Army Regulation 690–13

Personnel Management

Civilian Intelligence Personnel Management System (CIPMS)—Policies and Procedures

Headquarters
Department of the Army
Washington, DC
28 September 1990

Unclassified

SUMMARY of CHANGE

AR 690–13
Civilian Intelligence Personnel Management System (CIPMS)—
Policies and Procedures

This new Army regulation provides personnel policies and procedures governing civilian employees of the Civilian Intelligence Personnel Management System.</chgsum>

Headquarters
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28 September 1990

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Effective 29 October 1990

Personnel Management

Civilian Intelligence Personnel Management System (CIPMS)— Policies and Procedures

By Order of the Secretary of the Army:
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History. This new Army regulation was originally published 28 September 1990. This electronic edition has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation provides uniform policies and procedures governing personnel administration under the Civilian Intelligence Personnel Management System (CIPMS). It implements the requirements of DOD Directive 1400.34 and DOD Manual 1400.34–M, which establish the common tri–Service framework for CIPMS.

Applicability. This regulation applies to civilian positions and employees of the Army Intelligence community in accordance with the specific criteria set forth in chapter 1. This regulation does not apply to local national, third–state nationals employed in foreign areas, the Active Army, the U.S. Army Reserve, the Army National Guard, or employees paid from nonappropriated funds.

Proponent and exception authority. Not applicable

Army management control process. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE–CP), WASH DC 20310–0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency for this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE–CP), WASH DC 20310–0300.</suggimpr>

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Chapter 1
Introduction

1–1. Purpose

This regulation sets Army policies and procedures for the Civilian Intelligence Personnel Management System (CIPMS). It is to be used in conjunction with applicable portions of the Federal Personnel Manual (FPM) and other existing Army regulations in the 690–series on civilian personnel management. The FPM and Army regulations on civilian personnel management apply to CIPMS unless otherwise specified in this regulation, Department of Defense (DOD) policy, or law.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Authority

a. Section 1590, title 10, United States Code (The Intelligence Authorization Act of fiscal year (FY) 1987) (10 USC 1590) authorizes the Secretary of Defense to establish an excepted service personnel management system for the intelligence community of the military departments. (See app C.) The intent of the legislation is to enable DOD to establish a tri–Service personnel management system that fulfills the following needs:

(1) More flexibility and responsiveness to functional (intelligence) requirements.

(2) Comparable to other civilian personnel management systems throughout the Federal intelligence community.

(3) Promotes professional development within the Defense intelligence community.

(4) Provides for incentives necessary to attract and retain high quality employees.

b. Specifically, the law—

(1) Exempts covered positions from the Classification Act of 1949 and, therefore, from Office of Personnel Management (OPM) oversight and authority on classification matters.

(2) Requires that rates of basic pay under a new classification system be fixed in relation to the rates of basic pay provided in the General Schedule (GS). No civilian intelligence officer or employee may be paid basic pay at a rate in excess of the highest rate of basic pay payable under the GS.

(3) Provides separate authority to appoint individuals in covered positions and to fix compensation.

(4) Provides for the establishment of overseas recruitment and retention incentives, in addition to basic pay, when living costs or conditions of environment warrant.

(5) Provides for termination of employment without appeal outside the DOD, when in the interests of the United States, and when the procedures prescribed in other provisions of law cannot be invoked in a manner consistent with national security.

1–5. Policy

The following policies establish the foundation for CIPMS within the Army:

a. Comply with congressional intent of the Intelligence Authorization Act of FY 1987.

b. Uphold the spirit and intent of the merit system principles as set forth in section 2301, title 5, United States Code, to include equal employment opportunity (EEO).

c. Firmly establish the concept of shared responsibility and accountability for civilian personnel management between line managers and the civilian personnel officer (CPO) at all levels. This will be accomplished through total involvement of functional line managers in all aspects of the development, administration, evaluation, and further improvement of CIPMS. It is further accomplished through the maximum delegation of authority to line managers for management of their CIPMS work force.

d. Provide for full utilization of the compensation provisions of classification (basic pay), recruitment and retention incentives, and performance recognition to establish varied compensation options for employees.

1–6. Position coverage

a. Initial coverage in the Army will include the following:

(1) All positions in GS/GM–132– or GS–134–series.

(2) All positions in GS/GM–080– or GS–086–series, the duties of which are predominantly (at least 51 percent) intelligence–related. Intelligence–related GS/GM–080 positions involve the direction, planning, development, implementation, coordination, control, inspection, or conduct of specific programs. These programs are designed primarily to protect information, materiel, operations, and/or facilities from such national security threats as compromise, unauthorized disclosure, or espionage. These positions generally perform one or more of the following security specialties:

(a) Personnel.
(b) Information.
(c) Industrial.
(d) Technology.
(e) Foreign disclosure.
(f) Communications.
(g) Electronic.
(h) Operations.
(i) Automation.

(3) All positions in GS/GM–1710–, GS/GM–1712–, or GS/GM–1702–series, which are located in an organization performing an intelligence mission and which require intelligence–related knowledge, skills, and abilities (KSAs).

(4) All scientific and technical positions engaged in targeting and/or the engineering, physical, or technical sciences in an intelligence function, which are assigned to an organizational component performing an intelligence mission. These positions are classified in two–grade interval series in the GS/GM–400 –, GS/GM–800–, GS/GM–1300–, or GS/GM–1500–occupational groups.

(5) All other nonclerical positions filled under the excepted service appointing authority of Schedule A, section 213.3106(d)(1) or (2).

b. Positions covered by CIPMS will be identified by local functional management officials in conjunction with the CPO. Decisions on coverage will not be influenced by the desires of the incumbent. Employees assigned to positions identified for CIPMS coverage will be placed in the excepted service immediately upon conversion to CIPMS. Requests for assistance in resolving controversial coverage determinations may be referred to the major Army command (MACOM) or field operating agency (FOA) headquarters, and, if necessary, to the Intelligence Personnel Management Office (IPMO), HQDA (DAMI–CP), WASH DC 20310–1001, for review and decision. Employee dissatisfaction concerning identification of their positions for conversion to CIPMS will be resolved under Army's grievance procedure (AR 690–700, chap 771); however, grievances specifically concerning Army's CIPMS coverage policy are excluded. Additional guidance on grievances is in chapter 9.

c. Studies may be conducted by the IPMO to identify additional series that meet the general CIPMS criteria and should be recommended to the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) for inclusion. Requests for coverage of additional series may also be submitted through command channels to the IPMO. Justification should be based on the following factors:

(1) Requirements for the possession of intelligence–related KSAs.

(2) Historical role and relationship to DOD and/or Army's intelligence mission or organizations.

(3) Command requirements.

(4) Career development patterns.

(5) Impact on the overall Army civilian personnel management program or on other existing career programs.

(6) Impact on local personnel administration.

(7) General employee equity.

d. National guard technicians, nonappropriated fund, and local national employees are excluded.

1–7. Exclusion from the Federal Labor–Management Relations Program

a. CIPMS positions are excluded from coverage in the Federal Government's Labor Relations program, based on the following:

(1) Section 7112(b)(6), title 5, United States Code, which specifies that a bargaining unit will not be determined to be appropriate if it includes any employee engaged in intelligence, counterintelligence, investigative, or security work which directly affects national security.

(2) Executive Order 12171, which specifically excludes the U.S. Army Intelligence and Security Command; the U.S. Army Intelligence Agency; Headquarters, Department of the Army (HQDA), Office of the Deputy Chief of Staff for Intelligence (DCSINT); the Intelligence Center and School (ICS); and the Foreign Intelligence Division, Intelligence and Security Directorate, U.S. Army Missile Command.

b. Positions with unresolved bargaining unit status will not be converted to CIPMS.

1–8. Linking personnel and budgetary authorities

One objective of CIPMS is to delegate responsibility, authority, and accountability for personnel management to the lowest practical level of line management. Commanders are encouraged, where possible under existing authorities, to delegate budget authority for personnel–related expenses (for example, salaries, benefits, recruitment incentives, awards, training, and travel) to management officials in conjunction with personnel authorities. This linkage should enable supervisors to more successfully recruit, manage, motivate, retain, and reward employees.

1–9. Mobilization

The provisions of AR 690–11 apply to CIPMS positions and employees.

1–10. Military Intelligence (MI) Corps

Membership is governed by AR 600–82 and issuances of the Chief, MI Corps.

Chapter 2
Responsibilities

2–1. Secretary of the Army (SA)

The Secretary of the Army will establish CIPMS positions and appoint individuals. This authority is redelegated per Army policy on the delegation of civilian personnel authority delineated in AR 10–20 and AR 690–200.

2–2. The ASA (M&RA)

The ASA (M&RA) will—

a. Establish broad policy and objectives for CIPMS within the Army.

b. Provide program evaluation data and other reports to the Office, Secretary of Defense (OSD), as required.

c. Appoint representatives from both the Army personnel and intelligence functions to serve on the CIPMS Advisory Group (CAG). (See glossary.)

2–3. The DCSINT and the Deputy Chief of Staff for Personnel (DCSPER)

The DCSINT and the DCSPER have joint responsibility for policy development, planning, implementation, coordination, management, and evaluation of CIPMS. Additionally, the DCSINT will —

a. Provide resources to manage CIPMS at HQDA and ensure that the resources are available to support the periodic and meaningful evaluation of CIPMS.

b. Establish functional personnel management goals and objectives.

c. Nominate the Army's functional member of the CAG.

d. Represent Army's views on functional issues with the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C ^{3}I)).

e. Maintain liaison with organizations throughout the Federal intelligence community.

f. Direct the management of those aspects of CIPMS which benefit from centralized management, where not in conflict with MACOM responsibility.

g. Serve as functional chief (FC) and designate a functional chief representative (FCR) for the Intelligence Career Program, (CP–35), and a senior civilian advisor for the Intelligence Career Development Program (ICDP).

2–4. The Director of Civilian Personnel (DCP) ODCSPER

The DCP will—

a. Represent Army's views on personnel issues with the Assistant Secretary of Defense for Force Management and Personnel (ASD (FM&P)).

b. Provide advice and assistance to the DCSINT on personnel management issues.

c. Ensure alignment of CIPMS policies and procedures with the overall goals of Army civilian personnel management.

d. Nominate the Army's personnel representative to the CAG.

2–5. The Director of the IPMO (ODCSINT)

The Director of the IPMO will—

a. Coordinate on personnel issues within the Federal intelligence community and support the CAG, as required.

b. Propose and coordinate on personnel management policies, regulations, and procedures ensuring achievement of functional goals and objectives.

c. Oversee the CIPMS program evaluation system and prepare reports for Army, DOD, and congressional use.

d. Work with the Chief of Military Intelligence, ICS, on issues pertinent to the role of the proponent for the intelligence and related career fields.

e. Review and approve requests from MACOMs and FOAs for personnel actions or entitlement requiring HQDA or higher level decision or approval.

f. Provide advice, assistance, and training on CIPMS issues.

g. Promote affirmative action within the intelligence community.

h. Develop and publish pamphlets, forms, guides, and training for use by CPOs and functional managers.

i. Work with intelligence managers to perform broad–based job analysis of intelligence specialties to produce classification guides, generic or standardized job descriptions, performance plans, training plans, and other related products.

j. Administer personnel management programs, as directed by the DCSINT. These may include, but are not limited to, the intern, long–term training, and rotational assignment programs for CP–35.

2–6. Commanders of MACOMs

Commanders of MACOM will—

a. Establish command–wide goals and objectives for all aspects of CIPMS, to include affirmative action.

b. Direct the implementation of this regulation within their jurisdictions, ensuring that any command–wide policies and procedures are flexible, cost–effective, and free of regulatory or reporting impediments.

c. Evaluate the effectiveness of CIPMS programs.

d. Ensure that any delegation of this responsibility is in accordance with the policy stated in paragraph 1–5*c* of this regulation. Commanders will ensure that any MACOM supplementation of this regulation is developed and implemented jointly by functional management and the civilian personnel staff.

2–7. Senior intelligence officers (SIOs)

SIOs within MACOM or FOA headquarters will—

a. Determine, recommend, and monitor personnel management resource requirements necessary to support intelligence functions within their command.

b. Provide requested assistance on CIPMS projects.

c. Promote affirmative action within the command.

2–8. MACOM CP–35 Career Program Managers (CPMs)

CPMs will serve as primary functional point of contact for the IPMO on CIPMS issues and perform other CIPMS–related duties as delegated by the SIO. (Also, see AR 690–950.) CIPMS is a total personnel management system and includes employees outside the scope of CP–35. Therefore, the CPM's broad programmatic responsibility for CIPMS extends beyond the typical bounds of the CPM role.

2–9. MACOM directors of civilian personnel

MACOM directors of civilian personnel will serve as the primary personnel point of contact for the IPMO on CIPMS issues; provide personnel management advice and assistance to the Commander, SIO, and CPM; and participate in CIPMS projects. (See AR 690–200.)

2–10. Activity commanders

Activity commanders will—

a. Implement CIPMS, ensuring that local programs and procedures are effective, efficient, flexible, free of regulatory impediments, linked to budgetary considerations, and supportive of equal employment opportunity and affirmative action.

b. Evaluate and take action to ensure the effectiveness of CIPMS personnel management, including compliance with legal and regulatory requirements, and equitable application of entitlements and benefits.

c. Appoint an activity training coordinator. This may be the activity career program manager for CP–35.

d. Ensure that any delegation of authority is according to the policy stated in paragraph 1–5*c* of the regulation. Commanders will ensure that any local CIPMS policies and procedures are developed and implemented jointly by functional management and the civilian personnel staff.

2–11. Activity career program managers (ACPMs)

CIPMS is a total personnel management system and includes employees outside the scope of CP–35. Therefore, the ACPM's broad programmatic responsibility for CIPMS extends beyond the typical bounds of the CPM role. (See AR 690–950.) In conjunction with the CPO, CP–35 ACPMs will—

a. Advise the activity commander on local CIPMS personnel and resourcing issues.

b. Ensure that supervisors and employees receive current information on CIPMS and related issues.

c. Recommend changes to CIPMS regulations and standards through command channels.

d. Promote affirmative action at the local level.

2–12. Activity training coordinators

In conjunction with the CPO, activity training coordinators will—

a. Oversee the activity CIPMS training program. This will include the following:

(1) Ensuring that training needs are surveyed periodically.

(2) Estimating and requesting training funds and class quotas (locally and centrally controlled).

(3) Prioritizing nominees for schools with limited quotas.

(4) Forwarding training requirements to proper authorities.

b. Advise supervisors and employees on the availability of appropriate training opportunities for both career program and noncareer program CIPMS employees.

c. Ensure the availability of local CIPMS program training for new supervisors and managers.

d. Counsel employees concerning the pursuit of self–development or competitive training and developmental opportunities.

e. Identify additional training requirements and training methods and sources to the CPO, ACPM, CPM, ICS, or IPMO.

2–13. Supervisors and managers

Supervisors and managers of CIPMS employees will—

a. Participate in the administration of CIPMS policies and programs and in the development of local CIPMS procedures.

b. Ensure the legal, regulatory, and procedural compliance of their decisions and actions.

c. Establish and manage a personnel budget, if specifically delegated authority by the commander under existing procedures.

d. Ensure that all CIPMS employees fully understand how CIPMS operates and how it affects their employment.

e. Ensure that eligible employees register and maintain their registration in the Defense Intelligence Special Career Automated System (DISCAS).

2–14. Civilian personnel officers

CPOs will—

a. Provide advice, assistance, and personnel administration support to line managers in the implementation of policies and procedures under this regulation.

b. Provide the full range of civilian personnel administration services, with the modifications required by delegation of specific authorities to line managers.

c. Provide expert advice on such matters as personnel selection and measurement techniques, job and organizational structure, performance management, compensation management, training resources, motivational techniques, discipline, and communications.

2–15. CIPMS employees

CIPMS employees will—

a. Continue to strive for excellence in their work.

b. Observe and maintain standards of conduct and conditions of employment.

c. Pursue professional development.

d. Serve as subject matter experts, as required, in the development of standardized CIPMS documents and in the conduct of other projects requiring the participation of technical experts.

e. Maintain current registration in DISCAS, if eligible.

Chapter 3
Position Management and Classification (PM &C)

3–1. Policy

a. All CIPMS positions will be structured to provide a balance among mission needs, economy, efficiency of operations, and effective employee utilization.

b. Organization structures will be developed to provide continuing support of CIPMS upward mobility, career program intake, EEO, and affirmative action goals.

c. The cornerstones of the CIPMS PM&C program are as follows:

(1) Accurate job descriptions.

(2) Accurate job classification (title, series, and grade).

(3) Equal grade for substantially equal work.

(4) The design and establishment of position structures which economically and efficiently perform the mission of the organization.

(5) The participation of functional line managers in all phases of the CIPMS PM&C program.

d. Personnel delegated classification or work assignment authority are entrusted with the protection of the principles in *c* above. They should strive for 100 percent grade accuracy. Less than 90 percent grade accuracy is not acceptable.

Section I
CIPMS Classification Structure

3–2. Overview

CIPMS uses the basic structure of the OPM classification system for both the GS and Federal Wage System (FWS). However, CIPMS does not use the GM pay plan designator, nor the Performance Management and Recognition System (PMRS). (See chap 7.)

a. GS positions will be classified using the 18 grade structure established in section 5104, title 5, United States Code. CIPMS retains the OPM concept of one– and two–grade interval lines of work. A career ladder that deviates from this concept must be approved by the Director of the IPMO if it involves either intern positions or similar positions found in more than one command.

b. FWS positions, once identified for CIPMS coverage, will be classified according to the existing OPM and Army guidance unless modified by future CIPMS standards. (See FPM Supplements 532–1 and 532–2.)

c. Policy and procedure for the classification of positions above GS–15 is under development.

d. A grade band consists of two or more consecutive grades. Each grade band denotes a common level of difficulty, responsibility, and qualification requirements; such as entry, full performance, or expert level. Grade bands, however, are not used instead of established grades for individual positions. CIPMS has established grade band structures for the following career paths: professional–administrative, technician, and clerical. The grade bands improve the interface between position management and classification and other personnel processes such as training, merit promotion, career management, and performance management. The career paths and grade bands are illustrated in figure 3–1.

e. A career ladder is a range of grades within an occupation or specialty that allows for a progressive increase of responsibility and employee competency. CIPMS career ladders are dual track (supervisory and nonsupervisory) and may be limited to a single grade band or may cover multiple grade bands. Progression through a career ladder is dependent upon management discretion, the availability of funds, position management approvals, and the employee's acquisition of competencies and job performance. Specific career ladders will be designed for CIPMS occupations using the CIPMS grade band framework and established Army models, but will be tailored to the organization and mission of each activity.

3–3. CIPMS classification standards and authority

a. CIPMS primary grading standard. CIPMS GS positions will be classified using the CIPMS Primary Grading Standard. (See app C.) The primary standard will not be applied until an Army occupational guide for that particular series or functional specialty has been developed or until the DCSINT, in conjunction with the DCP, approves direct application of the primary standard. Until that time, OPM and Army position classification standards and classification guidance will be used to evaluate CIPMS positions.

b. Army Occupational Guides (AOGs). AOGs are developed by CIPMS subject matter experts with the advice and assistance of personnel specialists. The AOGs will be approved for use jointly by the DCSINT and DCP. Part I of the guides contains series or occupational coverage, exclusions, occupational information, career path applicable to the occupation, and tri–Service titling instructions. Part II contains functional titles and specialties, typical Army duty assignments described by grade bands for each specialty, and appropriate skills codes. Army CIPMS standardized factor degree descriptions are also published in Part II. AOGs will be applied within 120 days of receipt unless otherwise authorized by the Director of the IPMO.

c. Priority of guides. Jobs will be evaluated in conformance with standards or guidance in the following priority order:

(1) CIPMS Primary Grading Standard and AOGs, or OPM standards if CIPMS guidance is not published.

(2) DCSINT classification decisions.

(3) MACOM classification decisions.

d. Consistency reviews. The Director of the IPMO will analyze CIPMS classification decisions issued at lower levels for consistency and, as necessary, initiate PM&C consistency reviews. The Director of the IPMO will also provide guidance to MACOM and FOA commanders on CIPMS classification appeal decisions in the Army, Navy, or Air Force which may have an impact on Army positions.

e. CIPMS classification authority.

(1) Commanders of MACOMs may exercise classification authority for any CIPMS position under their jurisdiction, and determine policy for delegation of classification authority to subordinate commanders. (See AR 690–500, chap 511.)

(2) Subject to DOD, Army, and MACOM policy, activity commanders or equivalent may classify any CIPMS position under their jurisdiction. This authority may be redelegated to the civilian personnel officer or designee, who evaluates and classifies CIPMS positions with the participation of functional management officials.

f. Classification decision referral.

(1) CPO staff, in conjunction with line managers, may request a classification decision from the MACOM staff when a job evaluation is considered unusual or precedent setting. Requests for MACOM classification decisions will contain the following:

(a) The proposed job description (certified by the responsible management official).

(b) An evaluation statement.

(c) The supervisor's job description.

(d) Job descriptions of the employees supervised (if applicable).

(e) Organizational chart.

(f) Mission and function statements.

(g) A narrative describing the problem identified in the job evaluation as well as the recommended solution.

(2) MACOM personnel staff, in conjunction with the SIO, CPM, or MACOM commanders may request a classification decision of the IPMO by forwarding the documents listed in (1) above.

Section II
PM&C Forms, Format, and Documentation

3–4. Job description format

a. Positions classified by CIPMS classification procedures will be described using DA Form 374 (Job Description (Civilian Personnel)). The DA Form 374 will be clearly marked to identify it as describing a CIPMS position.

b. Major duty statements (block 13, DA Form 374) will be shown as follows:

(1) One or two lines stating the significant tasks performed.

(2) Numbered consecutively.

(3) Contain the approximate percentage of time spent on the duty stated, for use in position management.

(4) The content will be consistent with job–related placement factors.

c. The statement, "Performs other duties as assigned," will appear as an unnumbered paragraph following the major duties.

d. Following the major duties section, CIPMS job descriptions will contain factor degree descriptions and indicate the number of points awarded for each factor. In addition, supervisory job descriptions will contain a section entitled, "Required KSA" following the five–factor degree descriptions.

e. CIPMS positions classified using other classification standards will use the appropriate CIPMS formats.

f. Functional or organizational titles may be made part of the official job description. If used, these titles will either be part of an introduction to the major duties or appear separately at the end of the job description.

g. Physical demands and working conditions will not be included in the job description unless they differ from those normally associated with the job and occupation being described.

h. Conditions of employment may be listed in a separate paragraph at the end of the job description.

i. Writing job descriptions containing classified material is discouraged. If a job description must be classified, a copy must be

available for the employee to review, but not to retain. (See AR 380–5 and DA Pam 690–14 for the maintenance of classified records in job description files.)

j. Instead of rewriting the entire job description, dated and initialed pen and ink notations may be made by the allocating official to reflect minor changes. Amendments will not be used to document changes in title, series, or grade, or other substantial changes to the job (for example, major duties, qualification requirements, or competitive level). Amendments may be made to factor levels, as long as the grade does not change.

