



DEPARTMENT OF DEFENSE  
**DCPAS**  
Defense Civilian Personnel Advisory Service

**CLEARED**  
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Department of Defense  
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

## Defense Civilian Personnel Advisory Service

# CYBER EXCEPTED SERVICE (CES)

Inclusion Procedure and Checklist  
May 2024

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## 1.0 PURPOSE AND BACKGROUND

The DoD Cyber Excepted Service (CES) is a mission-focused personnel program that supports civilian employees engaged in, or in support of, cyber-related missions. While the CES aligns with both Title 10 and Title 5 provisions, the personnel system is nested under Title 10, necessitating employee conversion into the excepted service.

This document aims to provide organizations seeking inclusion of positions in their workforce into the CES with guidance on the necessary information for approval. Additionally, it outlines a checklist of items to consider when submitting a package. As each organization is unique, requests should include relevant details specific to their circumstances.

The Defense Civilian Personnel Advisory Service (DCPAS) will accept requests to include positions in CES from any organization that meets one or more criteria detailed below. Submit all requests in CATMS to UPR-ASD-M&RA-CPP.

## 2.0 CES INCLUSION CRITERIA:

DoD Components interested in CES inclusion must first determine if their mission meets the established criteria for inclusion, as provided below:

1. Criteria established in 2017 by the DoD Cyberspace Workforce Management Board (CWMB):
  - Section 1599f of Title 10, United States Code
  - DoD Cyber Operations Mission (JP-312, Cyberspace Operations)
  - Global Force Management Implementation
  - Sixty six percent of the work of sub-element or unit must include the performance, management, or supervision of functions that execute the responsibilities of the United States Cyber Command (USCYBERCOM) relating to cyber operations
  - Must be a DoD civilian position
  - Cannot be Defense Civilian Intelligence Personnel System (DCIPS) positions; Foreign National positions or nonappropriated fund (NAF) positions
2. Expanded criteria established in 2019 to include five groups as defined in the Secretary of Defense Memorandum, "Definition of 'Department of Defense Cyberspace Operations Forces (DoD CoF)'":
  - Cyber Mission Forces (CMF)
  - USCYBERCOM Subordinate Command Elements
  - DoD Component Network Operations Centers and Cyber Security Service Providers (CSSP)
  - Special Capability Providers
  - Specialty Designated Units

### 3.0 CES INCLUSION PACKAGE REQUIREMENTS

DoD Components must take an organizational-level view in determining whether positions are eligible, and a good fit, for inclusion in CES. Request packages submitted to DCPAS must provide a narrative justification based on a thorough analysis. The package must be signed and submitted by the appropriate signature level based on the requesting Component's internal policies. Request packages for the Combatant Commands must be routed through their respective Executive Agent.

The request package must include the following:

- ☐ Organizational unit where positions are being considered for inclusion, and its mission
- ☐ Justification as to why inclusion in CES is being considered and how inclusion is expected to improve the ability of the organization to meet their cyber mission
- ☐ The number of employees expected to convert to CES
- ☐ The losing personnel system of the employees (for example, General Schedule, DoD Civilian Acquisition Workforce Demonstration Project, etc.)
- ☐ Targeted conversion completion date, along with key milestones, e.g., estimated workforce conversion dates, as well as any other key considerations
- ☐ "By position" analysis on an Excel document containing each position being considered for inclusion, to include, at minimum, the incumbent's:
  - ☐ Organizational descriptors (CPPD ID, Command, etc.)
  - ☐ Employee name or vacant position
  - ☐ Position title, pay plan, series, grade, and step
  - ☐ Duty station
  - ☐ Geographic location
  - ☐ Bargaining Unit Status code
  - ☐ Union, if applicable
  - ☐ Supervisory status (Yes/No)
  - ☐ Applicable work role code(s)
  - ☐ Current Position status (competitive/excepted, permanent/temporary/term/time-limited appointment)
  - ☐ Current base pay and pay table (locality, local market supplement (LMS), special salary rate (SSR), etc.)
  - ☐ Current total annual salary and expected new annual salary, if applicable
  - ☐ Other information relevant for the position or incumbent that should be considered

- ☐ A statement that, in accordance with 10 USC 1599f, Components are aware that conversion to CES will be voluntary for the incumbents of positions the organization seeks to include in CES (for those who choose not to convert, the position may be converted to CES when the position is vacated)
- ☐ Any additional information or documentation to support the inclusion request
- ☐ Coordination and concurrence from all relevant internal and external stakeholders, to include: the Human Resources Service Provider, Human Capital Manpower Office, Financial Management/Comptroller, Component Legal Office, and endorsement from the secretariat level, or relevant delegated approval authority, of the employing agency for positions and employees impacted by the CES inclusion request. Note: As the DoD Office of the Chief Information Officer (CIO) has delegated their approval authority to Components, their coordination is not required.

## 4.0 POINTS OF CONTACT

DCPAS, Employment and Compensation, Employment Policy. [dodhra.mc-alex.dcpas.list.ecpolicy@mail.mil](mailto:dodhra.mc-alex.dcpas.list.ecpolicy@mail.mil)

## APPROVALS

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Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date Effective