Probationary Period:** Permanent and term employees currently serving a probationary period in the competitive service or excepted service will complete the period as prescribed in their original conditions of employment in the new CES position if they:
 - (1) Transfer without a break in service; or
 - (2) Are promoted, demoted, or reassigned to a CES position.
- ❑ **Previously Completed Probationary Period:** Current permanent and term employees will not be required to serve another probationary period if they have previously completed:
 - (1) A probationary period in the competitive service; or
 - (2) A probationary or trial period in the excepted service.
- ❑ **Break in Service:** Three items must be met for the time to be counted toward completion of the probationary period:
 - (1) Within the same agency (for example, Department of Air Force)
 - (2) In the same line of work (determined by employee's duties and responsibilities); and
 - (3) Contains or is followed by no more than a single break in service that does not exceed 30 days.
- ❑ **Credit for Periods of Absence in Pay Status:** Periods of absence while in a pay status count toward completion of probation.
- ❑ **Credit for Periods of Absence in Non-Pay Status:**
 - (1) Absence in non-pay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of 22 workdays. Non-pay time in excess of 22 workdays extends the probationary period by an equal amount.
 - (2) Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to Federal service.
 - (3) An employee serving probation who leaves Federal service to become a volunteer with the Peace Corps or the Corporation for National and Community Service serves the remainder of the probationary period upon reinstatement provided the employee is reinstated within 90 days of termination of service as a volunteer or training for such service.

Performance Management

The implementation of the CES will not impact the Department's "New Beginnings" DoD Performance Management and Appraisal Program (DPMAP) implementation schedule, performance management cycle, and current employee performance plans. All CES employees will be aligned the DPMAP in accordance with the policy and procedures

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prescribed in DoDI 1400.25, Volume 431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program; and DoDI 1400.25, Volume 451, DoD Civilian Personnel Management System: Awards. Additionally, CES employees may have the opportunity to receive a Quality Step Increase Award up to the step 12.

Reduction In Force

CES employees will be subject to the policies and procedures prescribed in the January 19, 2017 “Policy and Procedures for Reductions in Force in the Civilian Workforce Memo” that supplements DoDI 1400.25, Volume 351.

The Adjustment-In-Force policy and procedures prescribed in DoDI 1400.25, Volume 2004 for Defense Civilian Intelligence Personnel System (DCIPS) employees does not apply to Cyber Excepted Service (CES) employees.

DoD Priority Placement Program

As applicable, DoD Components will, in accordance with appropriate security guidance and considerations for limiting access to classified national security information, satisfy the rights of employees who are entitled to priority consideration for continued employment or reemployment from local special placement programs, the DoD Priority Placement Program, and the other mandatory placement programs including the Reemployment Priority List.

Exception for Cyber Excepted Service Positions Filled by Students and Recent Graduates

Pursuant to paragraph 3.d., of Department of Defense Instruction 1400.25, Volume 1800, "DoD Civilian Personnel Management System: DoD Priority Placement Program (PPP)," December 1996, incorporating Change 8, January 16, 2020, I except Cyber Excepted Service (CES) intern positions filled by students and recent graduates. For purposes of the Priority Placement Program (PPP), such positions will be treated in the same manner as positions filled pursuant to the Pathways Intern Program or the Recent Graduates Program.

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The Department of Defense PPP Handbook will be updated immediately to reflect this exception.

Defense Civilian Personnel Data System (DCPDS)

The Defense Civilian Personnel Data System (DCPDS) is the authoritative data system in which CES employee and position information will be maintained. The following are some CES considerations for building and modifying a current or existing position in DCPDS:

1. Position Occupied:

Code	Lookup Code Meaning
1	Competitive Service
2	Excepted Service

All CES Positions should be aligned to code 2. This data element is separate from the "Intelligence/Cyber Position Indicator" data element.

2. Pay Plan = "GG" for CES:

In accordance with DODI 1400.25-V3005, Pay Plan "GG" will be used for the Cyber Excepted Service (CES) positions.

3. Intelligence/Cyber Position Indicators:

Code	Lookup Code Meaning	Business Rules
1	Non-Defense Civilian Intelligence Personnel System, Non-Cyber Excepted Service, and Non-DoD Cyber Positions	All positions that have not been officially designated as a Defense Civilian Intelligence Personnel System, Cyber Excepted Service, or DoD Cyber position.

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2	Defense Civilian Intelligence Personnel System (DCIPS)	All intelligence and intelligence support positions that have been officially designated for the Defense Civilian Intelligence Personnel System (DCIPS).
3	Cyber Excepted Service (CES) (GG-Excepted Service)	All cyber and cyber support positions that have been officially designated for the CES (GG-excepted service). This includes all vacant positions that have been officially designated for CES; those employees that will voluntarily OPT-In to CES; and those employees that will be subject to mandatory CES conversion (i.e. Title 5 cyber Schedule A appointees). <i>Note: This data element is used by DoD CIO to track the CES workforce for reporting efforts</i>
4	DoD Cyber (Non-Cyber Excepted Service)	All DoD cyber and cyber support positions that are not in the CES (GG-excepted service). This includes all vacant positions that have not been officially designated for CES; those employees that will voluntarily decide not to OPT-In to CES (OPT-OUT); those employees that have not been given the opportunity to voluntarily decide to OPT-In to CES; and those cyber and cyber support positions that are aligned to another personnel system that is not CES (i.e. Competitive Service, ACQDEMO, STRL w/ Cyber, etc.).