3–5. Standardization and documentation

a. Standardized job descriptions. MACOMs, FOAs, and activities are encouraged to develop and use standardized job descriptions whenever possible to promote equity and ease the administrative burden on supervisors. Standardized job descriptions also provide for greater consistency with other CIPMS standardized products such as crediting plans, career ladders, and performance plans.

b. Standardized factor degree descriptions. Standardized factor degree descriptions (contained in part II of the AOGs) should be used whenever they are adequate or would suffice with minimal modifications.

c. Evaluation statements. The job description will be annotated to show the five–factor degree descriptions, the points allocated for each, and the occupational guide used. CPO staff, in conjunction with line managers, will ensure that there is sufficient evaluation material to allow subsequent review of classification actions.

(1) A separate evaluation statement will be written for unusual classification actions, and is required in classification appeal cases, when a request is made for classification decision by higher echelon, or when a commander exercises classification authority.

(2) When used, the evaluation statement will be a short narrative analyzing the comparison of the position to the standard or AOG, the decisions made, and the reasons for them. Evaluation statements will be written by the person who exercises classification authority and will be coordinated with those sharing CIPMS program responsibility.

Section III
Position Management

3–6. Overview

a. Position management (PM) is the process whereby managers assign duties and responsibilities to positions, and structure these positions to form an organization that provides for effective and economical mission accomplishment. PM is also an essential element of compensation management since it impacts on the budget process and on the development of manpower requirements.

b. Line managers organize work and structure positions. This includes assigning, changing, or eliminating part or all of the duties and responsibilities that have been grouped together to constitute a position.

c. The activity commander will designate as CIPMS Position Management Officer (PMO), a management official who is trained in CIPMS budget administration and PM&C (for example, the SIO or ACPM). The PMO will provide management expertise and PM knowledge to assist in resolution of difficult position structure, manpower, reorganization, or budget problems. If no PMO is designated, the activity commander will serve as the PMO. Figure 3–2 contains a suggested format for this designation.

3–7. Position management program indicators

Program indicators specific to the CIPMS PM program are listed below. (Also, see FPM, chap 312 and AR 690–300, chap 312.) The CIPMS PM program will strive to accomplish the following:

a. Establish and use dual track career ladders in CIPMS occupational families.

b. Upon vacancy, recruit and appoint at the lowest grade compatible with mission accomplishment to make maximum use of financial resources.

c. Consolidate higher graded duties in the fewest possible positions.

d. Establish and use bridge positions between clerical, technical, and professional–administrative positions. Bridge positions serve the following purposes:

(1) Support CIPMS upward mobility and affirmative action goals.

(2) Provide an economical opportunity to reduce turnover.

(3) Improve employee morale.

(4) Retain valuable organizational expertise.

e. Whenever possible, establish or use existing positions to provide part–time employment and employment for the handicapped.

3–8. Position management studies

a. Commanders will ensure that PM studies conducted as needed to accomplish the following:

(1) Identify ways to improve position structures.

(2) Establish the most effective structure.

(3) Achieve classification accuracy.

(4) Ensure management understanding of and commitment to the PM program elements listed in paragraph 3–7.

b. PM studies may be conducted alone or in conjunction with a comprehensive personnel management evaluation.

Section IV
Classification Complaint and Appeal Procedures

3–9. Overview

a. CIPMS employees may appeal the pay plan, series, title, and/or grade of their officially assigned position at any time without fear of reprisal or future prejudice.

b. Whenever a classification decision is made that will lead to a reclassification at a lower grade or rate of base pay, the affected employee must be formally notified in writing. This notice must inform the employee that an appeal may only be filed within 15 calendar days of the personnel action to preserve entitlement to retroactive benefits.

3–10. Matters excluded

Employees may not appeal or follow informal complaint procedures concerning the following:

a. Inclusion in or exclusion from CIPMS.

b. The accuracy of job descriptions. Accuracy will be resolved between the employee and the supervisor. If necessary, the activity commander or PMO will decide on current and future duties and responsibilities assigned to the position. This decision will be final.

c. The content of CIPMS or OPM classification standards and guides or wage schedules and rates.

d. The classification of a position to which they are detailed or temporarily promoted.

e. A proposed classification.

f. The classification of a position based on comparison with other positions rather than with published standards or guides. CPO staffs, in conjunction with line management officials, must ensure, however, that classification decisions for similar, identical, or related positions are consistent with applicable classification guidance or appeal decisions. (See para 3–3*c*.)

g. The classification of a position which has already been the subject of an appeal, unless there has been a change in the governing classification standard or AOG, or in the major duties, or KSAs required by the position.

h. Other issues as determined by the DCSINT in conjunction with the DCP.

3–11. Employee representatives

a. An employee has the right to be assisted in preparing and presenting an informal classification complaint or position classification appeal by a representative of his or her own choosing. The employee must designate the representative in writing. The representative cannot be an employee—

(1) Whose activities as a representative would cause a conflict or

apparent conflict of interest or position (for example, anyone in the supervisory or managerial chain of command above the position in question, or a member of the CPO staff).

(2) Who cannot be released from official duties because of priority needs of the Government.

(3) Whose release would give rise to unreasonable costs to the Government.

b. The organization will not initiate security clearance proceedings for clearing a designated representative. If the representative does not have the proper clearance, the employee may take one of the following actions:

(1) Choose a representative with the proper clearance.

(2) Forgo representation.

(3) Allow the case to proceed without the representative being allowed to challenge or otherwise comment on the classified information.

3–12. Informal complaint procedures

An employee may request an informal review of the pay plan, title, series, or grade of his or her position at any time. Informal complaints are characterized as follows:

a. The requested review must concern the employee's officially assigned position.

b. Informal complaints can be oral or written; however, oral complaints cannot be used to compute retroactive pay.

c. An informal complaint is directed to the employee's immediate supervisor.

d. The supervisor will discuss the matter with the employee and explain the evaluation of the position. The supervisor may request assistance from the CPO.

e. If the employee is satisfied, no further action need be taken.

f. If a change in pay plan, title, series, or grade is necessary, the change will be made within 4 pay periods from the date of the decision.

g. The informal complaint process should take no more than 15 calendar days.

h. If the employee is not satisfied, he or she may file an appeal following procedures in paragraph 3–13.

3–13. Formal appeal procedures

a. Criteria. A position classification appeal is a formal request by the employee for a change to his or her official pay plan, title, series, or grade. An employee may file an appeal at any time; however, it is recommended that the employee follow the informal complaint procedures outlined in paragraph 3–12 first.

b. Procedures. Appeal adjudication policy and procedures are developed at the MACOM and FOA level. CIPMS managers and supervisors, in conjunction with the CPO staff, will provide employees information on these procedures and explain PM&C decisions.

c. Content of the appeal. The suggested format for a classification appeal is shown at figure 3–3. The employee's appeal must be in writing and must contain the following minimum information:

(1) The appellant's name.

(2) Complete organizational location including installation, branch, and section.

(3) Current job number and classification (title, series, and grade).

(4) Job classification requested (title, series, and grade).

(5) Name of appellant's representative, if any.

(6) Reasoning supporting this request. The employee may attach documents in support of the request. Classified documents will be identified, but not attached.

d. Filing the appeal. Employees will address appeals through the servicing CPO and ACPM to the MACOM or FOA. Appeals by MACOM or FOA staff employees will be addressed through the CPO and CPM directly to the DCSINT. When the appellant's organization belongs to a different command than the servicing CPO, the appellate authority is vested in the chain of command existing in the appellant's organization. The CPO, in conjunction with the ACPM, will add the following information to the appeal:

(1) A copy of the current official job description and a copy of the supervisor's job description (military or civilian), unless those documents are classified. If classified, the CPO will add a statement to that effect and give the location where the job description may be reviewed and the clearance level required to do so.

(2) A statement of duties required. Attach either of the following:

(a) A statement, signed by both the appellant and supervisor, that the job description completely and accurately describes the position's major duties, responsibilities, and the KSAs required to perform them.

(b) The commander's directive that the current and future duties will conform to the official job description, if the commander or PMO has been involved in determining the accuracy of assigned duties (para 3–10*b*).

(3) A brief evaluation statement analyzing the rationale for the classification decision.

(4) Information on the mission and structure of the organization, including an organizational chart detailing the title, series, grade, and job number of all positions in the unit, including military positions.

(5) The job descriptions and any available evaluation statements of subordinate positions (civilian or military), if the appellant's position is supervisory. Classified documents are treated as in paragraph 3–13*d*(1).

(6) A copy of the current performance plans for the position under appeal.

e. Review of the file. The appellant or the appellant's representative will be given the opportunity to review the material being attached, and may add to the appeal any further comments. Two copies of the completed case file will then be forwarded for decision as in paragraph 3–13*d*.

f. Decision levels and time limits. MACOMs and FOAs constitute the first CIPMS appellate authority, except for those positions at the MACOM or FOA headquarters. The DCSINT is the first and final appellate authority for such positions. MACOM and FOA commanders will ensure that decisions are coordinated with both the SIO or CPM and the director of civilian personnel. Appeal decisions will normally be made within 30 calendar days of receipt. If a decision cannot be made within that period, the appellant will be informed in writing of the expected date of decision and the reasons for the delay. If the appeal is later forwarded to the DCSINT for decision, an additional 30–day period begins upon receipt at that level. Similarly, the DCSINT will inform the appellant when a decision is delayed and of the reasons for the delay. The suggested format for responding to a classification appeal is shown at figure 3–4.

(1) Should the MACOM or FOA reach a decision favorable to the appellant, the appellant will be notified in writing and any required personnel action will be effected. (See para 3–13*i* and the suggested format at fig 3–5.)

(2) Should the MACOM or FOA reach a decision unfavorable to the appellant, the appellant will be informed in writing. This written notice will contain an analysis of the major duties, responsibilities, and qualification requirements of the position as they relate to the applicable classification criteria. The notice will also advise that in order to continue the appeal, the appellant or his or her representative must request, in writing, a higher level review. This request must be received by the MACOM or FOA which rendered the initial decision within 15 calendar days after the date of the original decision memorandum. The request must contain specific reasons why the appellant disagrees with the original decision.

(3) If the appellant requests further review, the MACOM or FOA will forward two copies of the case file and decision memorandum to the IPMO, HQDA (DAMI–CP), WASH, DC 20310–1001.

(4) The DCSINT (or designee) is the final appeal authority for DA CIPMS employees.

g. CIPMS standardized job descriptions. If the appellant is assigned to a standardized job description and the employee and supervisor agree that the job description adequately describes the major duties, responsibilities, and qualifications required, the case

file will be forwarded to the activity that initiated the standard job description (for example, the MACOM or the IPMO).

h. Reporting requirement. Upon issuance, copies of all formal appeal decisions will be sent to the IPMO where they will be reviewed for consistency.

i. Effective dates.

(1) The effective date of any action required by a classification appeal decision will not be earlier than the date of decision. However, it will not be later than the beginning of the fourth pay period after the decision.

(2) A corrective action is based on a decision that reverses, in whole or in part, a downgrading or other classification action that resulted in reduced compensation. If the classification decision that is being corrected resulted in a demotion, and if the appeal was filed in a timely manner, the effective date of the corrective action will be retroactive to the date of the adverse action.

j. Canceling an appeal.

(1) A position classification appeal will be canceled if the appellant requests cancellation in writing.

(2) The servicing CPO will advise the appellate authority promptly when an employee leaves a position which is under appeal. If there is no chance of retroactive benefit, the appeal will be canceled. If there is a chance of retroactive benefit, a decision will be reached, unless the employee or his or her beneficiary withdraws the appeal in writing.

(3) Appellants must cooperate in processing their appeals. If an appellant does not furnish information within the time stated by the requesting authority, the appeal may be canceled. As an alternative, the appellate authority may decide the case based on available information.

(4) When an appeal is canceled, both the activity where the case originated and the appellant will be notified.

k. Reopening an appeal.

(1) No classification appeal may be reopened after being canceled due to the appellant's failure to submit requested information within the time allowed. An exception to this rule is made when the appellant can show that circumstances beyond his or her control prevented timely submission of the information. No classification appeal may be reopened after the decision has been made, unless the appellant presents new and material evidence. Any such request must include the appellant's certification that he or she became aware of the new evidence no earlier than 10 calendar days prior to submission of the request.

(2) Normally, the appellate level that first decided a case should make the decision to reopen the appeal; but an appeal may also be reopened by the DCSINT. An appellant may request reopening of an appeal by submitting written justification in accordance with paragraph (1) above, and attaching the complete file of the original appeal.

(3) An employee may submit a special request to reopen an appeal directly to the IPMO, if he or she charges either improper action by the appellate authority, or that the appeal decision contradicts previous decisions made by echelons above the appellate authority.

CIPMS Grade Bands

	BAND 1				BAND 2					BAND 3				BAND 4		BAND 5		
GS GRADES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
CAREER PATHS																		
PROFESSIONAL-ADMINISTRATIVE	PRE-PROFESSIONAL				ENTRY/DEVELOPMENTAL					FULL PERFORMANCE*				EXPERT*		SENIOR EXPERT*		
TECHNICIAN	ENTRY				FULL PERFORMANCE*					EXPERT*								
CLERICAL	ENTRY				FULL PERFORMANCE*													

* Depicted grade bands are not meant to preclude the dual track concept. Supervisory and managerial jobs may also be found in these grade bands. First and second line supervisory positions are most frequently found in the Full Performance Band, managerial positions in the Expert Band, and executive positions in the Senior Expert Band.

Figure 3-1. CIPMS Grade Bands

(Letterhead)

(Date)

MEMORANDUM FOR Xxxxxxxxxxxxxxxx

SUBJECT: Designation of Position Management Officer

1. According to AR 690–13, chapter 3, the ***(organizational title), (name)*** is designated to perform, in addition to his (or her) other duties, the functions of CIPMS Position Management Officer for the ***(activity)*** .

2. As CIPMS Position Management Officer, he (or she) will act for the Commander to—

a. Continually survey the position structure trends of the activity and direct appropriate action by line and staff officials when unjustifiable actions and trends are found, either to correct past actions, modify future trends, or both.

b. Commit staff resources for the study and execution of proposed reorganizations.

c. Resolve any differences between line and staff participants in the selection of alternative structures, the adoption of transitional plans to achieve the structure adopted, and an alternate means of acquiring needed budgetary resources. d. Direct any action required to implement the DA CIPMS position management policy as prescribed in AR 690–13, chapter 3.

3. Delegation of these functions to the Position Management Officer does not supersede nor affect in any way the exercise of authority by persons delegated by the Commander to perform such functions as the classification and evaluation of civilian positions and the assignment of manpower spaces.

(Signature block)

Figure 3-2. Suggested format, designation of Position Management

(Letterhead)

(Date)

MEMORANDUM THRU Civilian Personnel Office
Attn: CIPMS Activity Career Program Manager for Appellate Activity

SUBJECT: Position Classification Appeal — ***(appellant's name)***

1. Reference is made to AR 690–13, paragraph 3–13.

2. I hereby appeal the classification of the position to which I am now officially assigned. The following information is furnished as required by reference.

a. Complete organizational location including installation, branch, section:

b. Current job number and classification: c. Job classification requested:

d. Name, address, and title of appellant's representative, if any:

e. Reasoning supporting this request:

(Date received in CPO)	***(Typed name and signature of appellant)***
(Name and title of CPO official)	***(Date received—ACPM)***
(Date received by MACOM or FOA)	***(Name and title—ACPM)***

Notes:

This format is to be used by an employee submitting a classification appeal through CIPMS review channels. The appellant may add attachments as desired.

Figure 3-3. Suggested format for classification appeals

(Letterhead)

(Date)

MEMORANDUM FOR COMMANDER OF INSTALLATION OR ACTIVITY WHERE APPELLANT IS EMPLOYED

SUBJECT: Position Classification Appeal — ***(appellant's name, current job title, pay plan, series, grade, and job number)***

1. The following pertains to the classification appeal cited above:

a. ***(Organization location and activity)***

b. ***(Date classification appeal filed)***

c. ***(Date appeal received by appellate level)***

d. ***(Classification requested by appellant)***

2. The appeal has been reviewed under the provisions of AR 690–13, chapter 3, section IV. The decision of (this headquarters or the DCSINT) is that the position is properly evaluated as:
(title, pay plan, series, and grade)
(Add appropriate remarks relating to standards used in arriving at the evaluation determination or other background information of interest to the appellant or local command.)

3. (Give administrative instructions; for example, cite the rule governing the effective date for implementing the appeal decision, or, if the appeal is denied, whether there is a time limit on filing a further appeal to preserve rights to retroactivity.)

4. Request that the enclosed letter of decision be promptly delivered to (appellant) and (if appeal has been denied that the employee be advised of any further appeal rights). A copy of the decision will be attached to the master file copy of the job description at the servicing installation.

FOR THE COMMANDER:

(Appellate authority) ***(Signature block)***

Encl
Letter of decision to appellant

CF:
IPMO
Servicing CPO

Figure 3-4. Suggested format for official response to classification appeals

(Letterhead)

(Date)

MEMORANDUM THRU ***(Commander of installation or activity where appellant is employed)***

FOR ***(Appellant, Job location address)***

SUBJECT: Position Classification Appeal

1. Your position classification appeal has been reviewed under the provisions of AR 690–13, chapter 3, section IV. Your position is found to be properly evaluated as follows:

(title, pay plan, series, and grade)

2. (Present evaluation rationale which support the classification decision. If the MACOM or FOA or DCSINT decision is in agreement with the installation's evaluation statement, it may be certified as the command or HQ rationale.)

3. Based on the discussion above, this headquarters (upholds or must deny) your appeal. Your servicing civilian personnel office will advise you of (the action's effective date) (your further appeal rights).

FOR THE COMMANDER:

(Signature block)

Figure 3-5. Suggested format for notice of decision

Chapter 4
Employment and Placement

Section I
Policy and Procedures

4–1. Policy

a. The probationary period for new supervisors and managers does not apply to CIPMS (FPM, chap 315.9).

b. The provisions of DOD Instruction 1404.12, do not apply to those organizations in the DOD components that have as a primary function intelligence, counterintelligence, investigative, or national security responsibilities. Therefore, spouse preference will not be granted when filling CIPMS positions. Due consideration should be given, however, to spouses of military and civilian employees under local placement procedures.

4–2. Staffing procedures

a. Recruitment and selection procedures will provide for management's right to select from any appropriate source. Managers will consider sources that are most likely to produce candidates who will best meet agency objectives, contribute new ideas and different viewpoints, and meet affirmative action goals. The methods selected may include any combination of internal and external recruitment sources, to include use of DISCAS.

b. Each non–CIPMS applicant selected for a CIPMS position will be advised in writing as early in the application process as practicable, but not later than the date of appointment, that the position for which selected is in the excepted service and covered by CIPMS. They will be provided information on the major provisions of CIPMS and will sign a statement attesting to their understanding of these provisions at the time they enter on duty. A suggested format designed for this purpose is shown at figure 4–1. The signed statement will be placed in the official personnel folder (OPF) and a copy will be given to the employee.

Section II
External Recruitment

4–3. Recruitment policy

a. The CIPMS external recruitment program is designed to provide the flexibility to recruit high quality eligibles for vacant positions. The use of streamlined recruitment and selection procedures must not, however, jeopardize merit principles.

b. Within CIPMS, external recruitment refers to the search for applicants who are new to Federal civilian service. An employee currently serving on a permanent appointment with any Federal agency in either the competitive or excepted service is considered under the merit promotion and placement provisions of this chapter (sec III).

c. Activity officials will deal directly with the public in recruiting and hiring. They will bear full responsibility for upholding the Army's obligation and commitment to merit principles, including EEO and affirmative action.

d. The zone of publicity will be determined based on such factors as the anticipated number of vacancies, the locations of the vacancies, the locations and potential yield of recruitment sources, and affirmative action considerations. For use of paid advertising, see AR 690–300, chapter 332.

4–4. Recruitment procedures

a. Each activity will develop local procedures for accepting applications from external candidates. These procedures must be in writing and must be uniformly applied to all applicants for all vacancies for which external applicants are accepted. Procedures may provide for establishment of an applicant supply file, skills bank, or for job–specific vacancy announcements. CIPMS is not subject to OPM rules (FPM, chap 213) on accepting, rating, and arranging applications.

b. Applicants must meet the minimum qualification standards established for the position (sec IV). Appropriate methods for rating and ranking applicants will be determined locally. Examination criteria will be job–related and consistent with acceptable professional standards. Either adjective (eligible, ineligible) or numerical ratings

(for example, 70–100) may be assigned. Any use of formal tests will be per paragraph 4–20.

c. Veterans preference will be applied in the following manner to all employment lists derived from external applicants:

(1) Criteria in the FPM for determining the preference eligibility of each applicant apply to CIPMS without change.

(2) Neither the "rule of three" nor the referral of preference eligibles by category (for example, compensable or noncompensable) is required.

(3) Activities will devise specific procedures for the application of veterans preference. At a minimum, such procedures will ensure that—

(a) Veterans preference is weighed as a positive factor in the selection process.

(b) Preference eligibles are granted preference in selection over nonpreference eligibles with substantially equal qualifications.

(c) When a nonpreference eligible is selected, the reasons for nonselection of any preference eligible on the referral list are documented and provided to the applicant, upon request.

(d) Guards, messengers, and custodians are appointed from among preference eligibles as long as preference eligibles are available.

d. See AR 690–300, subchapter 12 for policy on appointment of retired members of the Armed Forces. Army policy applies to CIPMS with the following exceptions:

(1) For those positions for which authority to approve waivers rests at the MACOM level, coordination between the CPO staff and the CP–35 CPM is required.

(2) For those waivers requiring approval at HQDA, authority is delegated to the DCSINT. Requests for approval should be forwarded through command channels to the IPMO, HQDA (DAMI–CP) WASH, DC 20310–1001.

e. Guidelines on the availability and use of recruitment incentives are found in chapter 6.

