



**DEPARTMENT OF THE ARMY**  
**CHIEF INFORMATION OFFICER**  
**107 ARMY PENTAGON**  
**WASHINGTON DC 20310-0107**

**CSP-RES-PW-029**

SAIS-CS (25-1rrrr)

29 May 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approval of Assignment of Targeted Local Market Supplement Work Role Codes

1. References. See Enclosure 1.

2. Purpose. To provide guidance on the assignment of DoD Cyber Workforce Framework (DCWF) work role codes that result in the payment of Targeted Local Market Supplement (TLMS) to Cyber Excepted Service (CES) employees.

3. Applicability. Per AR 25-2, para 2-7, the Army Chief Information Officer (CIO), on behalf of the Secretary of the Army, establishes policy, resourcing, and oversight of the Army Cybersecurity Program. This policy memorandum meets provisions outlined in AR 25-2, para 1-8, where the Army CIO, when needed, will issue policy memoranda to amplify guidance for the policies in AR 25-2.

4. Background.

a. CES is a civilian excepted alternative personnel system for cyber positions that meet the CES inclusion criteria and are designated by the Department of Defense (DoD) CIO in consultation with the USD (P&R), the USD(P), and the DoD component heads.

b. A CES position is a designated position in which the employee occupying such position performs, manages, supervises, or supports functions necessary to execute the responsibilities of the United States Cyber Command, pursuant to Section 1599f of Title 10, USC.

c. TLMS is a Targeted Local Market Supplement that DoD can elect to implement when it determines it is warranted under market conditions. A TLMS may be established for positions in specified local market areas (or worksites) that cross established locality area boundaries and in specific occupational categories or specializations to ensure that qualified employees can be hired and retained. They are established as additions to CES pay in response to labor market conditions that are not fully addressed by the CES pay grade rates Local Market Supplements.

5. Guidance.

a. Every CES employee must be assigned a cyber workforce work role code. The first work role code assigned to a CES employee is the primary work role. The primary work role code identifies the work role that includes the majority of a position's responsibilities and its most

significant requirement (e.g., the most time-consuming requirement). Second and third work roles are called additional work roles. No prioritization is required for additional work roles. Please see the DCWF Workforce Identification & Coding Guide for instances where the work role code should remain blank if there is not a primary, secondary, or tertiary code associated with the position.

b. Only the primary work role dictates eligibility for TLMS. If a coded billet would result in the payment of TLMS, approval to assign the applicable work role code must be reviewed and approved by the first General Office/Senior Executive Service member in the chain of command. A copy of approval will be provided to the local CHRA Service Center to coordinate the update of the work role code in HR personnel systems and ensure appropriate personnel actions. Approvals should be maintained and available for audit at the unit requesting the assignment of the work role code.

c. DoD will identify cyber work role codes eligible for TLMS based on the recommendation of the Cyber Workforce Management Board (CWMB).

(1) Supervisors and executive leadership should remain aware of work role codes that are deemed eligible as the list is occasionally expanded.

(2) Once DoD deems a work role code TLMS-eligible, neither HQDA nor individual commands have the ability to not pay TLMS. It is not an optional incentive and must be provided to all personnel who have an associated primary work role code that is TLMS-eligible.

d. The payment of TLMS is a cost borne from the civilian pay account, and thus impacts the Army budget. The cost has the potential to become significant over time as the number of CES-eligible employees increases through attrition of General Schedule employees who elected not to transition, along with an increase in the number of eligible work role codes.

e. This policy is applicable to all future billets that are assigned to receive.

(1) TLMS reviews will be completed NLT 90 days after the date of signature of this memo. The approval memo (see the sample at Enclosure 2) will be placed in the employee's record (e.g., eOPF).

(2) Organizations will contact their local CHRA Service Center to coordinate the update of work role codes in HR personnel systems and ensure appropriate personnel actions are processed to stop TLMS when appropriate.

## 6. Points of contact.

a. CIO Policy Inbox: [usarmy.pentagon.hqda-cio.mbx.policy-inbox@army.mil](mailto:usarmy.pentagon.hqda-cio.mbx.policy-inbox@army.mil).

SAIS-CS (25-1rrrr)

SUBJECT: Approval of Assignment of Targeted Local Market Supplement Work Role Codes

b. SAIS-CS Deputy Director: Mr. Nathan Colodney, nathan.j.colodney.civ@army.mil.

c. SAIS-CSP Policy Team: usarmy.pentagon.hqda-cio.mbx.sais-csp@army.mil.

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Encls

LEONEL T. GARCIGA  
Chief Information Officer

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Commander

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Director, Civilian Protection Center of Excellence

Director, U.S. Army Joint Counter-Small Unmanned Aircraft Systems Office

Superintendent, Arlington National Cemetery

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SUBJECT: Approval of Assignment of Targeted Local Market Supplement Work Role Codes

DISTRIBUTION: (CONT)

Director, U.S. Army Acquisition Support Center

CF:

Principal Cyber Advisor

Director of Enterprise Management

Director, Office of Analytics Integration

Commander, Eighth Army

## REFERENCES

- a. AR 25-2 (Army Cybersecurity).
- b. United States Cyber Command Recruitment and Retention, 10 U.S.C., Section 1599f (2015).
- c. DoDI 1400.25, Volume 3001 (DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Introduction).
- d. DoDI 1400.25, Volume 3006 (DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Compensation Administration).
- e. DoDI 8140.01 (Cyber Workforce Management).
- f. DoDI 8140.02 (Identification, Tracking, and Reporting of Cyberspace Workforce Requirements).
- g. DoDM 8140.03 (Cyber Workforce Qualification and Management Program).
- h. (U) DoD CIO memorandum (Identifying and Coding Department of Defense Civilian Cyber Workforce Positions), 14 September 2017.
- i. (U) HQDA, Fort Belvoir AG-1CP email (Identifying and Coding Civilian Cyber Workforce Positions), 21 November 2017.

## **SAMPLE TLMS APPROVAL MEMORANDUM**

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Approval of position that is authorized Targeted Local Market Supplement (TLMS)

1. References:

a. DoDI 1400.25, Volume 3006 (DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Compensation Administration).

b. (U) DoD CIO memorandum (Identifying and Coding Department of Defense Civilian Cyber Workforce Positions), 14 Sep 2017.

c. (U) HQDA, Fort Belvoir AG-1CP email (Identifying and Coding Civilian Cyber Workforce Positions), 21 Nov 2017.

2. In accordance with the references listed above and the approved DoD DCWF codes as they appear on the DoD Cyber Exchange web site, \_\_\_\_\_ is confirming that the below position(s) DCWF code(s) have been validated and are authorized TLMS:

a. PARA/LN: \_\_\_\_\_.

3. I understand that I am validating that these positions will receive a higher percentage of pay due to their eligibility for TLMS. I also understand that if any of these positions are coded incorrectly, and receive TLMS when they are not eligible, that the employee may be negatively impacted and may be liable for a debt to the federal government.

4. The POC for this memorandum is \_\_\_\_\_.