4. Employee Indicators:

Code	Lookup Code Meaning	Business Rules
1	CES Appointment	-An Official Personnel Action has been processed to <i>appoint</i> the employee to a CES position; Nature Of Action Code 170 - This includes those employees that have been newly hired into a cyber and cyber support position that has been officially designated for the CES (GG-excepted service). -Only allow input if the Position Indicator Code 3 (position occupied Code 2 excepted service) has been applied to the associated position

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2	CES Conversion	<p>-An Official Personnel Action has been processed to <i>convert</i> the employee to a CES position; Nature Of Action Code 570</p> <p>-This includes current Federal employees that convert from an original appointment to CES; will voluntarily OPT-In to CES; and those employees that will be subject to mandatory CES conversion (i.e. Title 5 cyber Schedule A appointees)</p> <p>-Only allow input if the Position Indicator Code 3 (position occupied Code 2 excepted service) has been applied to the associated position</p>
3	DoD Cyber	<p>-An Official Personnel Action has NOT been processed to <i>appoint or convert</i> the employee to a Title 10 CES (excepted service) position</p> <p>- This includes current Federal employees that are in a DoD cyber and cyber support position that is not in the CES (GG-excepted service); those employees that will voluntarily decide not to OPT-In to CES (OPT-OUTs); those employees that have not been given the opportunity to voluntarily decide to OPT-In to CES; and those employees in cyber and cyber support positions that are aligned to another personnel system that is not CES (i.e. Competitive Service, ACQDEMO, STRL w/ Cyber, etc.)</p> <p>-Only allow input if the Position Indicator Code 4 (position occupied Code can be 2 excepted service or 1 competitive service) has been applied to the associated position</p>

CES Appointing Authority and Key Personnel Actions

The Legal Authority Code (LAC) for processing all DoD Cyber Excepted Service personnel actions is:

- UKM – Sec. 1599F United States Cyber Command PL 114-92, 11/25/2015
- **“UKM 1599f”** has been established in the Defense Civilian Personnel Data System (DCPDS) as a drop-down item.

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Aligned to the aforementioned discussion above, the key personnel actions for facilitating CES implementation across the Department are:

- **CES Appointments**
 - NOAC: 170
 - Recommend PAR Remarks:
 - Employee must complete a 3-year probationary period
 - Employee has completed a competitive service probationary period
 - Employee has completed an excepted service trial period

- **CES Conversions**
 - NOAC: 570
 - Recommended PAR Remarks (as applicable to each employee):
 - Employee has completed a competitive service probationary period
 - Employee has completed an excepted service trial period
 - Employee has complete ___ months towards the fulfillment of the ___year probationary period in accordance with the original conditions of employment
 - Employ is a documented career ladder with a Full Performance Level of ___.

Personnel Action Moratorium

In preparation for CES implementation, a moratorium for processing personnel actions prior to the conversion effective date may be implemented. The purpose of the moratorium is to ensure all necessary personnel actions for employees converting to the CES are processed in a timely manner and to ensure that the conversion process runs smoothly.

This means that the following personnel actions should be submitted and processed, at least two weeks prior to the effective date of the Component's CES Conversion Actions:

- Realignment, Reassignment, Awards, Leave Without Pay, Promotions, Within-Grade Increase, Change to Lower Grades, Quality Step Increases, etc.

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However, when an employee is eligible for a within-grade increase or promotion on the effective date of a conversion personnel action, the action must be processed as a separate personnel action before the conversion action is processed.

Emergency actions such as death, retirement, removal actions, and mission critical accessions should be manually processed during the moratorium.

Entrance on duty dates are typically not established during the last two weeks prior to the Component's conversions date.

Implementation Toolkit



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Sample CES Position Description Cover Sheet

PUPROSE: The purpose of the Cyber Excepted Service Position Description Coversheet is to facilitate the “As-Is” conversion process during the Department’s implementation of the new personnel system. The CES position description cover sheet serves as the official documentation of the alignment of an encumbered previously classified competitive service position to the elements of the CES Occupational Structure prescribed in DoDI 1400.25, Volume 3007 (mission category-“cyber,” work category, and work level). During the CES conversion process, it is intended that the integrity- title, occupational series, duties, qualification, and grade- of a previously classified position remain unchanged at the point of conversion. Therefore, the CES conversion process is not the vehicle to rewrite, expand, or modify position descriptions; regrade, upgrade, or downgrade positions; or correct misassignments. Hence, the Component’s pre-existing actions (including desk audits, functional reviews, re-organizations, classification appeals, and or reconsiderations), must be completed before or after the CES conversion process.