4–5. Administrative disqualification

All candidates for CIPMS positions must meet applicable eligibility standards. Any of the reasons listed in FPM, chapter 213 may disqualify an applicant for employment. See AR 380–67 for additional factors for positions that require access to classified information or for assignment to sensitive duties. Disqualification based solely on lack of the required security clearance or access, however, may not be made until after application of the administrative action procedures outlined in AR 380–67. Appointees must meet any citizenship requirements of the current appropriations act.

4–6. Conditions of employment

a. All conditions of employment require a statement of understanding and must be communicated to employees and applicants and agreed to in writing prior to employment or assignment to a covered position. Copies of the written agreement on conditions of employment will be maintained in the employee's OPF. Failure to attest to the specified conditions of employment will be grounds for withdrawal of an employment offer.

b. Conditions of employment will be imposed when required by law or regulation, or when determined by appropriate management authority to be in either the interest of the national security or mandatory for effective performance of the position. Examples of possible conditions of employment are the requirements to—

(1) Obtain and maintain access to the level of classified information required of the position.

(2) Undergo a periodic polygraph examination.

(3) Meet physical or medical standards.

(4) Be mobile.

(5) Obtain and maintain professional certification or license.

c. Applicants failing or refusing to meet applicable conditions of employment may not be appointed. Employees failing or refusing to meet or maintain a condition of employment may be denied assignment to a position and/or removed from a position requiring the condition of employment by reassignment, demotion, or removal from the Federal service. Reassignments may include those requiring a permanent change of duty station, assignment to another Army or DOD agency, or substantial retraining. See chapter 9 for information on adverse actions based on failure to meet or maintain a condition of employment.

4–7. Trial period

All new employees will serve a 1–year trial period. A new employee who has previously completed a trial or probationary period in either the excepted or the competitive service need not serve another trial period. The guidelines in FPM, chapter 315.A apply in determining whether this requirement has been previously satisfied. OPM and Army guidance on documenting completion of the trial period also applies.

4–8. Recruiting assistance

Requests for regional or national advertising or recruiting assistance may be forwarded through command channels to the IPMO. Intercommand, CIPMS-wide, and intelligence community–wide recruiting efforts are encouraged.

Section III
Promotion and Internal Placement

4–9. Merit promotion plans

Commanders will ensure that there is a local merit promotion plan which covers the activity's CIPMS positions and that the requirements of this regulation are satisfied. Procedures in the plan will be based on merit, streamlined, be free of restrictive language, and provide for maximum management flexibility in filling positions. Provisions of this regulation may be superseded by DOD–level career program regulations for jobs that are filled through central skills files, such as DISCAS.

4–10. Internal placement policy

a. The merit promotion plan may allow for varying areas of consideration, depending on the nature and level of the positions covered.

b. Except as stated in paragraph 4–19*d*, to be eligible for promotion or placement, candidates must meet the minimum qualification standards prescribed for the position (sec IV). Successful attainment of all mandatory competencies for the employee's current grade band will be considered prior to any promotion to the next grade band. (See chap 5.)

c. OPM time–in–grade restrictions do not apply to CIPMS.

d. Methods of evaluation must be consistent with acceptable professional standards.

e. Selection procedures will provide for management's right to select or not to select from among a group of properly referred candidates.

f. CIPMS neither requires nor guarantees the promotion of an employee at any specific time in the employee's career.

4–11. Competition

In addition to the exceptions to competition listed in AR 690–300, chapter 335, and FPM, chapter 335, the following exceptions apply:

a. Temporary promotions must be made for a definite period of 2 years or less, but may be extended for additional periods of up to 1 year at a time at the discretion of the local commander. Except as provided in paragraph 4–11*c*, temporary promotions beyond 180 days must be made under competitive procedures.

b. Except as in paragraph 4–11*c*, details to a higher grade beyond 180 days must be made under competitive procedures.

c. A grade band promotion is a noncompetitive promotion (either temporary or permanent) to a position which is within the scope of the same servicing CPO, at a higher grade level which falls within the employee's current grade band, and is within the employee's current line of work. Positions are generally in the same line of work if they are alike enough to permit change of employees from one position to another without significant differences in the KSAs required for successful performance. The determination that two

positions in different series are in the same line of work will be documented in the case file. This authority may not be used to promote an employee from a nonsupervisory to a supervisory position.

d. Promotion (or detail) to a grade no higher than previously held on a permanent basis in either the competitive or the excepted service.

4–12. Records and review

The CPO will maintain a record of each action sufficient to allow reconstruction. Records will contain documentation of qualification determinations and the standard upon which those were based. Records must be available for review for a minimum period of 5 years from the effective date of the resulting personnel action.

4–13. Grievances

Grievances will be resolved under the Army grievance procedures. (See para 9–4.)

4–14. Corrective actions

Guidance in FPM, chapter 335, on reconstruction of personnel actions applies to CIPMS. Instead of OPM approvals, the following is required:

a. Retention in the position. Generally, an erroneously promoted employee may be retained in the position only if the promotion action can be corrected to conform to all Army and DOD requirements as of the date the action was taken. If an employee is not retained in the position to which promoted, he or she must be returned to his or her former position and grade or placed in a different position at the grade previously held for which he or she is qualified.

b. Nonselected employees. Employees who did not receive proper consideration in placement actions will be given priority consideration for the next suitable vacancy.

4–15. Details

a. Refer to paragraph 4–11 regarding the requirement for competition. Other policies and procedures in FPM, chapter 300, and AR 690–300, chapter 300, apply except that extensions which exceed the time limits in FPM, chapter 300, may be approved by the local commander. Supervisors will ensure that details are limited to the shortest possible timeframes so that the principles of employee equity and proper job classification are not compromised.

b. CIPMS employees may not be detailed to positions in the competitive service without prior OPM approval. Requests should be submitted to OPM, 1900 E Street, N.W., WASH DC 20415 according to FPM, chapter 300.

4–16. Reduction in force (RIF)

Policy in FPM, supplement 351, for excepted service positions applies to CIPMS. CIPMS employees will have no assignment rights (bump and retreat) to positions outside their competitive levels. Strong consideration will be given to assigning released employees to vacancies within the serviced area of the CPO for which they are well qualified. Information on appeal and grievance rights is found in chapter 9.

4–17. Grade and pay retention

The grade and pay retention provisions of the FPM, DOD, and Army regulations apply to CIPMS, except that the policy and procedures for appeals on classification will be according to this regulation.

4–18. Reemployment rights

a. Reemployment rights will be granted to eligible CIPMS employees per the ICDP (See DOD 1430.10–M–3). Placement assistance for overseas employees without reemployment rights will be provided through the Placement Assistance for Overseas Personnel provisions of the ICDP.

b. Reemployment within Army of eligible employees will follow the procedures of AR 690–300, chapter 352. The IPMO may be notified, through MACOM or FOA channels, when the exercise of reemployment rights is expected to result in separation of a CIPMS employee, in order to provide additional placement assistance.

Section IV
Qualification Requirements

4–19. Qualification standards

a. Activities may use any of the following to determine the qualifications of candidates for a given position:

(1) The appropriate OPM qualification standard.

(2) A locally–developed CIPMS qualification standard. Standards should be developed locally when it is determined that the existing OPM standard does not meet the needs of the activity. The standard will be developed based on the actual duties and responsibilities of the occupation without regard for the qualifications of any given potential applicant or employee. A positive education requirement may be prescribed only when the duties of a scientific, technical, or professional position cannot be performed by a person who does not have the prescribed minimum education. The CPO will ensure equity and consistency among locally–developed standards. The adequacy of locally–developed standards is subject to review in the program evaluation process. Perceived inequity between servicing CPOs may be raised to the parent command or the IPMO for review and resolution.

(3) An Army–wide CIPMS standard, if available. Army–wide standards may be modified locally to meet mission–related needs.

b. The same qualification standard will apply to all candidates, both internal and external, for a given position.

c. Applicants must meet the minimum education requirements, if any, of the applicable standard. Certification or licensure requirements of a standard must also be satisfied.

d. Generally, the OPM guidance on application of qualification standards (Handbook X–118 and FPM, chap 338) applies. As an exception, an internal applicant may enter a new occupation even if lacking the specific requirements of the basic standard for that occupation, provided that his or her overall background gives clear indication of ability and potential to perform the duties of the position. In such cases, movement will be by reassignment, change to lower grade, or by conversion to a new excepted appointment at the same or lower grade. Following such a move, the employee will be expected to clearly demonstrate possession of the KSAs necessary to satisfactorily perform the work of the new position before being eligible for promotion within that occupation. In subsequent placement actions, only the difference in qualifications between the position held and the position desired need be considered.

e. The use of training agreements that provide for accelerated promotion is authorized. Training agreements must meet the requirements of AR 690–300, chapter 338. Approval authority is delegated to the MACOM for any agreement having application no wider than the MACOM. Provide one copy of all training agreements to the IPMO, rather than OPM, upon approval. Authority to approve training agreements with Army–wide CIPMS application is delegated to the Director, IPMO.

f. OPM regulations on age requirements and on setting physical standards will be applied.

4–20. Written and performance tests

Written and performance tests are not required but may be developed and/or administered as deemed appropriate. Any use of written tests must conform to the requirements of the Uniform Guidelines on Employee Selection Procedures, and applicable Army and DOD guidance. One copy of any written test used in the evaluation of candidates will be sent to the director, IPMO (HQDA (DCSINT) ATTN: DAMI–CP, WASH DC 20310–1001).

(date)

1. I, ***(employee's name)*** , have been selected for the following position:
(Title)
(Series, grade)
(Activity)

2. I understand that this position falls within the scope of the Civilian Intelligence Personnel Management System (CIPMS), an excepted service personnel system for the civilian intelligence employees of the Military Departments. I further understand that—

a. My appointment to this position does not confer competitive status.

b. I understand that in accordance with an agreement between the Office of Personnel Management (OPM) and DOD, effective March 9, 1990, I may be considered for a position in the competitive service after serving continuously for at least 1 year in a CIPMS position. Otherwise, I understand that I may be considered for a position in the competitive service only if: (1) I have personal competitive status by virtue of previous employment in the competitive service or, (2) after I have passed an open competitive examination conducted by or under the guidelines of the OPM.

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

3. I acknowledge that I have received information on the specific features of CIPMS and have been given an opportunity to discuss issues relating to my employment under this system. Accordingly, I accept this offer of employment under CIPMS.

(Employee's signature) ***(Date)***

(CPO representative's signature) ***(Date)***

Figure 4-1. Suggested format for statement of understanding

Chapter 5
Training and Career Development

5–1. Policy

a. FPM chapters 410 and 412 apply to CIPMS. This chapter supplements, but does not repeat, requirements found in the FPM and must be used in conjunction with that regulation. AR 690–400, chapters 410 and 413, are applicable to CIPMS employees, except where changes or additions are noted.

b. Diverse experience within the Federal intelligence community generally enhances intelligence and related competencies. Movement of employees among and between the Departments and other elements of the intelligence community (for example, Defense Intelligence Agency, Central Intelligence Agency, and National Security Agency) is encouraged.

c. Training and career management will be used as tools to develop and sustain a professional and competent intelligence work force, and assist in the achievement of work force management and affirmative action objectives.

d. CIPMS training policy supports the following concepts:

(1) Dual track career ladders, which provide for coexistent progression as supervisors–managers or technical specialists.

(2) The establishment of developmental positions (for example, bridge positions) and training programs to promote the development of noncareer program employees.

5–2. Determining training requirements

a. The Army Civilian Training, Education, and Development System (ACTEDS) plan for employees in the Intelligence Career Program, CP–35, will be published separately in a DA pamphlet. The ACTEDS plan prescribes mandatory and recommended training for each grade band by broad career area. It also illustrates career ladders within the intelligence field. It includes relevant ICDP requirements as well as additional universal Army–specific training for incumbents of positions covered by CP–35.

b. Training priorities for CIPMS employees whose primary functional specialty is represented in other Army career programs are found in the ACTEDS training plans of the appropriate career program. Intelligence–related competencies and training priorities may also be established for these career program employees in the CP–35 ACTEDS Plan.

c. CIPMS employees covered by ACTEDS plans, and their supervisors, will work together to ensure mandatory competencies for each grade band are attained in a timely manner. Attainment of all mandatory competencies for the employee's present grade band will be considered prior to promotion to the next grade band. Competencies may be attained through courses required in the ACTEDS plan, on–the–job training, previous experience, or through other equivalent sources. Refer to paragraph 13–5 regarding certification of competencies.

d. Training and career development needs for CIPMS employees in clerical and technician career path positions will be determined through local procedures unless MACOM or Army–wide guidance is published.

e. In addition to training in civilian personnel management required for all new supervisors, new CIPMS supervisors will receive training on the CIPMS program within 3 months of assuming supervisory responsibility. The training will stress the major differences between the Army competitive service personnel system and CIPMS. A CIPMS overview is also required for all new CIPMS employees within 3 months of entering on duty. Training materials are available from the IPMO upon request.

5–3. Survey of training needs

a. DD Form 1917 (Individual Development Plan) (IDP) is used to identify and survey training needs for professional–administrative career path employees. The IDP will be completed during the performance appraisal process. Instructions for completing DD Form 1917 are in DOD Manual 1430.10–M–3.

b. AR 690–400, chapters 410 and 430, apply to technician and clerical career path employees.

c. ACPMs and activity training coordinators will assist the CPO in the completion of training needs assessments.

5–4. Identifying training sources

a. Security will be a factor in choosing the most appropriate source of training.

b. Commanders of large concentrations of CIPMS employees may request course presentations by mobile training teams. Requests and reimbursement for such training may be negotiated between the requesting activity and the training organization.

5–5. Individual development plans (IDPs)

a. Professional–administrative career path employees.

(1) DD Form 1917 will be used as the IDP. It will be completed at least annually and forwarded to the Defense Intelligence Agency upon completion, according to ICDP procedures.

(2) DD Form 1917 contains training requirements planned 5 years in advance with emphasis on specific requirements for the succeeding year. IDPs will relate to performance of the current position as well as to anticipated future assignments as specified in the applicable portion of the ACTEDS plan, and personal career goals of the employee.

(3) Supervisors will accomplish IDPs concurrently with performance appraisals except that the initial IDP will be completed at the same time the performance plan is discussed with the new employee.

(4) See DOD 1430.10–M–3 for specific guidance on counseling employees.

(5) The status of the employee's registration in DISCAS must be documented on the IDP. (See para 7–5*b*.)

b. IDPs for technician and clerical career path employees will be completed per AR 690–400, chapters 410 and 430. Identified training may reflect competencies required for grade levels within the employee's current grade band.

c. When a position change occurs, the new supervisor will determine if the change is significant enough to warrant a new IDP.

5–6. Funding

a. Funds to execute training plans will be obtained through established resource management procedures. Training opportunities that are funded centrally by HQDA will be managed for CP–35 employees by the IPMO and administered by MACOMs.

b. The CIPMS training coordinator will work with the CPO and MACOM to obtain funds, both locally and centrally controlled, for CIPMS training.

5–7. Intake analysis and special programs

Each MACOM and activity will periodically analyze its need for entry level professional–administrative and technician career path employees. The establishment of intern, upward mobility, and other training programs should be considered to ensure the acquisition and retention of high quality applicants, to include women and minorities, and the training of fully competent and professional employees.

a. Intern programs. Intern programs will be established and managed per AR 690–950 and the applicable ACTEDS Plan. Commanders are encouraged to provide rotational and developmental assignments for interns from other commands to ensure the best possible training experience for CIPMS interns.

b. Upward mobility. Managers and supervisors will strive to structure the work of their units to establish and utilize bridge positions between clerical, technician, and professional–administrative positions. Army policy on upward mobility in AR 690–300 applies to CIPMS.

c. Dual track. Commanders should promote the dual track (nonsupervisory or supervisory–managerial) career ladder concept in all aspects of career development and training. In addition to technical training, supervisory and managerial training and developmental activities will be included in IDPs for employees in the supervisory –managerial track.

d. Career ladders. Career ladders represent the normal progression pattern within a specialty. They may span one or more grade bands and represent a progressive increase of responsibilities and employee competency. Except for intern positions (*a* above), established career ladders may be tailored to reflect locally–determined grade levels, competencies, and required or recommended training.

Chapter 6
Compensation

6–1. Overview

a. Except as provided below, basic rates of pay for CIPMS positions, both GS and FWS, are identical to rates payable under section 53, title 5, United States Code.

b. CIPMS–unique compensation programs are designed to —

(1) Enhance the recruitment and retention of individuals with unusually high qualifications, unique qualifications, or scarce skills; fill shortage category positions; or fill positions at remote or undesirable work sites. (See glossary.)

(2) Be used only when there is a clearly documented need and a positive cost benefit. Evidence of need may include such factors as the following:

(a) A high rate of vacant positions in the specialty despite extensive recruitment efforts.

(b) An unacceptably high turnover rate.

(c) A high rate of declinations from well–qualified individuals.

(d) A scarcity of applicants possessing a particular skill.

(e) The particularly high level of qualifications possessed by the applicant in question.

(f) Others as determined appropriate by management.

c. Recommendations for new or revised entitlements will be forwarded through command channels to the IPMO, HQDA (DAMI–CP), WASH, DC 20310–1001, for consideration.

d. The recruitment and retention benefits authorized in this chapter may be used alone or in combination, as deemed appropriate by the approving official. Allowances will be authorized at the minimum amount necessary to meet the specific recruitment or retention need.

e. Neither nonreceipt of a discretionary recruitment incentive nor the amount or type of incentive paid is grievable. Additional information on the grievance system is in chapter 9.

6–2. CIPMS special salary rates

a. Special salary rates approved by OPM apply equally to CIPMS employees, unless specifically superseded by a CIPMS special salary schedule.

b. CIPMS–unique special salary rates may be approved by ASD (FM&P) for specified geographic areas, occupations, and grade levels. It must first be shown that pay rates in competing sectors are so substantially above the pay rates authorized for the CIPMS positions concerned that recruitment or retention of well–qualified persons is significantly hampered.

(1) CIPMS special salary rates will generally be based on the criteria found in FPM, chapter 530, unless superseded by separate CIPMS policy.

(2) Requests for establishment or modification of a special rate, with appropriate justification, should be forwarded through command channels to the IPMO. For ease and consistency, the request format prescribed by OPM will be used. Preliminary data from all affected DOD organizations and any available information on rates

paid by other intelligence community activities in the local area must also be included.

(3) Termination of a special salary rate is not grievable under the Army's Grievance System.

c. OPM instructions on pay setting apply.

6–3. Premium recruitment bonus payment

This is a once–in–a–lifetime payment over and above scheduled basic salary and benefits to a new CIPMS employee upon selection under the conditions described in paragraph 6–1*b*. For this purpose, a new CIPMS employee is defined as one who is not currently serving in a CIPMS position and, if a former Federal employee, has a break of at least 90 days since last holding a CIPMS position.

a. The bonus will be in the range of $500 to $10,000, depending on market conditions, competing offers, applicant's current salary, fund availability, and scarcity of skills sought. It may be paid in a lump sum or in the form of periodic payments, before the end of the period of service agreed to under *b* below.

b. The recipient of a bonus incurs an obligation to serve in an Army CIPMS position for an agreed upon period of time, which is not less than 1 year and may not exceed 3 years.

(1) If the individual voluntarily leaves the Army's CIPMS program or is separated for cause from the Army's CIPMS program before the end of the agreed to period, the individual will repay the Government any part of the bonus already paid.

(2) Amounts due are recoverable by the Government under any method provided by law.

(3) The MACOM commander, or equivalent, may grant exceptions to the repayment requirement when it is determined that recovery would be inequitable and against the public interest. Waiver authority may be further delegated to a level no lower than activity commanders.

c. Payment will not be made before the individual and the employing agency (approving official and CPO) complete DA Form 5935–R (CIPMS Recruitment Bonus Service Agreement). DA Form 5935–R will be reproduced locally on 8½– by 11–inch paper. A copy for local reproduction is located at the back of this regulation. One copy of the completed agreement will be filed in the employee's OPF, one copy will be provided to the employee, and one copy will be forwarded to the finance office for payment.

d. Approval authority is delegated to the MACOM commander who may authorize redelegation to line managers at the activity level (those with personnel management budget authority).

6–4. Advanced hiring salary

This is similar to an advanced in–hire rate (FPM, chap 338), in that it allows the flexibility to set starting base pay for a new employee at a step above step 1. The procedures and rules that govern the advanced in–hire rate in the FPM do not apply to CIPMS. However, they should be used as guidance in the decision–making process.

a. Advanced hiring salary may be paid to a new employee at any grade level. A new employee is defined for this purpose as one who is not currently on the rolls of a Federal agency as a civilian and, if a former Federal civilian employee, has a break of at least 90 days since last holding a Federal civilian position of any type.

b. This authority may only be used when needed to recruit an applicant under the conditions described in paragraph 6–1*b*.

c. Consideration in pay setting must be given to the applicant's current salary, other bona fide job offers, labor market conditions, fund availability, and scarcity of skills sought.

d. The rate to be offered may not exceed the candidate's current rate of pay or other bona fide job offer by more than 20 percent.

e. Approval authority is delegated to the MACOM commander who may authorize redelegation to line managers at the activity level (those with personnel management budget authority).

6–5. Travel and transportation

Payment of travel and transportation expenses will be according to the provisions of the Joint Travel Regulations (JTR), Volume 2 and the Department of the Army Relocation Services for Employees Program. Travel and transportation entitlements are not limited by series or grade level restrictions in the JTR.

6–6. Step increase on reassignment

A current Federal employee, to include a current CIPMS employee, may be granted a maximum two–step pay increase upon reassignment (assignment to a different position at the grade level currently held) under the conditions described in paragraph 6–1*b*. This pay increase may not be used for reassignment of a CIPMS employee (regardless of employing department) within the same geographic commuting area. Approval authority is delegated to the MACOM commander who may authorize redelegation to line managers at the activity level (those with personnel management budget authority).

6–7. Advance payment of basic pay

An advance payment of basic pay may be made for any employee appointed to a position for which a special salary rate has been authorized by either OPM or DOD. This payment may not cover a period of more than 2 biweekly pay periods. Approval authority is delegated to the MACOM commander who may authorize redelegation to line managers at the activity level (those with personnel management budget authority). In the event of separation, amounts due are recoverable by the Government under any method provided by law. The pay–back period will be not less than 6 months from the date of the employee's appointment. Refer to existing finance procedures.

6–8. Administratively uncontrollable work pay

Authority to approve position eligibility and the percentage of premium pay for administratively uncontrollable work is delegated to the IPMO. Requests will be forwarded through serviced command channels. Local commanders will verify the continuing need for and appropriateness of the approved rate. Records must be maintained for audit or reporting purposes, as determined by the IPMO. All other policies and procedures in the FPM apply to CIPMS.

6–9. Documentation

Each approval at the MACOM or activity level of one of the forms of compensation described in this chapter must be fully documented for post audit. Documentation must contain the basis for the approval, the reasons for selecting the form of compensation and the amount to be paid, the signature and title of the approving official and any other information pertinent to the case. For example, include a description of the search for well–qualified candidates, a comparison of the qualifications of the successful candidate with all others, the basis for a determination that a work site is undesirable, and other information, as applicable.

6–10. Allowances in foreign and overseas areas

Allowances authorized for overseas employees under the Department of State Standardized Regulations and the JTR apply to CIPMS.

Chapter 7
Performance Management

7–1. Policy

a. The Army's performance appraisal plan for civilians will be used for all CIPMS employees. Accordingly, in any adverse action proceeding based on unacceptable performance, activities should submit in evidence OPM approval of Army's performance appraisal plan. (See AR 690–400, chap 430.)

b. CIPMS does not use Performance Management and Recognition System (PMRS). Therefore, the provisions of AR 690–400, chapter 430, applying to PMRS, and, AR 690–500, chapter 540, are not applicable.

7–2. Special requirements for performance plans and ratings

a. Performance Management is a key element of CIPMS. Military and civilian supervisors of CIPMS employees will fully utilize the Army's Performance Management System and standardized CIPMS performance plans to do the following:

(1) Plan for the attainment of organizational goals and objectives.

(2) Direct and prioritize work.

(3) Elicit the advice and recommendations of the civilian workforce on work–related matters.

(4) Encourage productivity.

(5) Assist problem performers.

(6) Recognize excellence in work performance.

b. Personnel management will be, at a minimum, a noncritical element in the performance plans of all CIPMS supervisors. Managers have the discretion to make personnel management a critical or noncritical element. The standards in the personnel management element will provide for the appraisal of the unique authorities and responsibilities of CIPMS supervisors. (See AR 690–400, chap 430, for other requirements.) Performance standards should include the following, when applicable:

(1) The estimation and management of, and the accountability for the organization's personnel management budget.

(2) Proper utilization of direct hire authority.

(3) The use of position management and compensation tools to attract and retain quality personnel.

(4) Timely provision of mandatory training.

(5) Oversight of DISCAS registration of all eligible subordinate employees.

c. The achievement of CIPMS EEO goals and objectives and support for a CIPMS Affirmative Action (AA) Plan, when developed, will be considered along with performance supporting command and local goals and objectives when establishing performance plans and standards for CIPMS supervisors. The determination of whether EEO and AA is to be a separate performance element, or a standard within the personnel management element will comply with the policy in AR 690–400, chapter 430.

7–3. Standardized performance plans

a. CIPMS supervisors will use standardized performance plans or adapt them, as required, whenever possible to promote equity, and to ease the administrative burden. This will provide for greater consistency with other CIPMS standardized products, such as job description, crediting plans, and career ladders.

b. MACOMs and activities will assist in Army–wide efforts to develop standardized performance plans. Development of local and command standardized performance standards for positions not yet covered by Army–wide standardized performance plans is encouraged.

7–4. Security considerations

a. Refer to paragraph 9–8 for information on the potential impact of performance problems on the protection of classified information.

b. Termination actions are processed according to chapter 10 whenever it is considered that such action is in the interest of the United States, and it has been determined that other procedures cannot be invoked in a manner consistent with the national security.

7–5. Individual development plans for DISCAS–eligible employees

a. Completion of the IDP portion of the DA Form 5398 (Civilian Performance Rating), is not required for CIPMS employees who are eligible to register in DISCAS. For those employees, DD Forms 1917 will be completed. A copy will be attached to the DA Form 5398, which will be annotated to reflect that the DD Form 1917 is attached.

b. All eligible employees and their supervisors are responsible for complete and current DISCAS registration. The status of the employees' registration will be annotated on the DD Form 1917 on an annual basis.

c. Refer to chapter 5 for additional information on the IDP.

7–6. Termination and removal actions

Some termination and removal actions require prior coordination with HQDA (DAMI–CIS). (See para 9–7.)

7–7. Grievances regarding performance ratings

Some local procedures call for the establishment of a board or committee, or the appointment of an independent officer to review and make recommendation on grievances regarding performance ratings. For review of CIPMS–related grievances, a reasonable number of those appointed to this function should possess the appropriate security clearance and technical knowledge to adequately evaluate the performance in question. Requests for assistance in identifying technical experts may be made through channels to the MACOM or the IPMO.

Chapter 8
Performance Recognition and Incentive Awards

Section I
General Provisions

8–1. Eligibility

CIPMS employees are eligible for all monetary and honorary awards and for nonmonetary recognition, except for those restricted to PMRS. (See AR 672–20.) CIPMS employees may also participate in the Army Suggestion Program.

8–2. Policy

a. Army's Performance Recognition System will be used aggressively in conjunction with the Performance Management System to reward, recognize, and motivate individual and group performance and productivity. It will also be used, along with other CIPMS features, to attract and retain high quality employees.

b. Approving officials will ensure that monetary awards for performance support CIPMS goals and objectives, to include the most cost–effective use of Army funds.

c. Awards will not be mandated for CIPMS employees based solely on attainment of any performance rating level.

8–3. Forms of recognition and qualifying criteria

a. The following forms of performance recognition may be considered:

(1) The performance rating itself, alone or in combination with others.

(2) Within–grade increase.

(3) Noncompetitive promotion.

(4) Exemplary Performance Award (EPA).

(5) Quality Step Increase (QSI).

(6) Performance Award.

(7) Special Act or Service Award (SASA), to include an On–The–Spot Award.

(8) Honorary award.

b. The following criteria should be considered when determining whether and how to recognize an employee with a performance–based award:

(1) The most recent performance rating.

(2) Prior rating and/or recognition history.

(3) Position in the career ladder.

(4) Promotion history and eligibility.

(5) Present compensation.

(6) Type of position.

(7) Level of responsibility.

(8) Organizational accomplishments.

8–4. Nomination procedures and approval of awards

a. Nominating officials will initiate recommendations for performance awards in conformance with AR 672–20 and CIPMS

policy, and upon consideration of the CIPMS performance award amounts table (table 8–1) and the CIPMS supplementary intangible benefits table (table 8–2).

b. Approving officials will—

(1) Ensure compliance with AR 672–20 and CIPMS policy.

(2) Manage the execution of funds to ensure that awards for performance support the organization's personnel management plan throughout the entire fiscal year.

c. Commanders are encouraged to delegate approval authority for monetary performance–based awards to subordinates who exercise full budget authority. Monetary awards in excess of $10,000 must be forwarded through command channels to the IPMO (HQDA (DCSINT) ATTN: DAMI–CP, WASH DC 20310–1001), to obtain HQDA approval and forward to OSD.

8–5. Security requirements

Written justifications for awards will be unclassified to the extent possible. If it is impossible to fully support an award without including classified information, proper security measures must be taken regarding review and processing of the award, and the maintenance of records. If classified, an unclassified version or summary will be written to accompany the award when submitted to the CPO for processing and retention. This summary will include notice of where the classified version is maintained. Where committee review is necessary for approval of an award, an ad hoc committee with members who hold the appropriate clearances may be established.

8–6. Documentation of awards

Nominations for all awards will specify in block 4, DA Form 1256 (Incentive Award Nomination and Approval), that the employee is in CIPMS.

Section II
Monetary Awards

8–7. Establishment of goals and objectives

Commanders should establish goals for the Performance Recognition System that stimulate high quality performance. Annual recognition of at least 20–30 percent of the CIPMS work force is encouraged. Commanders should also budget annually for monetary awards to meet this goal. Expenditure of between 1½ and 2 percent of the aggregate salaries of CIPMS employees in the organization is recommended. This amount will normally fund the work force recognition goal stated above.

8–8. CIPMS award tables

In order to promote equity and consistency in the size of monetary awards throughout the Army's intelligence community, tables 8–1 and 8–2 have been developed. These tables have been structured to assist commanders in attaining the goals established in paragraph 8–7. Table 8–1 is not mandatory for determining dollar amounts, but is highly recommended as a guide. Table 8–2 is mandatory.

8–9. Performance awards

a. Eligibility. Employees who receive either a Highly Successful or Exceptional rating of record for the most recent rating period are eligible for a performance award. Employees receiving a Fully Successful rating for the most recent rating period are eligible if at least one critical or noncritical element is exceeded. AR 672–20 prohibits the granting of performance awards to employees whose performance is minimally acceptable or unsatisfactory.

b. Computation. Table 8–1 will be considered in the determination of performance award amounts for CIPMS employees. Awards should normally only be approved for the amounts within the ranges specified for the appropriate career path, grade band, and rating on the table. Monetary award amounts recommended are: 4 to 7 percent of an employee's base salary if rated Exceptional, 2 to 4 percent if rated Highly Successful, and 1 to 2 percent if rated Fully Successful. Deviations may be made by commanders and by managers with delegated authority to approve monetary performance awards.

8–10. EPA

An EPA is an increase in basic pay equivalent to two quality step increases. It recognizes GS CIPMS employees whose continued exemplary performance far exceeds the standards expected for their assigned grade level and whose documented annual performance is rated exceptional for at least 3 consecutive years. It may also be used as a retention incentive when all other requirements are met.

a. The employee to be awarded must have been at the same grade for the last 3 years. Temporary promotions during that period will not be counted against this requirement.

b. An EPA may be granted even when the employee's pay rate is already at the 9th or 10th step or equivalent. In these cases, the employee's pay will be fixed at a rate equivalent to the value of a two–step increase. The maximum payable rate of the GS pay schedule (that is, the pay cap), however, may not be exceeded. An EPA may not be awarded when it would increase a salary past the equivalent of the 12th step in the grade.

c. The EPA will be supported solely by three consecutive performance ratings documenting the current and two preceding exceptional annual performance appraisals. These forms will be attached to DA Form 1256. The EPA will be documented on a Standard Form 50 (Notification of Personnel Action).

d. An employee may not receive more than one EPA during any 3 year period.

e. Commanders may approve this award and may further redelegate approval authority to subordinates who have personnel management budget authority.

8–11. QSI

The only requirements for granting the QSI are for an exceptional performance rating and the availability of funds. Like the EPA, the QSI affects basic pay and has a long–term budgetary effect.

8–12. SASA

a. Use of tables for computation of SASAs. AR 672–20, table 2–1, will be used without modification to determine award amounts for performance that resulted in tangible benefits. Table 8–2 of this regulation, will be used in place of AR 672–20, table 2–2, for computation of awards based on intangible benefits.

b. Value of benefits. Recommended dollar amounts for SASA based on intangible benefits are normally less than the dollar amounts granted for a performance award for the same grade and level. The performance award recognizes performance over an entire rating period and an entire job, whereas a SASA usually recognizes a singular, shorter, one–time accomplishment. First select the appropriate level on the extent of application axis on table 8–2. The appropriate value of benefit level should then be determined.

c. Nominating procedures for SASA. The nominating supervisor will prepare a written justification per AR 672–20. For awards based on intangible benefits, the justification will discuss the value of benefit and the extent of application chosen.

Section III
Honorary Awards and Other Recognition

8–13. Policy

a. Honorary awards are effective alternatives to monetary awards for recognition of performance. Commanders should review their approval of awards based on performance to ensure a reasonable ratio of monetary to honorary awards (for example, 4 monetary awards to 1 honorary award.)

b. Managers and supervisors are encouraged to consider CIPMS employees for all intelligence community, Army, command and locally–sponsored awards for which they are eligible.

8–14. Nominations for honorary awards

Specific guidelines on submission, documentation required, and

level of approval vary for each type of award. These guidelines should be obtained from the award sponsor.

8–15. Special intelligence awards

a. Intelligence community awards. CIPMS employees are also eligible to receive awards presented within the intelligence community. These awards are administered by the Central Intelligence Agency and provide honor and merit awards for exceptional service on behalf of the U.S. intelligence community. Detailed information on each of these awards can be found in the applicable Director of Central Intelligence Directive and implementing procedures. In brief, the intelligence community awards are as follows:

(1) National Intelligence Distinguished Service Medal, in recognition of distinguished meritorious service or achievement in duty of great responsibility. Such service benefits the interests of the United States and constitutes a major contribution to the foreign intelligence mission of the intelligence community.

(2) National Intelligence Medal of Achievement, in recognition of especially meritorious conduct in the performance of outstanding service by a member of the intelligence community. Such conduct relates directly to the intelligence community's mission to provide the intelligence required for national security policy determinations.

(3) National Intelligence Certificate of Distinction, in recognition of sustained superior performance of duty. This performance is of high value by a member of the intelligence community or for a significant single act of special merit.

(4) National Intelligence Meritorious Unit Citation, in recognition of the collective performance of a unit or group that has resulted in accomplishments of a clearly superior nature of significant benefit to the intelligence community.

b. Exceptional Collector National HUMINT Award Program. CIPMS employees are also eligible for the Exceptional Collector National HUMINT Award Program. Awards presented are in recognition of exceptional performance in support of national security objectives in any department or agency that provides information to the intelligence community.

Table 8–1
CIPMS performance award amounts

It is recommended that Performance Award amounts for CIPMS employees be derived from this table. The table provides a guide for calculating awards based on the performance rating level and appropriate career path/grade band. Monetary award amounts recommended are: 4 to 7 percent of an employee's base salary if rated Exceptional, 2 to 4 percent if rated High Successful and 1 to 2 percent if rated Fully Successful.

	Performance Rating Level		
Career Path/Grade Band	Exceptional 4–7% Base Salary[1]	Highly successful 2–4% Base Salary	Fully successful[2] 1–2% Base Salary
Professional–Administrative			
16,17,18	$2,775–5,475	$1,400–3,125	$700–1,575
14–15	$2,025–5,400	$1,000–3,075	$500–1,550
10–13	$1,100–3,900	$550–2,225	$275–1,100
5–9	$650–2,250	$325–1,300	$250–650
Technician			
10–13	$1,100–3,900	$550–2,225	$275–1,100
5–9	$650–2,250	$325–1,300	$250–650
1–4	$450–1,325	$250–750	$250–375
Clerical			
5–9	$650–2,250	$325–1,300	$250–650
1–4	$425–1,325	$250–750	$250–375

Notes:

[1] This table will be updated periodically to reflect comparability increases to the General Schedule. This chart is based on the 1990 GS pay scale.

[2] Must exceed at least one element (either critical or noncritical) to be eligible for a performance award. (See para 8–9).

Table 8–2
CIPMS supplemental intangible benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Primary impact of the benefit is throughout a headquarters staff element, or small to medium sized installation, activity, or center; or one or more separate offices. May have a secondary impact on one other small to medium sized organization as described below.	Primary impact is throughout a MACOM Headquarters; throughout a large subordinate command; throughout several small to medium subordinate commands or activities; or primarily on a major subordinate command and secondarily on another MACOM or major element of a DOD Intelligence component, DIA, CIA, or NSA.	Primary impact is on function, mission, personnel of an entire MACOM or on a major element of a DOD Intelligence component, DIA, CIA, NSA; or primarily throughout a MACOM and secondarily throughout either several other MACOMs or DA, DIA, NSA, or CIA.	Primary impact is on function, mission, personnel of two or more MACOM or equivalents, or on DA, NSA, DIA, or CIA; functions, missions, or personnel that effect either two or more MACOMs and/or several major elements of DIA, CIA, NSA, etc.
MODERATE VALUE-Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	$25-100 (compare w/$250-1,000 tangible benefits)	$100-250 (compare w/$1,000-2,500 tangible benefits)	$250-500	$500-1,000
SUBSTANTIAL VALUE-Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	$100-250	$250-500 (compare w/$2,500-5,000 tangible benefits)	$500-1,000 (compare w/$5,000-10,000 tangible benefits)	$1,000-2,500
HIGH VALUE-Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	$250-500	$500-1,000	$1,000-2,500 (compare w/$10,000-60,000 tangible benefits)	$2,500-5,000
EXCEPTIONAL VALUE-Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	$500-1,000	$1,000-2,500	$2,500-5,000 (compare w/$60,000-360,000 tangible benefits)	$5,000-10,000 (compare w/$360,000-1,360,000 tangible benefits)

Chapter 9
Management–Employee Relations

9–1. Overview

This chapter establishes the unique CIPMS requirements for grievances, adverse actions, appeals, and disciplinary actions. The policies and procedures in AR 690–700, chapters 751 and 771; and FPM, chapters 751, 752, and 771, apply to CIPMS, as supplemented by this chapter. In the event of conflicting provisions, this regulation takes precedence.

9–2. Policy

a. CIPMS employees will be given the opportunity to present their complaints, grievances, and appeals to the proper authority without fear of restraint, coercion, discrimination, or reprisal. Resolution will be prompt and equitable.

b. CIPMS policies and procedures will be followed when making

decisions on grievances, adverse actions, appeals, and disciplinary actions concerning CIPMS employees.

9–3. Role of the CPM or ACPM in the grievance procedure

The ACPM or CPM, as appropriate, will review and advise the commander in conjunction with other staff advisers such as the CPO and labor counselor, on grievances, adverse actions, appeals, and disciplinary actions concerning CIPMS employees. An ACPM or CPM will be involved when their expertise is required to satisfactorily resolve the issue or when a precedent–setting application of CIPMS policy is under consideration. ACPMs and CPMs will work with the CPO to ensure that pertinent CIPMS regulations, standards, and procedures are understood and properly considered by management and presented to adjudication authorities.

9–4. Grievances

a. The Army Grievance System, AR 690–700, chapter 771, contains the appropriate grievance procedures for CIPMS employees. The following CIPMS matters are also excluded from the grievance procedures:

(1) The contents of DOD or Army–approved occupational guides, qualification standards, and standardized factor degree descriptions, performance standards, and job descriptions.

(2) The denial and/or nonreceipt of a CIPMS recruitment or retention incentive.

(3) Removal processed through the authority of section 1590, title 10, United States Code. (See chap 10.)

(4) Army CIPMS coverage policy.

b. When a grievance is sent to the U.S. Army Civilian Appellate Review Agency (USACARA), the case file will include a statement that the employee or position in question is in CIPMS and a citation of the applicable CIPMS regulations. Classified information should be deleted from case files sent to USACARA when doing so would not obscure pertinent facts. If review of classified information is essential to the case, the file should include a statement giving the location where the classified documents may be reviewed and the level of clearance required to do so.

c. An information copy of all grievances for which the decision level is at HQDA, will be forwarded to the IPMO, HQDA (DAMI –CP), WASH, DC 20310–1001.

9–5. Appeals

a. Preference–eligible CIPMS employees who have completed 1 year of current continuous service in the same or similar positions retain all appeal rights to the Merit Systems Protection Board (MSPB) on matters under MSPB jurisdiction. (See section 7511, title 5, United States Code.)

b. Separate appeal procedures are established in this regulation for classification (chap 3) and special termination under 10 USC 1590 (chap 10).

9–6. Disciplinary and adverse actions

a. Adverse actions taken against CIPMS employees, preference and nonpreference eligibles, will comply with all procedural requirements of FPM, chapter 752, and AR 690–700, chapter 752.

b. Demotion or removal from the Federal service based solely on the inability to meet and/or maintain the requirements of a condition of employment may be taken as a nondisciplinary action under provisions of FPM, chapter 752 and AR 690–700, chapter 751. (Refer to chap 4 for additional information on conditions of employment.)

c. CIPMS supervisors should consider individual aggravating and mitigating circumstances, as well as policies and guidance in AR 690–700, chapter 751, when proposing and deciding on disciplinary or adverse actions. In addition, they should weigh the stringent standards of on– or off–duty conduct expected of employees required to obtain and maintain access to highly classified information and facilities, and not give undue weight to precedents set for nonintelligence personnel.

d. Care must be taken when considering disciplinary or adverse action involving withdrawal or denial of security clearance or access. Disciplinary or adverse action may be taken at any time based on the underlying incidents or facts that caused the clearance or access to be temporarily withdrawn or denied. However, no action may be proposed based on the suspension or denial of clearance or access except according to the due process protections in AR 380–67.

e. Employees considered for reassignment or demotion to vacant positions must meet all qualification requirements and conditions of employment of the vacant position within a reasonable amount of time so as to not unduly interrupt the work of the gaining organization.

f. According to AR 195–6, no employee will be demoted or removed from the Federal service based solely on his or her refusal to undergo a polygraph examination. A reassignment may be effected, even if it requires a permanent change of duty station, assignment to another Army or DOD agency, or substantial retraining.

9–7. Termination and removal actions

a. Special coordination requirement. Prior written acknowledgment from the HQDA (DAMI–CIS) may be required before a final decision can be made to remove a CIPMS employee from the Federal service if the employee had access to either special compartmented intelligence, special access programs, or any other sensitive programs. (See AR 380–67 for specific requirements.)

b. Removals based on disloyalty to the U.S., section 7532, title 5, United States Code provides special procedures and authorities for removal of those suspected of disloyalty to the United States. AR 380–67 contains policy and procedures for the application of these authorities and procedures.

c. Special termination authority. The Secretary of Defense has authority under 10 USC 1590(e) to terminate employment without appeal outside the DOD. This authority applies when other procedures and authorities are not appropriate because national intelligence information, methods, means, or sources could be compromised through the normal appeal process. This authority is described in chapter 10 of this regulation.

9–8. Security considerations

a. The supervisor must take action when the employee's performance or conduct may impact on his or her ability to properly protect classified information. For example, the supervisor should taken action when—

(1) There is reason to believe that alcohol or drugs may be a contributing factor in a performance or conduct problem.

(2) Some other financial, marital, or personal problem may exist that might impact on the employee's ability to properly protect classified information.

b. The supervisor must consult with the local security manager to determine the advisability of continuing the employee's access to classified information and facilities. (Refer to AR 600–85 concerning counseling and rehabilitative services.)

Chapter 10
Special Termination Authority

10–1. Overview

a. Section 1590(e), title 10, United States Code, provides that the Secretary of Defense or his or her designee may terminate the employment of any CIPMS employee whenever—

(1) It is considered that such action is in the interests of the United States.

(2) It is determined that the procedures prescribed in other provisions of law that authorize the termination of employment cannot be invoked in a manner consistent with the national security.

b. Termination of employment under this authority does not affect the right of the person involved to seek or accept employment

with any other department or agency of the United States if he or she is declared eligible for such employment by OPM.