This document does not replace the Component’s Standard Position Description Cover Sheet.

Position Description Number:		Billet Number:	
Official Position Title:			
Mission Category: Cyber	Work Category:	Work Level:	Cyber Work Role:
Pay Plan:	Occupational Series:	Grade:	
Supervisory Status (select one): <input type="radio"/> Non-Supervisor <input type="radio"/> Supervisor <input type="radio"/> Team Lead		FLSA (select one): <input type="radio"/> Non- Exempt <input type="radio"/> Exempt	
Supervisor Signature and Date:			
Position Classifier Signature and Date:			

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**Sample Voluntary Conversion From the Competitive Service to the
Cyber Excepted Service Letter**

Memorandum For:

Subject: Voluntary Conversion from the Competitive Service to Cyber Excepted Service
Personnel System

1. The Cyber Excepted Service (CES) is a new personnel system that has been established by the Department of Defense for the civilian cyber workforce under Section 1599f of Title 10, United States Code. On August 15, 2017, the Under Secretary for Personnel and Readiness (USD (P&R)) issued four initial DoD Instructions 1400.25, Volumes 3001, 3005, 3006, and 3007 for implementing the CES.
2. Given the cyber mission requirements of your organization, it has been officially designated as an organization for this new CES personnel system. Therefore, your position has been designated for conversion to the CES. In accordance with DoDI 1400.25, Volume 3001, you have the option to voluntarily convert to the CES personnel system or remain in your current personnel system.
3. The purpose of this memorandum is to inform you of the impact the CES, if you choose to elect to convert to the CES:
 - a. Upon conversion to the CES, you will not experience a loss or decrease in pay.
 - b. Your attained career status, Federal benefits, retirement, leave accrual, and within grade step increases administered under Title 5 United States Code, will not change.
 - c. Your pay plan will change from GS to GG.
 - d. Your job title, occupational series, duties, and grade will not change. However, your position will be aligned to the elements of the CES Occupational Structure in accordance with DoDI 1400.25, Volume 3007. A CES Conversion Worksheet will be provided to you to explain the outcomes from this alignment.

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- e. If you are a permanent or term employee, you will not be required to serve another probationary or trial period if you have previously completed: 1) a probationary period in the competitive service; or 2) a probationary or trial period in the excepted service. If you are in the process of completing a probationary period at the time of converting to the CES, you will only be required to fulfill the probationary requirements in accordance with your original conditions of employment. However, the one-year probationary period is still required for new supervisors and managers under the CES in accordance with Section 3321 of Title 5, United States Code.
 - f. If you are newly appointed to a CES position you will be required to serve a 3 year probationary period, in accordance with DoDI 1400.25, Volume 3005.
 - g. Your current protections, appeal rights, and due process procedures will continue under CES in accordance with Title 5 United States Code. Specifically, the established DoD Title 5 provisions for performance management, disciplinary and adverse actions, employee grievances, MSPB appeal rights, and collective bargaining will continue under the CES.
4. If you choose to elect to convert to the CES, your current position will convert from the competitive service to the CES on (INSERT DATE).
 5. You are encouraged to attend a local Cyber Excepted Service Orientation Course and to visit the DoD Cyber Exchange website at <https://public.cyber.mil/cw/dod-cyber-excepted-service-ces/>
 6. If you have questions regarding this memo, please contact your Supervisor and/or your servicing Human Resources Office.
 7. You will have (15 to 30) calendar days to make your decision: 1) To elect to voluntarily convert from the competitive service to the CES or; 2) To not convert to the CES and remain in the competitive service.
 8. Please sign and submit your decision below to (INSERT POC) by (INSERT DATE 15-30 CALENDAR DAYS):

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9. I _____ am choosing to convert from the Competitive Service to the Cyber Excepted Service personnel system. I acknowledge that I have read and understood the above memo that describes the impact of converting from the competitive service to the Cyber Excepted Service personnel system.

Employee Signature and Date

10. I _____ am choosing to NOT convert to the Cyber Excepted Service and remain in the Competitive Service. I acknowledge that I have read and understood the above memo that describes the impact of converting from the competitive service to the Cyber Excepted Service personnel system.