10–2. Proposing and deciding officials

a. The DCSINT will propose all removals under this authority.

b. The SA has been delegated the authority by the Secretary of Defense to make and effect decisions to terminate employment under these provisions. This authority cannot be redelegated.

c. The Secretary of Defense will make final decisions on appeals filed by employees.

10–3. Procedures

a. Request for proposed action. MACOM commanders will submit a written request for proposed removal to the IPMO for consideration and finalization by the DCSINT. The proposed action must include the following:

(1) A written proposal of termination listing the charges or other causes of action as specifically as security and privacy act provisions permit. The memorandum will include—

(a) Notification to the employee of applicable rights and timeframes for exercising those rights.

(b) The opportunity to answer charges within 30 days of receipt of the proposal.

(c) The address of the Secretary of the Army, as the deciding official.

(d) Information concerning the right to representation.

(2) Substantiating evidence, police reports, and affidavits.

(3) Indication of the employee's present employment status and recommendation for the employee's duty status pending decision. The employee may be retained in duty status (to include detail to another position) or may be placed in nonduty status with pay if such action is considered to be in the best interests of the Army.

(4) Evaluation of the merits of the case by a labor counselor.

(5) Assessment by the responsible security manager explaining the potential for compromise of national security if the termination action were adjudicated outside of DOD.

(6) Information regarding the status of the employee's security clearance and access. Withdrawal of access is not a prerequisite for exercising this termination authority nor is it required that withdrawal of access be fully adjudicated prior to proposing termination.

(7) Information required by AR 380–67. The IPMO will coordinate with HQDA (DAMI–CIS), as required. (See para 9–7*a*.)

b. Approval of proposed action. The IPMO will prepare the proposal in final and obtain the approval of the DCSINT. The signed memorandum will be forwarded through channels to the activity commander for delivery to the employee. The employee will acknowledge receipt of the memorandum in writing.

c. Employee reply. The employee has the opportunity to answer the charges within 30 days of receipt of the proposal memorandum letter. The employee's reply must be made to the Secretary of the Army. Any reply must be in writing and may include affidavits.

d. Final decision by the Secretary of the Army. After providing the employee an opportunity to reply in writing, the Secretary of the Army will consult with the Office of General Counsel and/or the General Counsel of the Office of the Secretary of Defense and issue a decision to the employee in writing. The decision memorandum will provide the following:

(1) The reasons for the decision.

(2) Factors supporting the decision.

(3) Explanation of consideration given to any reply.

(4) The effective date of the termination.

(5) Information on the employee's right to appeal to the Secretary of Defense.

e. Appeals. Adverse decisions by the Secretary of the Army may be appealed by the employee within 20 calendar days of receipt of the written decision. Appeals will be in writing, addressed to the Assistant Secretary of Defense for Force Management and Personnel, Room 3D264, Pentagon, WASH, DC 20301–4000. The appeal must contain, at a minimum, the following information:

(1) Name and current mailing address of the appellant.

(2) Copy of the written proposal, any reply, and the decision memorandum.

(3) Statements, affidavits, or other information to show why the appeal should be granted.

f. Final review by the Secretary of Defense. The Secretary of Defense will review the record and issue a written decision. Decisions of the Secretary of Defense are final and may not be appealed or reviewed outside the Department of Defense.

g. Right to representation. The employee will have the right to be represented by an attorney or other chosen representative. The employee must name the representative in writing. Representatives will be restricted from access to classified information unless they have or are able to obtain the required clearance and access within a reasonable period of time, as determined on a case–by–case basis. The employee's choice of a representative may be disallowed if it is determined that—

(1) The individual's activities as a representative would cause a conflict of interest or position.

(2) The individual cannot be released from official duties because of priority needs of the Government.

(3) The individual is an employee whose release would give rise to unreasonable costs to the Government.

h. Effective date. A decision to terminate the employee will be effective as soon as possible and will not be held in abeyance pending any appeal to the Secretary of Defense.

i. Notice to Congress. The IPMO will prepare notification to the Permanent Select Committee on Intelligence of the House of Representatives and the Select Committee on Intelligence of the Senate, through ASD (C^3I), whenever this termination authority is exercised.

Chapter 11
Technical Services

11–1. Processing personnel actions

a. CPOs will comply with OPM, DOD, and Army regulations on processing, documenting, and authenticating of personnel actions and related records on CIPMS employees.

b. CIPMS is a statutory excepted service system, separate and distinct from Schedules A, B, or C. OPM has approved the use of Authority Code, UAM, and Authority, 10 USC 1590, as appropriate, with the nature of action in table 11–1. For all other actions, use the appropriate codes found in FPM Supplement 296–33.

c. Standard remarks for personnel actions unique to CIPMS will be developed and distributed. Until such a list is received, CPOs will develop needed remarks locally.

d. Refer to chapter 13 for information on positions that must be coded into CP–35.

e. Upon initial implementation of CIPMS, employees occupying positions that fall within the scope of CIPMS will be converted to excepted appointments under the statutory authority cited in *b* above. Employees will be provided written notice in advance of the effective date of the conversion, explaining the reasons for the conversion. The length of this advance notice is to be determined by the MACOM; however, 30 days is recommended. A signed copy of the notice, acknowledging receipt, will be placed in the OPF. All employees will be provided information on the major features of CIPMS prior to their conversion and will be given opportunities for training in its major provisions.

11–2. Personnel records

Refer to FPM, chapter 293, concerning the use of the SF 66C (Merged Record Personnel Folder). CIPMS is a separate personnel system for this purpose. Further instructions on filing and maintaining official employee records will be provided separately.

11–3. Benefits and entitlements

a. CIPMS employees receive the same benefits and entitlements

as other Federal employees. There is no change to existing policy or procedures regarding such entitlements as health and life insurance, retirement, leave, severance pay, injury compensation, or unemployment compensation.

b. Basic pay for CIPMS employees is based on existing GS and FWS pay scales. Except for the CIPMS–unique compensation provisions described in chapters 6 and 8, OPM and Army regulations on all forms of pay and pay setting, apply.

Table 11–1
Nature of action listing

Code	Nature of Action
117	Summer appointment not–to–exceed
170	Excepted appointment
171	Excepted appointment not–to–exceed
330	Removal
356	Termination—involuntary
357	Termination
386	Discharge
450	Suspension not–to–exceed
452	Suspension—indefinite
517	Conversion to summer appointment not–to–exceed
570	Conversion excepted appointment
571	Conversion to excepted appointment not–to–exceed
760	Extension of appointment not–to–exceed
761	Extension of summer appointment not–to–exceed
702	Promotion
703	Promotion not–to–exceed
713	Change to lower grade
721	Reassignment
769	Extension of promotion not–to–exceed
885	Performance award
893	Within–grade increase
894	Pay Adjustment
899	Step Adjustment
001	Cancellation
002	Correction

Chapter 12
Equal Opportunity and Affirmative Action

12–1. Policy

a. It is the policy of the Department of the Army to provide equal opportunity in Federal employment for all persons and to prohibit discrimination in employment because of race, color, religion, sex, age, handicapping condition, or national origin.

b. The policy of equal opportunity applies to and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of CIPMS employees.

c. AR 690–12 applies to CIPMS. Allegations of discrimination will be handled under the procedures prescribed in AR 690–600.

12–2. Procedures

The examples shown below are tools to aid the recruitment, retention, and development of high quality minority and female employees. These should be included in local AA programs.

a. Job re–engineering, or the restructuring of work to allow for intake at the lowest possible levels, and the design of cooperative education, intern, bridge, and upward mobility opportunities.

b. Planned and integrated developmental assignments, long– and short–term formal training, and on–the–job training to broaden and enhance the employees' competencies and potential for progression.

c. Recruiting through personal contact with community organizations, colleges, and other groups with significant membership of minorities, women, and handicapped persons.

d. Recruiting through active participation in national conventions sponsored and attended by minorities', women's, or handicapped individuals' organizations.

e. Mentoring of high potential minority, female, and handicapped employees. This entails providing advice on career planning and progression strategies, self–development opportunities, membership in professional organizations, and other career enhancing opportunities.

f. Equitable use of performance recognition and recruitment and retention compensation under CIPMS provisions.

g. Innovative ideas are encouraged to eliminate imbalances and barriers in the work force.

Chapter 13
Career Management

13–1. Overview

This chapter establishes basic career management policy for the Intelligence Career Program, CP–35, and discusses aspects of career management that apply to all employees occupying positions in the professional–administrative career path.

13–2. CP–35 coverage

The Intelligence Career Program comprises the following groups of Army CIPMS positions:

a. Intelligence Specialist, GS–132, positions.

b. Security Specialist, GS–080, positions, the duties of which are predominantly (at least 51 percent) intelligence related.

c. All scientific and technical positions engaged in targeting and/or the engineering, physical, or technical sciences in an intelligence function, assigned to an organizational component performing an intelligence mission. These positions are classified in two–grade interval series in the GS–400–, GS –800–, GS–1300–, or GS–1500–occupational groups.

d. Intelligence education and training positions classified in series GS–1701, GS–1710, or GS–1712, situated in an intelligence organization, the duties that require the incumbent to possess intelligence–related skills, knowledge, and abilities.

e. Polygrapher positions performing a counterintelligence function.

f. Additional series or positions as approved by the DCSINT and DCP.

13–3. Policy

a. See DOD Manual 1430.10–M–3 for the policy on the Intelligence Career Program. The following exceptions apply to CP–35 employees and positions:

(1) The ICDP career pattern is superseded by the CIPMS career paths and by the career ladders in the ACTEDS plan for CP–35.

(2) The ICDP Master Training and Education Plan is superseded by the ACTEDS plan for CP–35 to include determination of mandatory and desirable competencies and/or training.

b. See DOD Manual 1430.10–M–3 for the policy and procedures for DISCAS. DISCAS serves as a personnel inventory and referral system for CIPMS professional–administrative career path employees and positions. DISCAS policy and procedures will be followed with the following exceptions and additions:

(1) Grade band promotions may be made without requesting a DISCAS referral list. This exemption applies to positions at any grade level and in any series.

(2) A DISCAS referral list will be requested for all positions identified under ACTEDS as key positions and which are to be filled competitively, regardless of series or grade level.

(3) The requirement to request a DISCAS referral list for GS–132 and scientific and technical positions at grades GS–13 and above when positions are to be filled competitively applies equally to cryptologic and noncryptologic positions in Army.

c. CIPMS employees who occupy positions in the professional–administrative career path are required to register in DISCAS, except in those cases where operational considerations require

exclusion from complete registration (AR 381–102 and AR 690–950). Employees not registered in DISCAS will register upon conversion or appointment to CIPMS. DISCAS registration is to be updated at least once a year, normally during the annual performance appraisal process. Those refusing or avoiding registration may be denied nonmandatory training and development opportunities. DISCAS registration does not necessarily imply availability for referral.

d. MACOM CPMs for CP–35 will be appointed per AR 690–950. Assistant CPMs may be appointed where required to represent diverse specialties. ACPMs for CP–35 will be appointed at all activities with CIPMS employees. Upon agreement of the commanders involved, one ACPM may represent all CP–35 careerists at an installation. Assistant ACPMs may also be appointed to represent different commands or specialties.

e. Career programs covering CIPMS positions outside the scope of CP–35 are handled according to AR 690–950.

(1) Mandatory referral levels established in AR 690–950 apply to CIPMS positions. DISCAS may be used as a supplemental referral system for outreach to Navy, Air Force, and Defense Intelligence Agency employees.

(2) The exceptions to merit promotion listed in paragraph 4–11 serve as additional exceptions to competition required by AR 690–950.

(3) Employees registered in Army career referral systems at the time of their conversion to CIPMS need not re–register as reinstatement eligibles. Their eligibility for referral will continue without change.

f. Training and development policy and guidance for career program employees is established in the ACTEDS plan of the applicable career program. The ACTEDS plan for CP–35 will be published separately in a DA pamphlet. ACTEDS plans for other career programs may be supplemented by guidance concerning the acquisition of competencies specifically related to intelligence.

13–4. Funding

a. Centralized DA funding may be available for intern and other selected training and development opportunities.

b. Commanders will ensure adequate funds for recognized training needs as a part of their total personnel management budgets.

13–5. ACTEDS plan for intelligence

Supervisors, with employee participation, will determine whether or not mandatory competencies required by the plan have been acquired by the employee. Where there are unresolved differences in making that determination, ACPMs in conjunction with CPOs may be requested to propose a resolution. Policy and procedures for key positions and the competitive development group are also found in the ACTEDS plan.

Appendix A
References

Section I
Required Publications

AR 10–20
Civilian Personnel Administration. (Cited in para 2–1.)

AR 380–5
Department of the Army Information Security Program. (Cited in para 3–4.)

AR 380–67
Department of the Army Personnel Security Program. (Cited in paras 4–5, 9–6, 9–7, and 10–3.)

AR 600–85
Alcohol and Drug Abuse Prevention and Control Program. (Cited in para 9–8.)

AR 672–20
Incentive Awards. (Cited in paras 8–1, 8–4, 8–9, and 8–12.)

AR 690–200
General Personnel Provisions. (Cited in paras 2–1, and 2–9.)

AR 690–300
Employment (Civilian Personnel). (Cited in paras 3–7, 4–3, 4–4, 4–11, 4–15, 4–19, and 5–7.)

AR 690–400
Employee Performance and Utilization (Transmitting New Chapter 430). (Cited in paras 5–1, 5–3, 5–5, and 7–1.)

AR 690–500
Position Classification, Pay, and Allowances. (Cited in paras 3–3, and 7–1.)

AR 690–600
Equal Employment Opportunity Discrimination Complaints. (Cited in para 12–1.)

AR 690–700
Personnel Relations and Services (General). (Cited in paras 1–6, 9–1, 9–4, and 9–6.)

AR 690–950
Career Management. (Cited in paras 2–8, 2–11, 5–7, and 13–3.)

DA Pamphlet 690–14
Position Management and Classification. (Cited in para 3–4.)

Department of State Standardized Regulations
(Government Civilians–Foreign Areas).

DOD Manual 1430.10–M–3
DOD Wide Intelligence Career Development Program, Defense Intelligence Special Career Automated System (Cited in paras 4–9, 5–5 and 13–3.)
(This manual is available from the Defense Intelligence Agency, Intelligence Career Development Program, ATTN: RDT–1, WASH DC 20340–5200.)

Federal Personnel Manual (FPM) and Supplements.
Cited in paras 3–2, 3–7, 4–1, 4–4, 4–5, 4–7, 4–11, 4–14, 4–15, 4–16, 4–19, 5–1, 6–2, 6–4, 9 –1, 9–6, 11–1, and 11–2.)

Joint Travel Regulations Volume 2.
(Cited in paras 6–5 and 6–10.)

OPM Handbook X–118
Qualification Standards for Positions Under the General Schedule. (Cited in para 4–19.)

Section II
Related Publications

AR 195–6
Department of the Army Polygraph Activities

AR 381–102
Intelligence Operational Support Activities

AR 600–3
The Army Personnel Proponent System

AR 600–82
The U.S. Army Regimental System

AR 690–12
Equal Employment Opportunity and Affirmative Action

DA Pam 690–8
Guide to Position Management for Key Military and Civilian Personnel

DA Pam 690–14
Position Management and Classification

DA Pam 690–44
Guide for Supervisors and Managers on How to Design Jobs

OPM Handbook X–118C
Job Qualification Standards for Trades and Labor Occupations

Section III
Prescribed Forms

DA Form 5935–R
CIPMS Recruitment Bonus Service Agreement. (Prescribed in para 6–3*c*.)

Section IV
Referenced Forms

DA Form 374
Job Description (Civilian Personnel)

DA Form 1256
Incentive Award Nomination and Approval

DA Form 5398
Civilian Performance Rating

DD Form 1917
Employee Career Appraisal/Development Plan

SF 50
Notification of Personnel Action

SF 66C
Merged Records Personnel Folder

Department of Defense

DIRECTIVE

(Reprint incorporating Change 1)

December 15, 1988
NUMBER 1400.34

ASD(FM&P)

SUBJECT: DoD Civilian Intelligence Personnel Management System (CIPMS)

References: (a) Title 10, United States Code, Chapter 81, Section 1590
(b) DoD Directive 5010.10, "Intelligence Career Development Program," August 9, 1972

A. PURPOSE

This Directive:

1. Implements reference (a).

2. Establishes policy, assigns responsibilities, and provides guidance for the DoD Civilian Intelligence Personnel Management System (CIPMS).

3. Authorizes the publication of DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS) Procedures."

B. APPLICABILITY

This Directive applies to all civilian employees within those commands and activities that have a primary intelligence mission and to those who perform related work in nonintelligence commands and activities of the Military
* Departments. Law enforcement officials are not included. *

C. DEFINITIONS

1. Activity. Separate organizational components at various levels of command within a Military Department.

2. Executive Secretary. Designated by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) to assist in the administration of the CIPMS.

3. Functional Chief. The Senior Military Intelligence Officer (SIO) of each Military Department.

D. POLICY

It is DoD policy that:

1. The CIPMS shall operate as the single personnel management system for personnel described in section B. The CIPMS goal is to improve the acquisition,

* Change 1, 9/11/89

professional development, and long-term retention of a quality civilian work force within the military intelligence community, and to have functional management directly involved in all aspects of program development, administration, and evaluation. Conversion of employees to the CIPMS shall begin immediately, but may be accomplished through occupational phasing.

2. The CIPMS shall include:

a. Use of the CIPMS primary grading standards, occupational guides, career paths and ladders, grade bands or career levels, and special consideration of the impact of the person on the job in the grading of positions.

b. Classification appeal decision authority within each Military Department.

c. Direct appointing authority as delegated by the Secretary of Defense.

d. A single DoD system for pay and allowances that provides for special CIPMS salary rates and overseas entitlements.

e. A general framework for DoD-wide CIPMS program evaluation.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall:

a. In coordination with the Assistant Secretary of Defense (Command, Control, Communications and Intelligence) (ASD(C^3I)), interpret legislation relating to the CIPMS.

b. Develop, approve, and publish DoD-level CIPMS policy and procedures.

c. Establish and manage a CIPMS Advisory Group and appoint an Executive Secretary.

2. The Assistant Secretary of Defense (Command, Control, Communications and Intelligence) (ASD(C^3I)) shall:

a. Determine and provide to the ASD(FM&P) intelligence mission goals and objectives for use in developing the CIPMS policy and procedures, and ensure program evaluation in accordance with DoD Directive 5010.10 (reference (b)).

b. Coordinate on all proposed and revised CIPMS regulations, policy, procedures, and standards.

c. Provide a representative to the CIPMS Advisory Group.

d. Recommend to the ASD(FM&P) exceptions to the employee coverage of the CIPMS.

3. The Secretaries of the Military Departments shall:

a. Implement and administer the CIPMS and develop supplemental regulations to satisfy specialized departmental needs.

b. Use their discretion to include in the CIPMS those employees in direct support of intelligence functions located in nonintelligence commands, activities, and organizations.

c. Begin conversion of covered employees to the CIPMS upon the effective date of this Directive. If a phased implementation approach is used, the plan shall be described in the implementing documents.

d. Terminate the employment of any CIPMS employee when such action is considered to be in the interest of the United States and when procedures prescribed in other statutes cannot be invoked in a manner consistent with the national security.

e. Comply with the Intelligence Career Development Program (ICDP) (DoD Directive 5010.10, reference (b)).

4. The Functional Chiefs of the Military Departments shall:

a. Coordinate on implementing regulations, policy, procedures, and standards for the CIPMS.

b. Participate in program evaluation in accordance with responsibilities prescribed in reference (b).

F. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. The Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days of receipt of DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS) Procedures."

William H. Taft, IV
Deputy Secretary of Defense

RESERVED

DoD 1400.34-M

DoD Civilian Intelligence Personnel Management System (CIPMS) Policies

August 1989
Office of the Assistant Secretary of Defense
(Force Management and Personnel)

RESERVED

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This Manual establishes the basic tri-service policies and procedures for the Civilian Intelligence Personnel Management System of the Military Departments. The Military Departments are to design, implement, and administer their individual intelligence personnel programs based on this Manual.

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FOREWORD

This Manual is issued under the authority of DoD Directive 1400.34, "DoD Civilian Intelligence Personnel Management System (CIPMS)," December 15, 1988. Its purpose is to establish uniform policies for the DoD Civilian Intelligence Personnel Management System (CIPMS), implementing Section 504, Title V of Public Law 99-569, "Intelligence Authorization Act for Fiscal Year 1987," as codified in Section 1590, Chapter 81 of Title 10, U.S. Code.

This Manual establishes the basic tri-service policies of CIPMS. The Military Departments shall design, implement, and administer their individual intelligence personnel programs based on this Manual. This Manual applies to all civilian employees of the Military Departments identified for inclusion in accordance with DoD Directive 1400.34 and Chapter 1 of this Manual.

The Manual is effective immediately and is mandatory for use by the DoD Military Departments. Implementing documents from the Military Departments must be forwarded to the Assistant Secretary of Defense (Force Management and Personnel) for review within 60 days.

Recommendations for changes to this Manual may be submitted through channels to:

CIPMS EXECUTIVE SECRETARY, OASD (FM&P)
ROOM 3D264, THE PENTAGON
WASHINGTON, DC 20301-4000

DoD Components may obtain copies of this Manual through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

David J. Berteau

DAVID J. BERTEAU
DEPUTY ASSISTANT SECRETARY OF DEFENSE
(RESOURCE MANAGEMENT AND SUPPORT)

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REFERENCES

The following is a partial listing of major references used in developing this Manual. It is not intended to list all of the references the Military Departments are to consider in developing supplemental regulations.

1. PUBLIC LAW

99-569 Section 504, Title V of "Intelligence Authorization Act for Fiscal Year 1987," codified in Section 1590, Chapter 81, Title 10 U.S.C. (See Appendix A.)

2. UNITED STATES CODE

Title 5, U.S.C. - Government Organization and Employees Section, as amended.
Title 10, U.S.C. Section 1590. (See Appendix A.)

3. CODE OF FEDERAL REGULATIONS

Title 20, Code of Federal Regulations (CFR), Employee's Benefits Part 609, Unemployment Compensation for Federal Civilian Employees
Title 5, Administrative Personnel

4. EXECUTIVE ORDERS

11222 "Prescribing Standards of Ethical Conduct for Government Officials and Employees," May 8, 1965

11478 "Equal Employment Opportunity in the Federal Government," August 8, 1969

12171 "Labor Management Relations in the Federal Government," November 19, 1979

5. DoD DIRECTIVES

1010.4 "Alcohol and Drug Abuse by DoD Personnel," August 25, 1980
1100.15 "The Department of Defense Equal Opportunity Program," June 3, 1976
1400.5 "DoD Policy for Civilian Personnel," March 21, 1983
1400.6 "DoD Civilian Employees in Overseas Areas," February 15, 1980
1400.34 "DoD Civilian Intelligence Personnel Management System (CIPMS)," December 15, 1988
1402.1 "Employment of Retired Members of the Armed Forces," January 21, 1982
5010.10 "Intelligence Career Development Program," August 9, 1972
5120.39 "DoD Wage Fixing Authority Appropriated Fund Compensation," April 24, 1980
5210.48 "DoD Polygraph Program," December 24, 1984
5500.7 "Standards of Conduct," May 6, 1987

6. DoD INSTRUCTIONS

1400.23 "Employment of Family Members of U.S. Armed Forces Personnel and Civilian Employees Stationed in Foreign Areas," November 13, 1987
5120.16 "Department of Defense Incentive Awards Program: Policies and Standards," July 15, 1974

7. DoD MANUALS

1400.25-M "Department of Defense Civilian Personnel Manual," July 1978
1430.10-M-3 "DoD-Wide Intelligence Career Development Program for General Intelligence Personnel," July 1988.
5200.2-R "DoD Personnel Security Program," January 1987

8. OFFICE OF PERSONNEL MANAGEMENT (OPM) MANUALS AND STANDARDS

Federal Personnel Manual (FPM)

FPM Supplement 296-33, "The Guide to Processing Personnel Actions"

FPM Supplement 990-2, "Hours of Duty, Pay, and Leave"

OPM Handbook X-118, "Qualification Standards for Positions Under the General Schedule"

OPM Handbook X-118C, "Job Qualification Standards for Trades and Labor Occuptions"

9. OTHER REGULATIONS

Joint Travel Regulations, Volume 2 (payment for official travel and transportation of U.S. Government employees)

Department of State Standardized Regulations (Government Civilians - Foreign Areas), April 2, 1961, as amended

DEFINITIONS

The chapter or appendix listed in parentheses indicates where the term is used. Terms used throughout the Manual do not have parenthetical references.

1. ACTIVITY. Separate organizational components at various levels of command within a Military Department. (Appendix B)
2. ADMINISTRATIVE DISQUALIFICATION. Action taken upon a finding that an applicant for employment in a CIPMS position lacks fitness indicated by his/her character, conduct, and/or reputation. (Chapter 3)
3. ADMINISTRATIVE CAREER PATH. Levels within occupations involving work in which decisions and courses of action require the exercise of analytical ability, judgment, discretion, personal responsibility, and the application of a substantial body of knowledge of underlying concepts, theories, and principles applicable to the field. While these positions do not require specialized academic fields of study, they do involve skills (for example, analytical, research, writing, and judgment skills) typically gained through college-level education or through progressively responsible experience. (Chapter 2 and Appendix B)
4. CAREER LADDER. A range of grades within an occupation or specialty which allows for a progressive increase of responsibility and employee competency. Career ladders may be limited to a single grade band or may cover multiple grade bands. Progression through a career ladder from one grade level to another, as well as from one grade band to another, is dependent upon management discretion, the availability of funds and position management approvals, as well as employee mobility, acquisition of competencies, and individual job performance.
5. CAREER PATH. A model reflecting the common career progression pattern of related groups of series or specialties. Career paths reflect the normal combination of grades into successive grade bands for the series or specialties associated with that path. Professional, Administrative, Technician, and Clerical career paths have been established. (Chapter 2 and Appendix B)
6. CIPMS ADVISORY GROUP. An advisory body to the Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) on CIPMS matters. This group is chaired by a representative designated by ASD (FM&P) and includes representation from ASD (Command, Control, Communications and Intelligence)(ASD (C3I)), as well as representation from both the personnel and intelligence communities of the Army, Navy, and Air Force. (Chapters 1 and 9)
7. CLERICAL CAREER PATH. Levels within occupations involving work accomplished to support an office or program to include the processing and maintenance of records and materials that represent the transactions or business of the organization. The work is generally performed within a structured framework of instructions, procedures, and/or working knowledge related to the tasks to be performed. (Chapter 2 and Appendix B)
8. CONDITION OF EMPLOYMENT. A mandatory requirement or precondition for holding a position that is in addition to knowledge, skills, abilities, and/or educational qualification requirements. (Chapter 3)
9. DUAL CAREER TRACK. Progression for both supervisory and/or managerial and non-supervisory positions in the occupational specialties. (Chapter 2)
10. EXECUTIVE SECRETARY. Designated by Assistant Secretary of Defense (Force Management and Personnel)(ASD (FM&P)) to assist ASD (FM&P),

Assistant Secretary of Defense (Command, Control, Communications and Intelligence)(ASD (C3I)), and the CIPMS Advisory Group in the administration of CIPMS. (Chapters 1 and 9)

11. EXEMPLARY PERFORMANCE AWARD. An increase in basic pay in a given grade level equivalent to two within-grade increases given for exemplary performance as demonstrated by exceeding the performance standards for an extended period of time. (Chapter 6)
12. FUNCTIONAL CHIEF. The Senior Intelligence Officer (SIO) of each Department; that is, the Deputy Chief of Staff for Intelligence (DCSINT) for the Army, the Director of Naval Intelligence (DNI) for the Navy, and the Assistant Chief of Staff, Intelligence (ACS/I) for the Air Force. (Chapter 1)
13. GRADE BAND. Consists of two or more grades denoting a common level of difficulty, responsibility, and qualification requirements of the work or a common level of knowledge, skills, and abilities required to perform the work (e.g., Entry Level, Full Performance Level, Expert Level, etc.). (Chapter 2)
14. INTELLIGENCE COMMUNITY. A group of Government Agencies, Departments, or segments of a Department whose primary mission(s) is in the intelligence field.
15. INTELLIGENCE FUNCTION. Any portion(s) of a Military Department responsible for fulfilling an intelligence mission(s).
16. OCCUPATIONAL GUIDES. A set of documents that supplements the CIPMS Primary Grading Standard (or other approved Grading Standard, such as for Wage Grade positions) for specific occupations or specialties. (Chapter 2)
17. PERFORMANCE RECOGNITION. Monetary or honorary awards or other appropriate recognition of an employee's performance granted at the discretion of management. (Chapter 6)
18. POSITION MANAGEMENT. The process whereby managers assign duties and responsibilities to positions and the structuring of these positions to form an organization that provides for effective and economical mission accomplishment, organizational enhancement, career development, and other management goals. (Chapter 2)
19. PRIMARY GRADING STANDARD. A document prescribing the method of evaluating supervisory and nonsupervisory positions in the General Schedule (GS) according to predetermined factors and predetermined weights for various degrees of those factors. The CIPMS Primary Grading Standard provides the primary guidance for grading CIPMS positions in the GS but may be supplemented by Military service Occupational Guides. Office of Personnel Management Classification Standards may be utilized in place of the CIPMS Primary Grading Standard under some conditions. (Chapter 2 and Appendix B)
20. PROFESSIONAL CAREER PATH. Levels within occupations involving work in which decisions and courses of action require the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations and to improve the data, materials, methods, and means. These positions require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a college degree with major study directly in or pertinent to the specialized field or acquired through professional experience in the field. (Chapter 2 and Appendix B)

21. PROGRAM. Long-term objective with many related projects and dedicated resources. (Appendix B)
22. PROJECT. Short-term endeavor that supports a program. (Appendix B)
23. QUALIFICATION STANDARD. A set of documents that prescribes the amount and type of experience, education, training, or other qualification criteria or requirement in order to measure an individual's ability to perform the duties of a specific position.
24. RANK-IN-PERSON PROMOTION. A promotion, one grade above the proper classification of a given position, when the relative worth of the individual to the Department is substantially significant and is not measurable through the normal classification process. (Chapter 5)
25. SCARCE SKILLS. Necessary qualifications that are not readily available within a reasonable and customary recruitment area. (Chapter 4)
26. SPECIAL SALARY RATES. An approved set of pay rates that exceeds the General Schedule or Federal Wage System rates that would otherwise be applicable. Special CIPMS salary rates are established only upon a finding that competing sectors are paid substantially more than the Intelligence Functions of the DoD Military Departments and the salary gap significantly handicaps the Intelligence Functions' recruitment and retention of well-qualified applicants in a specified occupation and recruitment area. (Chapter 5)
27. TECHNICIAN CAREER PATH. Levels within occupations involving non-routine technical work typically associated with and supportive of a professional or administrative field to include responsibility for direct "program" decisions but less than full competence in the field involved. The work is generally performed by applying clearly appropriate guidelines or knowledge of precedent action to a corresponding situation and it requires extensive practical knowledge, gained through on-the-job experience and/or specific training less than that represented by formal attainment of an academic degree. (Chapter 2 and Appendix B)

CHAPTER 1

INTRODUCTION

A. POLICY AND OBJECTIVES

CIPMS shall operate as the single personnel management system for personnel described in and included under provisions of section G of this Chapter. The policy and goals of CIPMS are as follows:

1. CIPMS shall comply with the congressional intent of the Intelligence Authorization Act of FY 1987 by promoting greater comparability within the Federal Intelligence Community and be designing innovative personnel systems and practices to improve the acquisition, professional development, and long-term retention of a quality civilian work force within the Military Intelligence Community.

2. CIPMS shall uphold the merit system principles as set forth in Section 2301 of Title 5, U.S. Code, to include Equal Employment Opportunity and Affirmative Action.

3. CIPMS shall maximize the involvement of functional (Intelligence) management at all levels, in all aspects of the development, administration, evaluation, and further improvement of CIPMS. This involvement includes both the partnership between the Intelligence and Personnel Communities in the Departments in the administration of CIPMS, as well as the maximum delegation of approval authority for personnel actions to line management to optimally complement their increased responsibility under CIPMS.

4. CIPMS shall assure that employee rights are protected.

5. CIPMS shall permit management to fully use the compensation provisions of classification (basic pay), recruitment incentives, and performance recognition to establish varied and more competitive compensation options for their employees.

B. BACKGROUND

For several decades, the Central Intelligence Agency (CIA) and the National Security Agency (NSA) have benefited from personnel systems, based in law, that are exempt from much of the restrictive structure of the traditional competitive service system. This has enabled them to design more attractive and flexible career opportunities and to more effectively manage their intelligence work force. The Intelligence Authorization Act of FY 1985 granted similar authority to the Defense Intelligence Agency (DIA). This left the Intelligence functions of the Departments at a major disadvantage in terms of their ability to recruit and retain top quality career employees and to otherwise operate an effective civilian personnel management system. These disparities, coupled with increasing needs for highly technical and well-trained employees, created an untenable situation for the Military Departments. The Intelligence Authorization Act of FY 1987 authorized the development of a personnel system to provide greater comparability with the CIA, NSA, and DIA for the civilian intelligence personnel of the Departments. (See Appendix A.) That system is outlined in this Manual.

C. GENERAL PROVISIONS

The CIPMS design requires that there be comparability between Military Departments in all major features. In many areas, however, each Military Department may use its discretion in developing specific policies and procedures. Among the required common CIPMS provisions are the following:

1. Use of the CIPMS Primary Grading Standard for General Schedule (GS) positions, occupational guides, career paths and career ladders, grade bands or career levels, and dual career ladders.

2. Final classification decision authority for employee appeals within each respective Military Department. (See Chapter II, section I for additional Office of the Secretary of Defense oversight responsibility.)

3. A single DoD system for pay and allowances that provides for special salary rates and overseas entitlements as well as unique recruitment incentives.

4. Nonapplicability of the GM pay system.

5. Direct appointing authority as delegated by the Secretary of Defense.

6. Use of Office of Personnel Management (OPM) qualification standards as guides only.

7. Management discretion in determining appropriate recruitment compensation.

8. Stringent standards of conduct and conditions of employment.

9. Performance-related pay management.

10. Special termination authority under 10 U.S.C. 1590(e).

11. A general framework for DoD-wide CIPMS program evaluation.

D. SUPERSESSION

For covered employees and positions, Title 10, U.S. Code, supersedes Title 5, U.S. Code and its implementing regulations primarily in three major areas of civilian personnel management: appointment including qualifications and veterans' preference; classification; and compensation. Title 10 also provides special termination authority to be used when Title 5 authorities are inappropriate due to national security considerations.

E. DELEGATION OF AUTHORITY

Title 10, U.S. Code grants authority to the Secretary of Defense for the development, management, evaluation, and modification of a civilian intelligence personnel management system without regard to any other law relating to the number, classification, or compensation of employees. This authority is further delegated in DoD Directive 1400.34 by the Secretary both within the Office of the Secretary of Defense (OSD) and to the Military Department Secretaries. The role of the Functional Chiefs of Intelligence of the Military Departments has also been defined. The various authorities and responsibilities for the implementation and maintenance of the system may be redelegated by the Departmental Secretaries, as needed, unless specifically prohibited by this Manual.

F. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) shall: (a) In coordination with the Assistant Secretary of Defense (Command, Control, Communications and Intelligence), interpret legislation relating to CIPMS; (b) develop, approve, and publish DoD-level CIPMS policy, standards, and procedures; (c) establish and manage a CIPMS Advisory Group and appoint an Executive Secretary and Chair; (d) review supplemental Military Departmental regulations, policy issuances, and Department-wide standards for consistency and compliance with this Manual; (e) provide Congress with copies of approved regulations and policy issuances; and (f) publish DoD program evaluation reports.

2. The Assistant Secretary of Defense (Command, Control, Communications and Intelligence)(ASD (C3I)) shall: (a) determine and provide to the ASD (FM&P) intelligence mission goals and objectives for use in developing CIPMS policy and procedures; (b) coordinate, in conjunction with ASD (FM&P), on proposed and revised DoD-wide CIPMS regulations, policy issuances, and standards, as well as

Military Department supplementation; (c) provide a representative to the CIPMS Advisory Group; (d) advise ASD (FM&P) on employee coverage under CIPMS; (e) assure program evaluation in accordance with DoD Directive 5010.10 and 10 U.S.C. 1590; and (f) maintain liaison with Congressional Intelligence Committees.

3. Secretaries of the Military Departments shall: (a) develop supplemental regulations to satisfy specialized departmental needs; (b) implement and administer CIPMS; (c) use their discretion to either immediately include in CIPMS all employees meeting the criteria contained in section G below, or determine a phased schedule of implementation; (d) comply with the provisions of the Intelligence Career Development Program (ICDP); and (e) provide program evaluation data and other reports to OSD and the CIPMS Advisory Group, when requested. These authorities may be further delegated to the lowest practical level. Secretaries shall approve the nominations, from the heads of their Intelligence and Personnel functions, for membership on the CIPMS Advisory Group. Secretaries shall also terminate employees in actions taken under the new authority contained in 10 U.S.C. 1590(e). This termination authority may not be further delegated.

4. Functional Chiefs shall: (a) determine and provide to their Director of Civilian Personnel intelligence mission goals and objectives for use in developing CIPMS policy and procedures in their Military Departments; (b) coordinate on Military Departmental regulations, policy issuances, and standards for the CIPMS; and (c) participate in program evaluation in support of Military Departmental input to the DoD evaluation of the CIPMS. They may also be delegated authority by their Military Department's Secretary to implement and administer CIPMS.

5. CIPMS Advisory Group. A CIPMS Advisory Group shall be established to advise the ASD (FM&P) in the development, implementation, administration, evaluation, and further improvement to CIPMS. The CIPMS Advisory Group is comprised of representatives designated by ASD (FM&P), ASD (C3I), and members separately representing the Intelligence and Civilian Personnel functions of each of the Military Departments. The CIPMS Advisory Group shall: (a) review proposed DoD regulations, standards, and policy changes; (b) review proposed Military Departmental regulations, standards, and policy changes for consistency between Military Departments and compliance with DoD policy; (c) coordinate policy recommendations and other key actions among the Military Departments and with the Intelligence Agencies (CIA, NSA, and DIA, etc.) as needed; (d) recommend program evaluation concepts and methodology and review and analyze program evaluation data and reports; (e) recommend new or revised DoD policy to ASD (FM&P), and (f) monitor overall administration of the system. Representatives may be accompanied to meetings by technical advisors of their choosing. The Chair may establish ad hoc or standing working groups or task the Executive Secretary to perform or support any of these functions.

6. The Defense Intelligence Agency (DIA) shall provide support to the Military Departments by administering the Intelligence Career Development Program (ICDP). DIA shall also provide statistical data and other required support either to the CIPMS Advisory Group or ASD (C3I) in the execution of their program evaluation responsibilities.

7. The Executive Secretary to the CIPMS Advisory Group shall perform the duties and responsibilities determined by ASD (FM&P), ASD (C3I), and the Chair of the CIPMS Advisory Group.

G. COVERAGE

1. Criteria. The following Military Department civilian employees shall be covered by the CIPMS:

a. Organizational. All employees in commands and activities that have a primary intelligence mission.

b. Occupational. All employees engaged in intelligence and related work (requiring a significant degree of specialized intelligence knowledge, skills, and abilities) in nonintelligence commands and activities.

2. Discretionary. Other employees in direct support of intelligence functions located within nonintelligence commands and activities may be covered by CIPMS at the discretion of each Military Department Secretary.

3. Exclusions. Employees specifically excluded by statute are not covered by CIPMS. DoD Directive 1400.34 has also excluded Law Enforcement personnel. Secretaries of the Military Departments may further exclude employees employed under titles other than Title 5, U.S. Code, such as national guard technicians, nonappropriated fund employees, and local national employees.

4. Implementation. Secretaries of the Military Departments, or designees, shall make employee coverage determinations within their Military Departments consistent with section G, paragraphs 1., 2., and 3., above. Secretaries may choose, however, to convert employees to CIPMS in phases by organization or occupation. If a phased implementation approach is used, the plan shall be described in the implementing documents. Each Military Department Secretary using a phased approach shall, not later than 1 year from the issuance of this Manual, also provide a report to ASD (FM&P) on plans to expand coverage to meet the requirements of section G, paragraph 1., above, and the congressional intent of the legislation.

5. Notification. Employees must be notified in advance of their positions' conversion to the CIPMS. (See Paragraph C, number 8; of Chapter 3.)

H. NEW OR REVISED PROGRAMS

1. New Regulations and Policy:

a. New regulations and policy proposals shall reflect consideration of similar practices found in the Intelligence Community. Where practical, comparable practices should be followed. New regulations and proposals should reflect consideration of the impact on Title 5, U.S. Code, systems, and entitlements within each Military Department.

b. All regulatory and policy issuances to include standards and new programs or revisions to existing programs that increase the levels of the CIPMS employee compensatory entitlements and allowances so that they exceed those authorized in this Manual shall be reviewed and approved by ASD (FM&P) before implementation.

2. Research and Demonstration Projects. The Military Departments are encourage to carry out research and demonstration projects (such as pay banding) that test new approaches to personnel management and administration. Such projects require prior consideration and final approval by ASD (FM&P). ASD (FM&P) may waive personnel policies in the conduct of projects, provided such waivers do not exceed the statutory authority granted to the Secretary of Defense.

I. IMPLEMENTATION

Secretaries of the Military Departments shall send two copies of their implementing documents, to include a description of any phased implementation approach, to ASD (FM&P) not later than 60 calendar days after the effective date of this Manual and not less than 30 days before the proposed implementation date for a review for consistency between Military Departments and compliance with this Manual. ASD (FM&P) shall also provide Congress with copies

of these Military Departmental regulations, directives, and guidelines in accordance with congressional requirements. Copies of future Departmental CIPMS regulations, policies, and standards shall also be forwarded to ASD (FM&P) not later than 30 calendar days before the proposed implementation date, for a review for consistency between Military Departments and compliance with this Manual.

RESERVED

CHAPTER 2

POSITION MANAGEMENT AND CLASSIFICATION

A. POLICY

1. Positions Management. Executive, managerial, and supervisory personnel at all levels of the Military Departments' Intelligence functions shall organize their work and that of their subordinates in the most efficient and economical manner to make optimum use of their human and fiscal resources. Systems are encouraged that provide direct relationship between management of personnel and management of budget or payroll costs at the lowest practicable management levels.

2. Position Classification. The CIPMS classification system shall provide equal grade for substantially equal work. Grade levels shall have a direct relationship to the level of difficulty and responsibility of the work performed and to the qualification requirements for the position.

B. STRUCTURE OF THE SYSTEM

1. Basic Structure. CIPMS uses the basic structure of the classification systems established under Title 5, U.S. Code, for General Schedule (GS) employees and prevailing rate employees in the Federal Wage System (FWS). However, 5 U.S.C. 5401 and 5 U.S.C. 7103(a)(10) and (11) for Merit Pay System designation and definitions are superseded by 10 U.S.C. 1590 in that CIPMS does not use the GM classification and pay system. The Military Departments may recommend to modify these systems to include a change in the pay plan designator with prior review and approval by ASD (FM&P).

2. Career Paths, Grade Bands, and Career Ladders. The CIPMS utilizes career paths, grade bands, and career ladders for GS positions.

a. A career path reflects the common career progression pattern of related groups of series or specialties. It provides a model and reflects the normal combination of grades into successive grade bands for the series or specialties associated with that path. Professional, Administrative, Technician, and Clerical career paths have been established. (See page B-21).

b. A grade band encompasses two or more consecutive grades that denote either a common level of difficulty, responsibility, and qualification requirements of work required or a common level of knowledge, skills, and abilities required to perform the work. Pre-Professional, Entry or Developmental, Full Performance, Expert, and Senior Expert grade bands are reflected in one or more of the four career paths. (See page B-21.) The grade bands within the four career paths have been established as a part of the CIPMS Primary Grading (Classification) Standard to promote comparability and equity in classification between and within the Departments and as a basis for establishing other personnel policies in such areas as merit promotion, performance management, and career management.

c. A career ladder depicts progression through a range of grade bands for a specific covered occupation or specialty. Career ladders are specialized versions of career paths and may differ somewhat from the career path depicted in Appendix B. Career ladders are described in Part II of Occupational Guides. (See section D., below.)

C. GRADE DETERMINATIONS

1. General Schedule Grade Determinations. Positions included in the General Schedule shall be placed in grade levels by application of the CIPMS Primary Grading Standard for General Schedule Positions (Appendix B).

a. Additional guidance in Part II of CIPMS Occupational Guides supplements the CIPMS Primary Grading Standard as discussed in section D., below.

b. Implementation of the CIPMS Primary Grading Standard before development of an Occupational Guide is discretionary for each Department. Office of Personnel Management (OPM) classification standards and guides shall be applied until development of supplemental Occupational Guides and/or application of the CIPMS Primary Grading Standard. Military Department supplements to OPM Standards may be applied following a consistency and compliance review as determined by ASD (FM&P).