Employee Signature and Date

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**Sample Mandatory Conversion From the Competitive Service to
the Cyber Excepted Service Letter**

**(for New Pipeline Candidates and Title 5 excepted service employees with non-competitive
conversion rights to a competitive service position i.e. Schedule A Cybersecurity)**

Memorandum For: (INSERT EMPLOYEE NAME)

Subject: Mandatory Conversion from the Competitive Service to Cyber Excepted Service
Personnel System

1. The Cyber Excepted Service (CES) is a new personnel system that has been established by the Department of Defense for the civilian cyber workforce under Section 1599f of Title 10, United States Code. On August 15, 2017, the Under Secretary for Personnel and Readiness (USD (P&R)) issued four initial DoD Instructions 1400.25, Volumes 3001, 3005, 3006, and 3007 for implementing the CES.
2. Given the cyber mission requirements of your organization, it has been officially designated as an organization for this new CES personnel system. Therefore, your position has been designated for mandatory conversion to the CES.
3. The purpose of this memorandum is to inform you of the impact of being converted from the competitive service to the CES:
 - a. Upon conversion to the CES, you will not experience a loss or decrease in pay.
 - b. Your attained career status, Federal benefits, retirement, leave accrual, and with-in grade step increases administered under Title 5 United States Code, will not change.
 - c. Your pay plan will change from GS to GG.
 - d. Your job title, occupational series, duties, and grade will not change. However, your position will be aligned to the elements of the CES Occupational Structure in accordance with DoDI 1400.25, Volume 3007. A CES Conversion Worksheet will be provided to you to explain the outcomes from this alignment.

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- e. If you are a permanent or term employee, you will not be required to serve another probationary or trial period if you have previously completed: 1) a probationary period in the competitive service; or 2) a probationary or trial period in the excepted service. If you are in the process of completing a probationary period at the time of converting to the CES, you will only be required to fulfill the probationary requirements in accordance with your original conditions of employment. However, the one-year probationary period is still required for new supervisors and managers under the CES in accordance with Section 3321 of Title 5, United States Code.
 - f. Your current protections, appeal rights, and due process procedures will continue under CES in accordance with Title 5 United States Code. Specifically, the established DoD Title 5 provisions for performance management, disciplinary and adverse actions, employee grievances, MSPB appeal rights, and collective bargaining will continue under the CES.
4. Your position will convert from the competitive service to the CES on (INSERT DATE).
 5. You are encouraged to attend a local Cyber Excepted Service Orientation Course and to visit the Cyber Exchange website at <https://public.cyber.mil/cw/dod-cyber-excepted-service-ces/>
 6. If you have questions regarding this memo, please contact your Supervisor and/or your servicing Human Resources Office.
 7. Please sign and submit your acknowledgement of your position's conversion from the competitive service to the excepted service to (INSERT POC) by (INSERT DATE 15-30 CALENDAR DAYS).
 8. I _____ acknowledge that I have read and understood the above memo that states that my current competitive service position is required to convert to the Cyber Excepted Service personnel system.

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Employee Signature and Date

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Sample Voluntary Cyber Excepted Service Conversion
Worksheet

Memorandum For: (INSERT EMPLOYEE NAME)

Subject: Cyber Excepted Service Conversion Worksheet

1. In accordance with Section 1599f of Title 10, United States Code, your position has been identified for conversion from the Competitive Service to the Cyber Excepted Service personnel system. The purpose of this memo is to identify the aspects of your current position that will change, if you elect to accept voluntary conversion from the Competitive Service to the Cyber Excepted Service.

Your current position and new CES position information are identified below:

2. Current Position Information

- a. Organization:
- b. Current Position Title:
- c. Current Pay Plan, Occupational Series, and Grade:
- d. Current Supervisory Status:
- e. Total Salary:

3. CES Position Information

- a. Organization:
- b. CES Position Title:
- c. CES Mission Category:
- d. CES Work Category and Work Level
- e. CES Pay Plan, Occupational Series, and Grade:
- f. Cyber Work Role Code:
- g. Total Salary:

4. Targeted Local Market Supplement (TLMS) may be established for positions in specified local market areas (or worksites) that cross-established locality area boundaries. TLMS may also be established for employees in specific occupational categories or specializations that are considered critical and hard to fill. To be eligible for TLMS the incumbent must be in

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CES and the primary work role must be coded as one of the covered TLMS work roles. The Command controls Position Management and must ensure position descriptions identify Cyber work roles. TLMS is reviewed periodically and may be increased, decreased, or eliminated based on mission needs at the discretion of the DoD CIO. TLMS is not an entitlement but is contingent upon mission needs and critical Cyber roles.

5. Employees will not lose any pay, attained career status, Federal benefits and retirement, when converting from the competitive service to the cyber excepted service. The current Title 5 provisions for protections, appeal rights, due process, collective bargaining, and performance management will not change.

6. If you have questions regarding this memo, please contact your supervisor and/or your servicing human resources office. For additional information, please see the Cyber Exchange website at <https://public.cyber.mil/cw/dod-cyber-excepted-service-ces/>

SIGNATURE BLOCK

Attached:
CES Position Description Cover Sheet
Original GS Position Description
Employee Acknowledgement Notification

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Sample Mandatory Cyber Excepted Service Conversion
Worksheet

Memorandum For: (INSERT EMPLOYEE NAME)

Subject: Cyber Excepted Service Conversion Worksheet

1. In accordance with Section 1599f of Title 10, United States Code, your position has been identified for conversion from the Competitive Service to the Cyber Excepted Service personnel system. The purpose of this memo is to identify the aspects of your current position that will change, upon conversion from the Competitive Service to the Cyber Excepted Service.

Your current position and new CES position information are identified below:

2. Current Position Information

- a. Organization:
- b. Current Position Title:
- c. Current Pay Plan, Occupational Series, and Grade:
- d. Current Supervisory Status:
- e. Total Salary:

3. CES Position Information

- a. Organization:
- b. CES Position Title:
- c. CES Mission Category:
- d. CES Work Category and Work Level
- e. CES Pay Plan, Occupational Series, and Grade:
- f. Cyber Work Role Code:
- g. Total Salary:

4. Targeted Local Market Supplement (TLMS) may be established for positions in specified local market areas (or worksites) that cross-established locality area boundaries. TLMS may also be established for employees in specific occupational categories or specializations that are considered critical and hard to fill. To be eligible for TLMS the incumbent must be in

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CES and the primary work role must be coded as one of the covered TLMS work roles. The Command controls Position Management and must ensure position descriptions identify Cyber work roles. TLMS is reviewed periodically and may be increased, decreased, or eliminated based on mission needs at the discretion of the DoD CIO. TLMS is not an entitlement but is contingent upon mission needs and critical Cyber roles.

5. Employees will not lose any pay, attained career status, Federal benefits and retirement, when converting from the competitive service to the cyber excepted service. The current Title 5 provisions for protections, appeal rights, due process, collective bargaining, and performance management will not change.

6. If you have questions regarding this memo, please contact your supervisor and/or your servicing human resources office. For additional information, please see the Cyber Exchange website at <https://public.cyber.mil/cw/dod-cyber-excepted-service-ces/>

SIGNATURE BLOCK

Attached:
CES Position Description Cover Sheet
Original GS Position Description
Employee Acknowledgement Notification

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**Sample Acknowledgement of Cyber Excepted Service
Appointment**

1. I _____ have accepted conversion to the following DoD Cyber Excepted Service (CES) position:

Title: _____

Pay Plan, Occupational Series, Grade, and Cyber Work Role Code:

Organization: _____

2. I understand that this position is covered by the CES, a Title 10 excepted service personnel system for civilian cyber employees within the Department of Defense.

3. I further understand that appointment (or conversion) to this position does not confer competitive status. However, I may be considered for a position in the competitive service only if: (1) I have already attained competitive service career status or have reinstatement rights to a competitive service position by virtue of fulfilling the requirements from employment in the competitive service, or (2) after I have completed and been selected for a competitive service position.

4. I am entitled to the same retirement, health and life insurance, leave, and injury compensation benefits as other Federal employees.

5. I acknowledge that I have received information on the specific features of the CES and have been given an opportunity to discuss issues relating to my employment under this system.

Employee Signature

Note: Upon the Department's issuance of the Section 1643 Interchange/Interagency Transfer Agreement, section 3 of this CES

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**Sample Acknowledgement of Cyber Excepted Service
Conversion**

1. I _____ have accepted conversion to the following DoD Cyber Excepted Service (CES) position:

Title: _____

Pay Plan, Occupational Series, Grade, and Cyber Work Role Code:

Organization: _____

2. I understand that this position is covered by the CES, a Title 10 excepted service personnel system for civilian cyber employees within the Department of Defense.

3. I further understand that appointment (or conversion) to this position does not confer competitive status. However, I may be considered for a position in the competitive service only if: (1) I have already attained competitive service career status or have reinstatement rights to a competitive service position by virtue of fulfilling the requirements from employment in the competitive service, or (2) after I have completed and been selected for a competitive service position.

4. I am entitled to the same retirement, health and life insurance, leave, and injury compensation benefits as other Federal employees.

5. I acknowledge that I have received information on the specific features of the CES and have been given an opportunity to discuss issues relating to my employment under this system.

Employee Signature

Note: Upon the Department's issuance of the Section 1643 Interchange/Interagency Transfer Agreement, section 3 of this CES

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Sample Notification of Pay Retention

Memorandum For:

Subject: Notification of Pay Retention to Employees Converting to the DoD
Cyber Excepted Service Personnel System

References:

- a. Section 1599f of Title 10, United States Code
- b. DoDI 1400.25, Volume 3006, DoD Civilian Personnel Management System:
Cyber Excepted Service Compensation Administration, August 15, 2017.
- c. Part 536 of Title 5 Code of Federal Regulations

1. This memorandum is to inform you that upon your conversion from the Competitive Service (GS) to the Cyber Excepted Service (GG), your base rate of pay exceeds the maximum of the extended rate range of the GG grade assigned to your position and you are being afforded pay retention in order to comply with the references a and b, which requires there be no loss in pay at the time of conversion. Your GG grade and pay are reflected on the attached Notification of Personnel Action (SF 50), blocks 18 and 20, respectively. Additional information regarding the conditions of your pay retention is provided in references b and c.