2. FWS Grade Determinations. Existing grading tools shall be used to grade FWS positions unless replaced by a separate CIPMS standard or guide.

D. OCCUPATIONAL GUIDES

Occupational Guides supplement the CIPMS Primary Grading Standard by defining covered occupational series or specialties, establishing titles, describing occupational specialties or skill areas, or establishing career ladders for the specialties. Occupational Guides may describe specific occupational series (e.g., GS-132, GS-345, etc.) or specialties and functions crossing multiple series (e.g., intelligence production, information security, information support, etc.). The guides shall be published separately in two parts with Part I being mandatory for use by all the Military Departments. Part II is developed by individual Military Departments for their own use.

1. Part I. Part I shall define the series and/or coverage of the guide, pre--ribe official titles, establish the career path common to the covered occupation(s d provide guidance, if required, on how to apply the CIPMS Primary Grading andard. The OPM definitions of series and titling practices shall be used r both GS and FWS positions unless new or revised definitions and titles are veloped and approved by ASD (FM&P). Part I of a guide may be proposed by any the Military Departments but must be reviewed and approved by ASD (FM&P) fore use.

2. Part II. Part II may describe functions and/or functional titles common the occupation(s) within a Department and the typical assignment and skill vels of the occupation(s) by grade band within a career ladder. Part II may so include coding instructions to facilitate automation of classification cisions, model or standardized factor degree descriptions, standardized job escriptions, or other classification and position management guidance. Part II shall be provided to the other Military Departments for information. The content, format, and specificity are Military Department options, but adequate detail must be included to allow cross comparison with similar guides in the other Military Departments and consistency review.

E. EXECUTIVE-LEVEL POSITIONS

The Senior Executive Service provisions of Title 5, United States Code do not apply to positions meeting the coverage criteria for CIPMS. Appendix C provides criteria for senior managerial grade level determinations and establishes the basic outline of the Executive-Level program for CIPMS.

F. DUAL TRACK

The CIPMS Primary Grading Standard and supplementary Occupational Guides shall provide, within reasonable limits, for progression to the highest grade levels in the grade bands for both supervisory and/or managerial and nonsupervisory positions. This practice is commonly referred to as a "dual track" career ladder. Although not directly reflected in the career paths depicted on page B-21, supervisory and managerial positions may be depicted as an optional part of specific career ladders.

G. POSITION DESCRIPTIONS

A position or group of positions is officially established when a position description has been written and pay plan, title, series, and grade have been determined by an appropriate classification authority. Each Military Department shall specify the standard of adequacy for position descriptions and description forms or formats and the authority to classify positions. At a minimum, position descriptions must include major duties and responsibilities and sufficient information on each of the classification factors.

H. APPEALS AND COMPARABILITY

1. Appeals. Each Military Department shall establish a CIPMS classification appeals system. Systems shall define what may be appealed, the appellant levels, and the procedures for employees to follow. Final employee appeals shall be limited to the employee's Military Department. OPM shall have no jurisdiction over CIPMS classification appeals. Appeal decisions affecting the classification (title, series, grade) of a position classified under CIPMS procedures shall be provided to the Executive Secretary for distribution to the Military Departments and to ASD (FM&P) as appropriate.

2. Inter-Departmental Comparability. Any CIPMS Advisory Group member may request that the CIPMS Advisory Group considers issues of classification consistency or comparability between Military Departments. The Military Departments shall assist the CIPMS Advisory Group in resolving these matters. ASD (FM&P) may render classification decisions at either the request of the CIPMS Advisory Group or by its own initiative on individual positions or groups of positions. The Military Departments shall comply with these decisions.

3. Intra-Departmental Consistency. Each Military Department shall establish policies and procedures to ensure classification consistency among common series, specialties, and occupations.

RESERVED

CHAPTER 3

EMPLOYMENT AND PLACEMENT

A. POLICY

Each Military Department shall develop policies, standards and administrative procedures to implement recruitment and internal placement programs for CIPMS. Provisions of FPM Chapter 213, Excepted Service Appointments and Chapter 302, Employment in the Excepted Service, relating to appointments do not apply to CIPMS.

1. All staffing of positions covered by CIPMS shall be conducted without regard to race, color, sex, age, religion, national origin, marital status, political affiliation, or other nonmerit factors. Reasonable accommodation shall be considered in cases involving mentally or physically handicapped individuals.

2. In staffing from external sources, veterans as defined by 5 U.S.C. 2108, shall be given preference for employment as far as administratively feasible.

B. QUALIFICATION REQUIREMENTS

1. Qualification Standards.

a. The use of the OPM Handbook X-118 or X-118C, "Qualification Standards," for positions under either the General Schedule or the Federal Wage System is not required except that applicants must meet any minimum educational, certification, or licensing requirements required by the OPM unless superseded by a CIPMS Standard.

b. The CIPMS Qualification Guide (Appendix D) shall be used in filling both General Schedule and trades and labor occupations. OPM Handbooks (X-118 and X-118C) may be used with the CIPMS Qualification Guide as a source of infor mation on the knowledge, skills, and abilities required for successful job performance.

(1) Standards developed within the Military Departments based on the CIPMS Qualification Guide shall reflect actual job requirements and shall be applied in a consistent manner.

(2) CIPMS qualification standards for specific series, specialties, or groups of series or specialties may be developed by the Military Departments for use by one or more of them. Military Departmental or CIPMS-wide qualifications standards shall be reviewed and approved by ASD (FM&P) before implementation.

2. Suitability. CIPMS employees must meet each Military Department's security, suitability, and conduct requirements. In addition to legally-required disqualifications, standards may provide for disqualification of an applicant for such reasons as dismissal from employment for delinquency or misconduct, criminal conduct, intentional false statements or misrepresentation in the application process, or reasonable doubt of the individual's loyalty to the United States.

3. Citizenship. CIPMS appointees must meet all citizenship restrictions contained in applicable appropriation acts, as well as those imposed by the security clearance and access requirement of the position.

4. Formal Education. The Military Departments may not establish a minimum education requirement for CIPMS positions unless it is determined that the duties of a scientific, technical, or professional position cannot be performed by a person without that education.

5. Age. Minimum or maximum age requirements may not be established except as specifically authorized by statute or as approved by OSD. OSD may approve

age requirements based on a determination that age is a bona fide occupational qualification necessary to the performance of the duties of the position.

6. Physical Qualifications. Applicants shall meet established physical qualifications that are essential to perform the duties of the position or be found by medical authority to be physically able to perform the duties of the position. Disqualification determinations for preference eligible having a compensable Service-connected disability of 30 percent or more shall be approved by competent authority as determined by each Military Department.

7. Other Requirements.

a. Written and Performance Tests. Tests shall be fully consistent with applicable rules, regulations, instructions, and policies unless superseded by CIPMS policy.

b. Personality Tests. Personality tests shall require prior approval as determined by each Military Department.

C. RECRUITMENT AND SELECTION

Recruitment and selection procedures shall include the following:

1. Procedures. Fair and equitable procedures shall be implemented to evaluate an applicant's experience, training, education, performance, and recognition records. Rules may not deny consideration to any applicant based on the applicant's status as a Federal employee or annuitant.

2. Veterans' Preference. Appointment procedures shall provide for the requirement to give preference to veterans in selection when administratively feasible and for the selection of elevator operators, guards, messengers, and custodians from among preference-eligibles as long as preference-eligibles are available.

3. Merit Promotion Plans. Procedures shall take full advantage of all CIPMS and excepted service authorities. Merit promotion plans may allow for concurrent consideration of all applicants.

4. Conditions of Employment. Examples of pertinent and job-related conditions of employment are outlined in Appendix E.

5. Employment of Retired Members of the Armed Services. Authority to approved waivers of the 180-day restriction shall follow delegation levels authorized by DoD Directive 1402.1, except that the Secretaries of the Military Departments may redelegete approval authority for waivers for positions of GS-8 and above to the Department's Functional Chief. All other exceptions permitting lower level approval of waivers shall continue to apply.

6. Statutory and Regulatory Limits on Appointing Officer's Authority. Before filling a position by other means, an appointing officer must satisfy the rights of any employee or former employee who is:

a. Entitled to restoration following Military duty or recovery from compensable injury or disability;

b. Entitled to reemployment under law or regulation;

c. Entitled to restoration after a successful grievance or appeal;

d. Entitled to move with his or her position during a transfer of function;

e. Entitled to priority consideration for reemployment from the DoD reemployment priority list or comparable Departmental priority placement list, as discussed in section F., below, or

f. Entitled to special consideration for promotion or repromotion in accordance with the existing merit promotion plan.

7. Reemployment Lists. Reemployment lists may include the names of any current or former employees of the Department who are to be considered for

future employment, but must include the names of each former employee who:

a. Is found by the Merit Systems Protection Board to have been unjustifiably dismissed from the Department;

b. Was furloughed or separated without misconduct from a continuing position due to compensable injury and whose recovery takes longer than 1 year from the date compensation began. The individual must apply for reemployment under this provision within 30 days after cessation of compensation.

8. Movement of an Employee from the Competitive Service. Employees currently serving under non-temporary appointments in a competitive service position converted to CIPMS shall be informed that the position is in the excepted service, cannot be filled by competitive appointment, and placement in the position will take him and/or her out of the competitive service. A written statement of understanding documenting voluntary acceptance of a CIPMS position shall be obtained when applicants are selected for CIPMS positions.

D. NON-COMPETITIVE PROMOTION

1. In addition to CIPMS exceptions, all exceptions to competitive promotion procedures provided in the competitive service may be extended to the CIPMS.

2. Noncompetitive promotion to succeeding grade levels within the current grade bands of the employee's present line of work may also be authorized by the Military Departments. This authority may be applied without regard to requirements for competition for positions with known promotion potential. (See Chapter 2 B.2., and Appendix B, Part I, for further information on grade bands.)

E. REDUCTION-IN-FORCE PROCEDURES

Reduction-in-force procedures shall be consistent with statutory-excepted service authorities.

F. OUT-PLACEMENT PROGRAMS

1. Selecting officials shall consider applicable DoD-wide Priority Placement Program (PPP) employment lists.

2. ICDP provisions for placement assistance for overseas personnel without return rights, return reemployment rights provisions, and reduction-in-force administrative procedures shall be applicable to all CIPMS employees.

G. REFERRAL SYSTEMS

The Defense Intelligence Special Career Automated System (DISCAS), operated by the Defense Intelligence Agency as part of the Intelligence Career Development Program (ICDP), shall be used as a major recruitment source in the filling of CIPMS positions in accordance with the policies and procedures of DoD 1430.10-M-3, "DoD-Wide Intelligence Career Development Program for General Intelligence Personnel." DISCAS may be supplemented, within the Military Departments, by other recruitment methods such as local vacancy announcements or the optional use of Departmental career referral systems or skill banks. Military Departments may not prescribe restrictions on the use of DISCAS, such as the requirement to use Departmental career programs.

H. RECORDS MAINTENANCE

The Military Departments shall develop a records maintenance system, ensuring access to all documentation on staffing actions, for a minimum period of 2 years from the effective date of the action.

I. COMPLAINTS RESOLUTION

The Military Departments shall provide for the equitable and timely resolution of complaints concerning proper application of their employment and placement regulations and procedures. Equal Employment Opportunity (EEO) complaints shall continue to be processed within existing procedures.

J. AFFIRMATIVE ACTION

1. Joint Action. The Military Departments shall work together to improve their EEO posture.

2. Affirmative Action Goals. In accordance with Equal Employment Opportunity Commission (EEOC) guidelines, each Military Department shall develop Affirmative Action goals and objectives for its CIPMS work force. The Military Departments are encouraged to analyze attitudinal, structural, or personnel barriers to increase representation of women, minorities, and handicapped and to implement policies and programs to overcome those barriers and underrepresentation situations. Progress in EEO and Affirmative Action should be made a part of any program evaluation or management information system for CIPMS.

CHAPTER 4

CAREER DEVELOPMENT AND TRAINING

A. POLICY

1. Career development and training shall be used as tools to develop and sustain a professional Intelligence work force and assist in the achievement of CIPMS work force management and affirmative active objectives.

2. Policies and procedures should not discourage movement of employees among and between the Military Departments and DIA, CIA, NSA, and other elements of the Intelligence Community.

3. The Military Departments shall work together to establish training and development programs wherever possible.

B. GENERAL PROVISIONS

The Military Departments shall establish CIPMS career development and training policy that shall comply with the policy stated above and the following:

1. Compliance with ICDP Career Development Policies and Procedures. For those employees covered by the ICDP, DoD 1430.10-M-3, career development policies and procedures shall conform to the policies and procedures of that program, including mandatory registration in the DISCAS and Functional Chief involvement in IDCP management. Departmental supplements must comply with DoD 1430.10-M-3.

2. Compliance with ICDP Procedures on Employee Registration. The Military Departments shall follow the registration procedures of the ICDP. Each Military Department shall develop and implement policies and procedures for DISCAS registration that shall ensure timely initial registration and maintenance of current and accurate data for all covered employees. Registration in DISCAS shall not prevent registration in other career management programs for which the employee is otherwise eligible.

3. Program Planning. The Military Departments shall take advantage of existing DoD and Intelligence Community career enhancement opportunities and shall program sufficient resources to meet ICDP and Department career development requirements and selectively participate in on-going Intelligence Community programs.

RESERVED

CHAPTER 5

COMPENSATION

A. POLICY

The Military Departments shall develop compensation programs to enhance the recruitment and retention of well-qualified, scarce skill and/or shortage category individuals, or to fill positions in remote or undesirable work sites. These programs shall be developed based on the principle of CIPMS-wide comparability and be approved by ASD (FM&P) prior to implementation.

B. RATES OF BASIC PAY

As provided by 10 U.S.C. 1590, the rates of basic pay for CIPMS GS positions are fixed to correspond to rates for GS positions under Title 5, U.S. Code, which have corresponding levels of duties and responsibilities. In addition, no CIPMS employee may be paid at a rate in excess of the rate of basic pay payable at grade GS-18 under the General Schedule. The applicable Federal Wage System (FWS) wage schedules shall be the basic pay schedules for employees in trade, craft, and laboring occupations, including leaders and foremen, unless specifically modified by ASD (FM&P).

C. WITHIN-GRADE PAY INCREASES

Except as provided in this Manual (Chapter 5, subsection E.5 and Chapter 6, subsection C.4), CIPMS shall retain the Federal within-grade increase policies and procedures contained in the Federal Personnel Manual and DoD regulations unless separate provisions are developed and approved by ASD (FM&P).

D. CIPMS SPECIAL SALARY RATES

1. The Military Departments may propose to ASD (FM&P) CIPMS special salary rates that exceed the GS or FWS rates that would otherwise be applicable. CIPMS special salary rates shall be established only upon a finding that competing sectors are paid substantially more than the Intelligence functions of the Military Departments and the salary gap significantly impedes the Intelligence functions' recruitment and retention of well-qualified applicants in a specified occupation and/or specialty and/or recruitment area. ASD (FM&P) approved CIPMS special salary rates shall be applied to all CIPMS positions meeting the criteria for the special CIPMS salary rate or schedule.

2. OPM approved special salary schedules shall be applied unless specifically superseded by a CIPMS schedule or rate.

E. RECRUITMENT COMPENSATION

The Military Departments' compensation programs may provide for supplemental compensation to complement the above stated compensation provisions, in addition to existing programs available under Title 5, U.S. Code. These supplemental programs shall provide management with tools to attract and retain quality or scarce skill (shortage category) employees or to fill positions in remote or undesirable worksites. The Military Departments are authorized to determine quality applicants and/or employees, shortage categories, and remote or undesirable work sites. The following list includes options that may be used alone or in combination, as appropriate. The list is not intended to be all inclusive. If utilized, the Military Departments shall employ the definitions and policies found below for the various compensation tools. Additional compensation programs shall be reviewed and approved by ASD (FM&P) before use.

1. Premium Recruitment Bonus Payment. This is a recruitment bonus payment to an employee new to CIPMS (not having served in any CIPMS position for at least 90 calendar days) over and above scheduled salary who accepts a shortage category and/or hard-to-fill position, relocates to a remote or undesirable worksite, or possesses scarce skills. It may not be used when converting employees in their existing positions to CIPMS.

a. A bonus payment shall be equal to an amount, not less than $500 and not more than $10,000, determined by officials and procedures specified by each Military Department.

b. A payment may not be made to an individual unless such individual has entered into an agreement with the command or activity that provides that--

(1) such individual shall continue in a CIPMS position in the service of the employing Military Department for a period of time not less than 1 year.

(2) if the individual voluntarily accepts a change of position (by reassignment, transfer, change to lower grade, or promotion) to a non-CIPMS position, resigns from the Federal Service, or is separated (except by reason of a reduction-in-force) from CIPMS in the employing Military Department before the end of the period agreed to, such individual shall repay to the Government any amounts paid under this provision.

c. If an individual fails to repay any amount required under section E.1.a., above, such amount is recoverable by the Government from the individual or the estate of such individual by:

(1) offset against accrued pay, compensation, amount of retirement credit, or other amount due the individual from the Government; and

(2) any other method provided by law for the recovery of amounts owed to the Government. The Secretary of the Military Department concerned may waive in whole or in part a right of recovery if it is shown that the recovery would be against equity and good conscience or against the public interest. The authority to waive right of recovery may be redelegated.

d. The full amount of a bonus under this section shall be paid, whether in a lump sum or in the form of periodic payments, before the end of the period of service agreed to under section E.1.b., above.

e. Each use of this authority shall be documented, to include the reason for its use, the determination of amount granted, and the required length of continued service for post audit and for program evaluation purposes.

f. A payment under this paragraph is not part of the basic pay of an individual and is not subject to retirement contributions.

2. Advanced Hiring Salary. This is similar to an advanced in-hire rate, in that it allows management the flexibility to set starting basic pay above the first step of the applicable GS or FWS pay scale for a new CIPMS employee. However, the procedures and rules that govern the advanced in-hire rate in the Federal Personnel Manual, to include any limitation on grade level or series for application, shall not apply to CIPMS. This compensation tool may not be used when converting employees in their existing positions to CIPMS. The Military Departments utilizing this authority shall:

a. Limit its use to individuals new to the Federal civilian service (individuals not employed in any Federal civilian position within the last 90 calendar days).

b. Limit the number of pay steps granted to the minimum required to at least meet, but not exceed by over 20% of base salary, bona fide offers

or current compensation (comparing basic pay and fringe benefit packages offered by other employers with the total compensation otherwise possible for the CIPMS position).

c. Document the basis for each use and step granted for post audit and for program evaluation purposes.

3. Payment of Travel and Transportation Expenses to an Interview and/or to the First Duty Station. Such payments shall be made in accordance with the provisions of the Joint Travel Regulations, Volume 2. However, such payments need not be limited by series or grade level restrictions otherwise levied by the Department of Defense or the Military Departments. Use of this authority shall be documented for post audit and for program evaluation purposes.

4. Advance Payment of Basic Pay. The Military Departments may provide for the advance payment of basic pay, covering a period of not more than two biweekly pay periods, to or for the account of any CIPMS employee who is appointed to a position, if the rate of pay for such a position is established under Section 5303 of Title 5, U.S. Code, or Section 1590 of Title 10, U.S. Code. Section 5522 of Title 5, U.S. Code, relating to the recovery of funds, applies with respect to any amounts advanced under this authority. The payback period for any advance payment of basic pay shall be a period to equal the service agreement or not less than 6 months from the appointment date of the employee. Military Departments shall also document use of this authority for post audit and for program evaluation purposes as determined by the Military Departments and OSD.

5. Pay Setting and Step Increase on Reassignment. Military Departments shall continue pay setting rules, in accordance with the Federal Personnel Manual, for promotions and other actions except that Departments may provide for pay setting rules or pay increases covering the movement of Federal employees to shortage category and/or hard-to-fill positions, to remote or undesirable worksites, or to attract high-quality skills.

a. Such pay increases may not be used for reassignment or transfer of CIPMS employees (employees within the same or different Military Department) within the same geographic commuting area.

b. Such pay increases also may not exceed the equivalent of two steps of the employee's current grade in the applicable GS or FWS salary schedule.

c. Each Military Department shall document the basis for each use for post audit and program evaluation purpose.

F. PREMIMUM PAY

1. Administratively Uncontrollable Work Pay. Departments may provide for administratively uncontrollable work pay, in accordance with established OPM procedures. Approval authority may be delegated. Departments shall document use of this option for post audit and later program evaluation by either the Departments or OSD.

2. Other Premium Pay. Present allowances shall apply until additional CIPMS allowances are developed.

G. ALLOWANCES IN FOREIGN AND OVERSEAS AREAS

Present allowances shall remain in effect until additional CIPMS allowances are developed.

H. PAY FOR PERFORMANCE

Policy and guidance on monetary performance awards are found in Chapter 6.

I. RANK-IN-PERSON PROMOTION

A promotion of an employee, one grade above the proper classification of the position, may be granted when relative worth of the individual to the Department is substantially significant and is not measurable through the normal classification process. Regulations of the Military Departments choosing to use this option shall contain the following:

1. Individuals may be considered for Rank-In-Person (RIP) promotions only upon nomination by management.

2. RIP promotion consideration shall be limited to employees who have a minimum of 1 year in the position and a minimum of 2 years experience in the Intelligence Community immediately before granting the RIP promotion.

3. Failure to receive a RIP promotion may not be made a grievable matter under the grievance system.

4. RIP determinations shall be fully documented and be made part of any Departmental program evaluation system.

J. MANAGEMENT TO BUDGET

The special CIPMS incentives or entitlements contained in this chapter should be made a part of each Department's program and procedures for management to budget whenever possible.

CHAPTER 6

PERFORMANCE MANAGEMENT AND RECOGNITION

A. POLICY

CIPMS supports the concept of pay for performance and the premise that effective performance management and recognition will enhance the accomplishment of the Intelligence mission. Performance management and recognition regulations and policies shall support this policy and those enumerated below.

B. PERFORMANCE MANAGEMENT

1. Conversion of Performance Management and Recognition System (PMRS) Employees.

a. The PMRS shall not apply to positions or employees covered by the CIPMS.

b. Each Military Department shall convert GM employees to GS.

c. Each Military Department shall continue to apply OPM and DoD procedures concerning determination of pay adjustments upon conversion from GM or other schedule, notification to affected GM employees and determination of initial waiting periods for within-grade increases after conversion to GS.