2. While on pay retention (or retained pay), you will receive 50% of any annual general pay increase (GPI) in the maximum base rate (i.e., the equivalent to the step 12 base rate plus any applicable LMS or TLMS) for your assigned grade. This pay will continue until (a) your base salary falls at or below the equivalent to the step 12 base rate for your CES grade, or (b) your basic pay falls below the level IV rate of the Executive Schedule, or (c) your entitlement to pay retention ends due to a terminating event (see paragraph 3 below).

3. Your entitlement to pay retention will end if:

- You have a break in service of one workday or more.
- You are entitled to a rate of basic pay under a covered pay system which is equal to or greater than your retained rate.

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- You decline a reasonable offer of a position in which your rate of basic pay would be equal to or greater than your retained rate (after applying any applicable geographic pay differences).
- You are reduced in grade for personal cause or at your request.
- You move to a position not under a covered pay system.

4. I encourage you to carefully review the information to understand your eligibility for, and events that may terminate your retained pay as described in part 536.308(a) of Reference c.

5. If you have any questions, please contact your servicing Human Resources Office at (insert contact information)

Signature Block

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CES Vacancy Announcements

Source: DoDI 1400.25, Volume 3005, "CES Employment and Placement."

Overview

Vacancy announcements for CES positions are required to communicate employment opportunities through the most practical venues to ensure the diversity and qualifications of candidates. *The DoD Components may access applicant sources through any legal means, consistent with the merit system principles in Section 2301 of Title 5 U.S.C.* These applicant sources include, but are not limited to: Office of Personnel Management websites USAJobs.gov and CyberCareers.gov; DoD Component websites; newspaper and periodic publications distributed in applicant-rich population areas; job fairs or college campus recruiting activities organized by the Component or other Federal entities; employee referral programs; or other means.

CES Vacancy Announcement Requirements (subject to local collective bargaining agreements)

When advertising CES positions, DoD Components should ensure that all potential applicants have access to the below information relevant to the opportunity being offered:

- A brief description of job responsibilities
- The pay plan, occupational series, position title, work level, grade, and pay range
- The organizational and geographic location of the position
- A statement of who is eligible to apply
- The minimum qualifications required
- The criteria against which applications will be evaluated
- The conditions of employment (e.g., probationary period, suitability/fitness, security clearances, exceptional travel)
- A brief description of the CES occupational structure
- A brief description of the career advancement process for the Component, if applicable
- Application documentation and procedures, including the preferred means of contact
- Opening and closing dates of the announcement
- An equal employment opportunity or diversity and inclusion statement
- A statement of any incentives or entitlements for which the applicant may be considered
- *A statement that clearly states that the position is a CES position in the Excepted Service
- *A statement that CES applies and documents Veterans' Preference in accordance with DoDI 1400.25, Volume 3006
- *A statement that defines "specialized experience"

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Recommendations for CES Vacancy Announcements

*Statement of Excepted Service

- ✓ Statement that positions are in the excepted service and are covered by CES
- ✓ Recommended Language:
"This position is a DoD Cyber Excepted Service (CES) personnel system position in the Excepted Service under 10 U.S.C. 1599f."

*CES Veteran's Preference

- ✓ Statement that CES applies Veterans preference in accordance with DoDI 1400.25, Volume 3005, CES Employment and Placement
- ✓ Statement on how Veterans' preference should be documented or claimed by the applicants (specific to each Component)
- ✓ Recommended Language:
"DoD Components with CES positions apply Veterans' Preference to preference eligible candidates, as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures provided in DoD Instruction 1400.25, Volume 3005, "CES Employment and Placement." If you are a veteran claiming veterans' preference, as defined by Section 2108 of Title 5 U.S.C., you must submit documents verifying your eligibility with your application package."

*Specialized Experience

- ✓ Statement(s) that clearly defines specialized experience requirements: knowledge, skills, abilities; competencies; or knowledge of certain systems, programs, policies, and or procedures
- ✓ Recommended Language:
"Applicant must have directly applicable experience that demonstrates the possession of knowledge, skills, abilities, and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies or knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. Qualifying experience would be demonstrated by..."

Prohibited on CES Vacancy Announcements

Title 5 Veterans' 5 and 10-Point Preference

- X** CES Vacancy Announcements CANNOT reference point-based-preference. CES does not apply 5 or 10-point veterans' preference.
(NOTE: CES requires that preference-eligible candidates with a Military Service-connected disability of 30 percent or more must be specifically identified and documented)

Time-In-Grade or Grade-Equivalents

- X** CES Vacancy Announcements CANNOT require experience at or equivalent to a lower grade.
(NOTE: CES applicants must demonstrate the required proficiency-level and competencies as determined by a qualification assessment of previous comparable experience (e.g. volunteer, military, civilian, etc.) that documents the knowledge, skills, abilities, and competencies that indicate their potential for a higher grade.)

An Enterprise approach for managing the DoD cyber workforce...

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CES Conversion Frequently Asked Question

Q1: Is conversion into CES mandatory?

A1: CES facilitates voluntary employee conversions from other DoD and federal government pay systems (i.e., competitive service (GS)) to cyber excepted service (Government Grade (GG)). The servicing DoD Component Human Resources Offices will provide employees with a one-time opportunity letter to voluntarily convert to CES.

Q2: What are the advantages for employees converting to CES?

A2: No Change in Pay

Qualification-Based (no time-in-grade) Requirements for Promotion

Quality Step Increase Awards Up to step 12 (with justification)

Targeted Local Market Supplement (TLMS) Compensation Initiatives for specific work roles

No new probationary period if you already completed one

Q3: If an employee converts to CES, will they lose their career status in an alternate federal government pay system (i.e., competitive service)?

A3: No. An employee will not lose their attained career status in an alternate federal government pay system like competitive service (see your official Standard Form 50 to identify your pay system -- GS or GG) when converting to the CES.

Q4: Will an employee be able to convert back to the competitive service (GS) later after spending time in the cyber excepted service (GG)?

A4: Yes. Employees that have already attained competitive career status (see your official Standard Form 50), prior to converting to the cyber excepted service (GG), can non-competitively be reinstated back to the competitive service (GS).

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Q5: Once my Component Organization implements CES, am I eligible for CES authorities and flexibilities described in DoD Instruction 1400.25 Volumes 3001, 3005, 3006, and 3007?

A5: If your Component Organization chooses to implement a specific authority or flexibility available under CES, the Component Organization must have published CES Component-level supplemental guidance in order to implement some authorities or flexibilities available under CES. Specific authorities or flexibilities that cannot be approved by the DoD CIO until Component-level supplemental guidance exists are identified in the CES Volumes.

Q6: If I transfer over to CES under my current position, would I need to obtain any certifications? If I do, and there is a cost would I have to pay for the certifications or would there be a reimbursement?

A6: All CES conversions are "as is." What does this mean - CES does not impose additional certification requirements. The existing requirements aligned to your position at the time of implementation are maintained.

Q7: Are Cyber Schedule A (213.3106(b)(11)) employees' mandatory conversion to CES?

A7: Yes. Cyber Security Schedule A employees will be mandatorily converted to the CES as stated in the DoDI 1400.25, Volume 3001 when CES is implemented at their organization.

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DoD Cyber Excepted Service (CES) Personnel System ***Component Implementation Readiness Checklist***

Background

In Fiscal Year 2016 Congress gave DoD new authorities to create the Cyber Excepted Service (CES) personnel system under Section 1599f of Title 10, United States Code. To implement these authorities, DoD submitted an implementation plan to Congress in June 2016. The Office of the DoD Chief Information Officer (DoD CIO), in partnership with the Principal Cyber Advisor (PCA), the Office of the Under Secretary of Defense for Personnel & Readiness (USD(P&R)), and the Office of the Under Secretary of Defense for Intelligence (USD(I)), developed the first four policies for implementing this new personnel system. On August 15, 2017, the Department officially issued and posted these policies on the DoD Directives Website: <http://www.esd.whs.mil/Directives/Recent-Publications/>. The CES will be subject to the provisions of Title 5, U.S.C. (as modified by any applicable provisions of Title 10, U.S.C.), for all personnel matters not covered by the CES volumes, to include labor relations; performance management; incentive awards; and adverse actions, including involuntary separation, performance-and conduct-based disciplinary actions, and furlough.

The Office of the DoD Chief Information Officer (DoD CIO), in partnership with the Defense Civilian Personnel Advisory Service (DCPAS) Office, began leading phased implementation of the CES across the Enterprise, in August 2017 with Phase 1 organizations-United States Cyber Command, Joint Force Headquarters-DoD Information Networks, and Office of the Deputy Chief Information Officer for Cybersecurity. After the conclusion of Phase 1, Phase 2 implementation will occur at Defense Information Systems Agency and the Service Cyber Components. Ongoing Department cyber mission assessment activities may identify other organizations for CES in the future.

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CES Component Implementation Readiness Checklist

The CES Component Implementation Readiness Checklist provides DoD Components with the requisite guidance and considerations to successfully implement the new personnel system at their organization. The checklist is intended to assist DoD Components with attaining a sufficient level of preparedness for CES implementation. The listed activities in the readiness checklist are detailed in the CES Human Resources Implementation Guide. The readiness checklist is not an inclusive list of actions and DoD Components are encouraged to augment the list as appropriate to address their local implementation requirements. The DoD CIO CES Team will review each Component’s checklist to determine their individual level of readiness and identify areas where additional support would be appropriate.

Component/Organization	CES Component Lead	Implementation Period	Target Completion Date	Actual Completion Date	Total Number of Affected Employees and Billets
					Employees _____ Billets _____
Actions		Date Planned	Date Completed	Notes	
Implementation Planning					
Have you identified a Component CES Implementation Lead and Team Members?					
Have roles and responsibilities been determined for your CES Implementation Team?					
Have you determined the impact of CES on any planned Component transformational initiatives?					
Have you developed a Component CES Resourcing Plan for CES implementation					

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and sustainability? Is there an existing HR entity or would a new have to be resourced to accommodate the CES within the Component?			
Have you scheduled a Component CES HR Planning Session with the DoD CES Team?			
Have you developed a Component CES Implementation Plan or Plan of Action and Milestones (POAM)?			
Have you developed a Component CES Timeline?			
Have you submitted your Component CES Implementation Plan or Plan of Action and Milestones to the DoD CES Team for approval?			
Have you established a regular battle rhythm and /or progress reviews to ensure that the readiness targets are achieved?			
Component Supplemental Guidance			
Have the DoD CES policies been reviewed for implementation in your Component?			
Has an assessment been conducted to identify the specific areas of the DoD CES policies that require local supplemental Component guidance or additional procedures and/or approval processes for local implementation?			
Has the local supplemental guidance and/or policy memos been developed and approved by the Component Head?			
Has the Office of the DoD CIO, in partnership with the DCPAS, reviewed and endorsed all local implementing guidance documents?			
Have the local CES supplemental guidance and/or policy memos been issued?			
Labor Relations			

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Have you developed a plan to ensure that labor-management remains engaged throughout the entire CES implementation process at your organization?			
Have you identified which bargaining units will be affected and their respective representatives?			
Have you reviewed existing collective bargaining agreements to determine the impact of implementing CES?			
Have you delivered proper notification to the appropriate union representative in accordance with the Component collective bargaining agreement and labor relations statute?			
Have you shared CES communications products with your bargaining unit representatives?			
Have all local bargaining obligations pertaining to CES been identified?			
Have all local bargaining obligations pertaining to CES been fulfilled?			
Strategic Communications			
Have you developed a Component CES Strategic Communications Plan?			
Have you developed key messages about CES for your Component leaders, supervisors/managers, and the general workforce?			
Have you scheduled and delivered Component CES Leadership briefs?			
Have you scheduled and delivered Component CES town halls?			
Have CES communication messages and products been developed and release to Component leaders?			
Have CES communication messages and products been developed and release to Component employees?			
CES Training			

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Have you developed a Component CES Training Plan?			
Have your Component Trainers and/or HR Subject Matter Experts attended the CES Train-the-Trainers Course?			
Have you obtained the CES Training Materials from the Cyber Exchange Website?			
Have you scheduled and delivered Component CES Leadership Orientation Course(s)?			
Have you scheduled and delivered Component CES Workforce Orientation Course(s)?			
Have you scheduled and delivered Component CES Workforce Orientation Course(s)?			
In coordination with your Servicing HR Office, have you scheduled and delivered Component CES HR Elements Course(s)?			
Information Technology Support Readiness			
Has you identified a POC for your technology readiness within your Component?			
Have all local technology support systems been reviewed to ensure readiness for CES implementation?			
Have Component IT systems been tested for readiness?			
Position Alignment			
Have all of your encumbered positions been mapped to the following elements of the CES occupational structure, in accordance with DoDI 1400.25, volume 3007: Work Category and Work Level?			

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Has a CES position description cover sheet been completed for the encumbered positions?			
Have your vacant positions been reclassified in accordance with the standards in DoDI 1400.25, Volume 3007?			
Does your organization have established reconsideration or appeal procedures?			
Vacant Position CES Conversions			
Have you identified a target date for converting all of your vacant positions to the CES?			
Have your vacant position been reclassified in accordance with the standards in DoDI 1400.25, Volume 3007?			
Have your vacant positions been established or modified in DCPDS?			
Have you modified or cancelled current vacancy announcements to incorporate CES position requirements?			
New Candidate/Pipeline Candidate Conversions			
Have you identified a target date for converting pipeline positions to CES?			
Have you developed and released pipeline candidate CES notice letters, position acknowledgement letters, and new offer letters?			
Current Employee Conversions			
Have you ensured that all current employees have received strategic communications and CES training?			
Have you conducted an assessment to identify employees in special situations: Leave Without Pay, Deployment, Grade Retention, Long-term Training, Career			

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Ladders, Details, Special Salary rates, etc?			
Have you prepared and issued CES Pay retention notification letters in accordance with the provisions of DoDI 1400.25, Volume 3006, whose salary cannot be aligned to a step on the CES Pay Tables (exceeds the step 12)?			
Have you established a process for communicating with employees who are absent about the CES?			
Have you identified a target date for converting current employees to the CES?			
Have you prepared CES Optional Conversion and CES Mandatory Conversion Packages (Position Alignment Worksheet; Conversion Letter, Position Acknowledgement Letters, CES Fact Sheets)?			
Have you issued these packages to your employees?			
Have you issued these packages to your employees that are in a special situation or absent from the organization?			
Have you updated DCPDS Position Indicator and Employee Indicator Fields?			
Have you received all optional conversion responses from your employees?			
Personnel Action Processing Considerations			
If needed, has a moratorium of personnel action processing been planned, scheduled, and announced in preparation for CES conversion action processing?			

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