2. Performance Appraisal. Each Military Department shall initially apply its existing system for performance planning and appraisal. However, ratings shall not be driven by budget constraints. Modifications of existing systems and/or the development of a new system for CIPMS employees shall be approved by the ASD (FM&P) prior to implementation.

C. PERFORMANCE RECOGNITION

Each Department shall develop and implement regulations for administering either a separate performance recognition program for the CIPMS or supplementing their existing systems. Provisions contained in Section 4501 of Title 5, U.S. Code, or existing regulations for employees subject to Title 5, U.S. Code, shall not apply to employees covered by CIPMS when in conflict with the following:

1. Linkage to Retention. The Military Departments shall permit the use of monetary performance awards as retention incentives for superior performers, as well as for recognition and motivation.

2. Performance Recognition Criteria. Performance recognition criteria shall be established based on overall performance and management considerations rather than solely on mechanical rules or tables. The following criteria may be considered when determining monetary performance awards: the employee's most recent performance appraisal, prior rating and recognition history, present compensation, type of position, level of responsibility, and organizational accomplishments.

3. Forms of Performance Recognition. Various forms of performance recognition should be made available by the Military Departments to motivate individual and group performance. These may be used by management in conjunction with basic pay and recruitment incentives to create compensation packages appropriate to each employee's contributions and value to the organization. The following are forms of recognition that may be used (under appropriate circumstances) for performance recognition:

a. Performance rating (alone or in combination with any of the following);
b. Within-grade increase;
c. Promotion;
d. Quality Step Increase (QSI);
e. Exemplary Performance Award;
f. Special Act of Service Award;

g. Performance Award; and

h. Honorary Awards (for example, established Intelligence Community, Department and/or other awards).

4. Exemplary Performance Award. An Exemplary Performance Award (EPA) is an increase in basic pay equivalent to two within-grade increases. It recognizes General Schedule employees whose continued exemplary performance far exceeds the standards expected for their assigned grade level and whose documented performance is consistently at the highest adjectival performance rating level. Use of this option shall require that employees receiving an EPA must have been at the same grade level for the last 3 years and must have been officially rated at the highest level for the last two performance ratings as well as the current rating being assigned. EPAs may result in pay at a rate equivalent to the eleventh or twelfth step of the employee's grade but not higher. EPAs shall be documented by an SF-50, which shall be placed in the employee's Official Personnel Folder. EPAs shall be made a part of the program evaluation system.

5. Management To Budget. Managers shall be given wide latitude to determine the frequency and amount of awards based on overall budget constraints rather than imposing artificial and arbitrary limits. Performance awards shall be made a part of each Military Department's budget program and procedures.

6. Limitation on Delegation of Approval Authority. Individual monetary performance awards shall not exceed $10,000 without prior review and approval as required by each Military Department's Secretary. Approval authority for monetary awards up to and including $10,000 should be delegated to the lowest practical level consistent with the delegation of similar personnel authorities.

7. Retention of Management Discretion. Monetary awards based on performance shall be retained as a discretionary personnel management decision by functional management and may not be made mandatory for any assigned performance rating, grade level, or type of position.

8. Limitation on Right to Grieve. Neither the nonreceipt of an award for performance nor the amount or type of an award may be made grievable under a Department's grievance procedures for CIPMS employees.

CHAPTER 7

GRIEVANCES, ADVERSE ACTIONS, AND DISCIPLINARY ACTIONS

A. POLICY

The Military Departments shall ensure that their CIPMS employees have the right and opportunity to present their grievances and appeals for prompt and equitable consideration free from restraint, coercion, discrimination, or reprisal.

B. GENERAL PROVISIONS

1. Grievances. The Military Departments shall follow their existing regulations, or develop specific regulations, for processing grievances of CIPMS employees through their agency administrative grievance procedures. CIPMS policies and procedures, including those set forth in this Manual, shall be fully considered and applied in making decisions on such grievances.

a. Grievance Coverage. Matters covered by the grievance procedures shall include the following:

(1) The identification and conversion of an employee's position to CIPMS when the decision to include or exclude resulted from the application of the respective Military Department's policy on coverage.

b. Matters excluded. In addition to matters excluded by 5 CFR 771.206(c), matters excluded from coverage of the grievance procedures shall include the following:

(1) The content of DoD-approved classification and qualification standards.

(2) Failure to receive a RIP promotion.

2. Adverse Actions and Appeals. The provisions of Title 5, U.S. Code, 5 CFR Part 1201, and applicable regulations of the respective Military Department shall apply to covered adverse actions and appeals of CIPMS employees. Except as provided in Chapter 8 of this Manual, other adverse actions and appeals shall be covered by applicable regulations of the respective Military Departments.

3. Disciplinary Actions. Disciplinary actions for CIPMS employees shall be in accordance with procedures for competitive service employees in the respective Military Departments.

RESERVED

CHAPTER 8

SPECIAL TERMINATION AUTHORITY UNDER 10 U.S.C. 1590(e)

A. POLICY

1. Section 1590(e) of Title 10, U.S. Code, provides that the Secretary of Defense may terminate the employment of any civilian intelligence officer or employee of a Military Department whenever he considers that action to be in the interests of the United States and he determines that procedures prescribed in other provisions of law, which authorize the termination of the employment of such officer or employee, cannot be invoked in a manner consistent with the national security.

2. Termination of employment under this authority does not affect the right of the person involved to seek or accept employment with any other Department or Agency of the United States if he/she is declared eligible for such employment by the Office of Personnel Management.

B. RESPONSIBILITIES

1. Secretaries of the Military Departments.

a. The Secretaries of the Departments are delegated the authority to make and effect final decisions to terminate employment under this authority. This authority cannot be redelegated. The Secretaries shall consult with the Department's General Counsel and/or the DoD General Counsel before issuing a decision to terminate employment under this authority. The Military Department Secretary shall promptly notify the Permanent Select Committee on Intelligence of the House of Representatives and the Select Committee on Intelligence of the Senate, through the ASD (C3I), whenever this termination authority is exercised.

b. Secretaries of the Military Departments shall determine the appropriate delegation of authority within their Departments for proposing termination actions under 10 U.S.C. 1590(e).

2. Secretary of Defense. The Secretary of Defense shall make decisions on appeals filed by employees. This authority cannot be redelegated.

C. PROCEDURES

The Military Departments shall develop procedures for termination and appeal under this authority that shall include at least the following:

1. Basic Procedures. Employees shall be provided the following procedural protections:

a. A written proposal listing the charge(s) or other cause(s) of action, stated as specifically as security and privacy act provisions permit;

b. An opportunity to answer charges within 30 days of receipt of the proposal. Any reply must be in writing and may include affidavits.

c. A written decision by the Secretary of the Military Department;

d. An opportunity of appeal an adverse decision to the Secretary of Defense within 20 calendar days of receipt of the final decision. Appeals shall be in writing, addressed to the Assistant Secretary of Defense (Force Management and Personnel), Room 3D264, Pentagon, Washington D.C. 20301-4000, and contain, at a miminum, the following information:

(1) Name and current mailing address of the appellant;

(2) Copy of the written proposal, the written response, and the written decision letter; and

(3) Statements, affidavits or other information to show why the appeal should be granted. Decisions of the Secretary of Defense are final and may not be appealed or reviewed outside the Department of Defense.

2. Right to Representation. The employee shall have the right to be represented by an attorney or other representative of his/her choice. The employee must name the representative in writing. Representatives shall be restricted from access to pertinent classified information unless they have or are able to obtain required clearance and access within a reasonable period. The Military Departments may disallow as an employee's representative:

a. An individual whose activities as a representative would cause a conflict of interest or position;

b. An individual who cannot be released from official duties because of priority needs of the Government; or

c. An employee whose release would give rise to unreasonable costs to the Government.

3. Employee Status. An employee may be retained in duty status (to include detail) through the final decision stage of the termination action. The employee may, however, also be placed in a non-duty status with pay if such action is considered to be in the best interests of the Military Department.

4. Relationship to Security Clearance. Withdrawal of security access shall not necessarily be a prerequisite for exercising this special termination authority nor shall it be required that withdrawal of access be fully adjudicated prior to proposing termination under this provision.

CHAPTER 9

PROGRAM EVALUATION

A. POLICY

CIPMS shall be periodically monitored and evaluated by OSD and each Military Department for its effectiveness and efficiency in meeting established goals and objectives.

B. RESPONSIBILITIES

1. Assistant Secretary of Defense (Command, Control, Communications and Intelligence) (C3I). ASD (C3I) shall establish CIPMS functional goals and objectives, direct the development of a DoD program evaluation system to include program indicators and reporting formats, determine frequency of reporting and serve as Chair of the CIPMS Advisory Group when it meets to conduct its periodic evaluation of the CIPMS.

2. Assistant Secretary of Defense (Force Management and Personnel). ASD (FM&P) shall provide technical advice and assistance to ASD (C3I) in the performance of its responsibilities, shall direct the performance of DoD evaluations, review and approve evaluations and reports, and publish final reports.

3. CIPMS Advisory Group. The CIPMS Advisory Group shall propose modifications to the DoD program evaluation system; review data; draft evaluations and reports; prepare final reports; and coordinate and propose modifications to CIPMS programs, policies, standards, and incentives to ASD (FM&P) based on the program evaluation data.

4. Military Departments. Each Military Department shall furnish narrative and statistical data in support of its management of CIPMS, as prescribed by OSD.

a. Each Military Department shall also develop and conduct its own program evaluation, supplement DoD-wide evaluation methodology as needed, and provide the results to the CIPMS Advisory Group as appropriate or requested.

b. Secretaries of the Military Departments shall make provisions to convert data input into a DoD CIPMS data base, provide statistical data for program evaluation, and provide computer programming support to develop and transmit automated reporting formats.

C. GENERAL PROVISIONS

1. Comparability. OSD, the CIPMS Advisory Group, and Secretaries of the Military Departments shall ensure the maximum degree of comparability of position classification standards, compensation, and other major CIPMS provisions across organizational lines consistent with the distinct missions and functions of each Military Department's Intelligence Community and mandatory requirements of each Military Department's personnel and data management systems. The ASD (FM&P) shall be advised whenever it is determined or suspected that significant imbalances or inequities exist.

2. Compliance Inspection Programs. Each Military Department shall ensure that the provisions of this Manual and its implementing regulations are reviewed during compliance inspections either carried out by each Military Department's Inspectors General, in established civilian personnel review programs, or in CIPMS specific review or inspection programs.

3. Responsibility for Currency and Accuracy of Data. The Military Departments shall ensure the currency and accuracy of data input to the DISCAS system (for their employees eligible for coverage), as well as the data maintained by the Defense Management Data Center on CIPMS employees and covered organizations.

RESERVED

APPENDIX - A

INTELLIGENCE AUTHORIZATION ACT FOR FISCAL YEAR 1987

TITLE V - ADMINISTRATIVE AUTHORITIES RELATING TO INTELLIGENCE PERSONNEL MANAGEMENT OF CIVILIAN INTELLIGENCE PERSONNEL OF THE MILITARY DEPARTMENTS

Sec.504. (a) Chapter 81 of Title 10, United States Code, is amended by adding at the end thereof the following new section:

"§1590. Management of civilian intelligence personnel of the military departments

"(a) The Secretary of Defense may, without regard to the provisions of any other law relating to the number, classification, or compensation of employees--

"(1) establish such positions for civilian intelligence officers and employees of the military departments as may be necessary to carry out the intelligence functions of such departments;

"(2) appoint individuals to such positions; and

"(3) fix the compensation of such individuals for service in such positions.

"(b) The Secretary of Defense shall, subject to subsection (c), fix the rates of basic pay for positions established under subsection (a) in relation to the rates of basic pay provided in the General Schedule under section 5322 of title 5 for positions subject to such Schedule which have corresponding levels of duties and responsibilities. Except in the case of a civilian intelligence officer or employee of a military department serving as a member of a Senior Executive Service of a military department, no civilian intelligence officer or employee of a military department may be paid basic pay at a rate in excess of the highest rate of basic pay payable under such General Schedule.

"(c) The Secretary of Defense is authorized, consistent with section 5341 of title 5, to adopt such provisions of such title as provided for prevailing rate systems of basic pay and to apply such provisions to positions for civilian intelligence officers or employees in or under which the military department may employ individuals described by section 5342(a)(2)(A) of such title.

"(d) In addition to the basic pay payable under subsection (b), civilian intelligence officers and employees of the military departments who are citizens or nationals of the United States and who are stationed outside the continental United States or in Alaska may be paid allowances, in accordance with regulations prescribed by the Secretary of Defense, not in excess of an allowance authorized to be paid by section 5941(a) of title 5 for employees whose rate of basic pay are fixed by statute. Such allowances shall be based on--

"(1) living costs substantially higher than in the District of Columbia;

"(2) Conditions of environment which differ substantially from conditions of environment in the continental United States and warrant an allowance as a recruitment incentive; or

"(3) both of the factors described in paragraphs (1) and (2).

"(e)(1) Notwithstanding any other provision of law, the Secretary of Defense may, during fiscal year 1987, terminate the employment of any civilian intelligence officer or employee of a military department whenever he considers that action to be in the interests of the United States and he determines that the procedures prescribed in other provisions of law that authorize the termination of the employment of such officer or employee cannot be invoked in a manner consistent with the national security. The decisions of the Secretary under this paragraph are final and may not be appealed or reviewed outside the Department of Defense. The Secretary of Defense shall promptly notify the

Permanent Select Committee on Intelligence of the House of Representatives and the Select Committee on Intelligence of the Senate whenever this termination authority is exercised.

"(2) Any termination of employment under this subsection shall not affect the right of the officer or employee involved to seek or accept employment with any other department or agency of the United States if he is declared eligible for such employment by the Director of the Office of Personnel Management.

"(3) The Secretary of Defense may delegate authority under this subsection only to the Deputy Secretary of Defense or the Secretary concerned or both. An action to terminate any civilian intelligence officer or employee of a military department by either such officer shall be appealable to the Secretary of Defense.

(b) The table of sections at the beginning of chapter 81 of title 10, United States Code is amended by adding at the end thereof the following new item: "1590. Management of civilian intelligence personnel of the military departments."

(c) The Secretary of Defense shall conduct a comprehensive review and evaluation of the implementation of Section 1590 of title 10, United States Code and shall report thereon to the Congress no later than March 1, 1989. Such report shall--

(1) describe the extent to which the civilian intelligence personnel management systems established under Section 1590 of title 10 have improved acquisition and retention of civilian intelligence personnel by the military departments;

(2) describe the elements of uniformity among the civilian intelligence personnel management systems established under Section 1590 of title 10;

(3) describe the elements of diversity among the civilian intelligence personnel management systems established under section 1590 of title 10, and explain the need for such diversity based on differences in the intelligence needs or missions of the military departments;

(4) describe the means for oversight within the Office of the Secretary of Defense and each of the military departments for ensuring consistent application of regulations, directives, and guidelines which implement the authority granted under Section 1590 of title 10;

(5) contain recommendations for any legislative changes the Secretary of Defense may deem appropriate; and

(6) include such other matters as the Secretary of Defense may deem appropriate".

APPENDIX B

CIPMS PRIMARY GRADING STANDARD FOR GENERAL SCHEDULE POSITIONS

Part 1. INTRODUCTION

The CIPMS Primary Grading Standard for General Schedule Positions is a standard for assigning grades in the classification of all positions, GS-1 through GS-18.

A. The nonsupervisory grading standard in Part 2 uses five factors to grade positions by measuring the position's worth in the following areas:

1. FACTOR A - Essential Knowledges - The kind or nature of knowledge, experience, or education needed to accomplish the assigned work.

2. FACTOR B - Guidelines - The references used for performing the work, the judgment and originality required to apply the references or develop new guides.

3. FACTOR C - Scope of Authority and Effect of Decisions - The purpose, scope, and effect of the work.

4. FACTOR D - Work Relationships - The people, conditions, and reasons for which contacts are made as well as the skill needed to accomplish work through person-to-person activities.

5. FACTOR E - Supervision Received - The manner in which the work is assigned, carried out, and reviewed.

B. The supervisory standard in Part 3 is the method for assigning grade levels to both supervisory and managerial positions. This standard also uses five factors to grade positions by measuring the position's worth in the following areas:

1. FACTOR A - Guidelines - The references used for performing the work, the judgment and originality required to apply the references or develop new guides.

2. FACTOR B - Scope and Variety of Operations - Workload and variety of work supervised.

3. FACTOR C - Work Relationships - The people, conditions, and reasons for which contacts are made as well as the skill needed to accomplish work through person-to-person activities.

4. FACTOR D - Supervision Exercised - The degree of both technical and administrative supervision over the subordinate staff.

5. FACTOR E - Complexity of Work Supervised - Grade level of highest nonsupervisory work both technically and administratively supervised.

C. General Guidelines

1. Each factor degree description serves as a reference point with corresponding point values for each degree. The factor degree descriptions are representative but not inclusive.

2. Point values for any factor may be adjusted based on sound management and position classification judgment. The total point score is translated to each GS grade from 1 through 18 by use of the applicable Grade Conversion Table. This method encourages uniformity of approach and allows the greatest management flexibility.

3. Supplementing Occupational Guides define coverage, titles, grade bands for the covered career ladders and the skill areas and performance levels typically found in those grade bands. They may also contain specific classification guidance such as bench mark job descriptions or specific factor degree descriptions. CIPMS Guides may not supercede the CIPMS Primary Grading Standard.

4. Grade bands differ by the type of work and qualification requirements typical of the various occupations or specialties. Each band consists of two or more grades commonly found within the career ladder for any occupation or specialty. Grade bands do not establish targets for all positions. Rather, they represent occupational grade levels that may be allowable, based on the work assigned to the position, the needs of that organization, and established position management requirements. The grade bands for CIPMS-wide career paths are shown on the applicable Grade Conversion Tables and shown by chart on page B-21. They represent a tool to check consistency between series, occupations, and Departments and are also listed below.

a. Clerical Specialties (e.g. Clerk-Typists, Lower Level Secretaries, Word Processors, Voucher Examiners, File Clerks, etc.)

(1) Band 1 (GS-1 through GS-4) Entry Level

(2) Band 2 (GS-5 through GS-9) Full Performance Level

b. Technician and Assistant Specialties (e.g. Engineering and Science Technicians, Computer Technicians, Intelligence or Security Assistants, Personnel and Budget Assistants, Computer Operators, etc.)

(1) Band 1 (GS-1 through GS-4) Entry Level

(2) Band 2 (GS-5 through GS-9) Full Performance Level

(3) Band 3 (GS-10 through GS-13) Expert Level

c. Professional and/or Administrative Specialties (e.g. Engineers, Scientists, Budget, Supply, and other analysts and/or specialists)

(1) Band 1 (GS-1 through GS-4) Pre-Professional

(2) Band 2 (GS-5 through GS-9) Entry or Developmental Level

(3) Band 3 (GS-10 through GS-13) Full Performance Level

(4) Band 4 (GS-14 through GS-15) Expert Level

(5) Band 5 (GS-16 through GS-18) Senior Expert

5. Terminology used throughout all classification guides is sometimes misinterpreted. The following definitions are provided to ensure consistent application

and interpretation. These are not all inclusive; exceptions, such as joint organizations, must be evaluated in terms of alignment with the following definitions:

a. Activity - Separate organizational component at various levels of command within a Department.

b. Program - Long-term endeavor with many related projects and dedicated resources.

c. Project - Short-term endeavor that supports a long-term program.

Part 2 NONSUPERVISORY POSITIONS

The following are the Factor and Degree Descriptions for Nonsupervisory CIPMS Positions.

A. FACTOR A - ESSENTIAL KNOWLEDGES: This factor measures the nature and extent of information or facts that employees must understand to do acceptable work (e.g., step, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply these knowledges.

DEGREE A-1 - 5 POINTS

Knowledge of simple, routine, or repetitive tasks or operations that typically includes following step-by-step instructions and requires little or no previous training or experience; and skill to operate simple equipment requiring little or no previous training or experience.

DEGREE A-2 - 15 POINTS

Knowledge of basic or commonly used rules, procedures, or operations that typically requires some previous training or experience; and basic skills to operate equipment requiring some previous training or experience, such as keyboard equipment, reproduction equipment, etc.

DEGREE A-3 - 20 POINTS

Knowledge of a body of standardized rules, procedures, or operations requiring considerable training and experience to perform the full range of standard clerical and non-clerical assignments and resolve recurring problems; and the skill, acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations.

DEGREE A-4 - 30 POINTS

Knowledge of an extensive body of rules, procedures, or operations requiring extended training and experience to perform a wide variety of interrelated or non-standard procedural assignments and resolve a wide range of problems; and practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as: adapting equipment when this requires considering the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

DEGREE A-5 - 40 POINTS

Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methodology of a professional or administrative occupation and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures; and/or in addition to the practical knowledge of standard procedures in Degree A-4 above, practical knowledge of technical methods to perform assignments such as carrying out limited projects which involve use of specialized, complicated techniques.

DEGREE A-6 - 60 POINTS

Knowledge of the principles, concepts, and methodology of a professional or administrative occupation as previously described that has been supplemented either by: (a) skill grained through job experience to permit independent performance of recurring assignments, or (b) expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures in the occupation that are significantly more difficult and complex than those covered by degree A-5; or (c) practical knowledge of a wide range of technical methods, principles, and practices similar to a narrow area of a professional field and skill in applying this knowledge to such assignments as the design and planning of difficult, but well-precedented projects.

DEGREE A-7 - 80 POINTS

Knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments; and/or a comprehensive, intensive, practical knowledge of a technical field and skill in applying this knowledge to the development of new methods, approaches, or procedures.

DEGREE A-8 - 95 POINTS

Assignments require a mastery of one or more professional or administrative fields. The expert applies experimental theories and new developments to problems not susceptible to treatment by accepted methods; makes decisions or recommendations significantly changing, interpreting, or developing important policies and programs.

DEGREE A-9 - 115 POINTS

Assignments at this level require a mastery of a professional or administrative field in order to generate and develop new hypotheses and theories. The expert is a leading authority in the specialty not only within the Department or joint organization but also throughout the Defense establishment and the Intelligence Community.

B. FACTOR B - GUIDELINES: This factor measures the nature of the guidelines used (e.g., regulations, procedures, precedents, methods, techniques and other guidelines that govern the work) and the degree of interpretation required of these references, including the elements of judgment and originality.

DEGREE B-1 - 10 POINTS

Specific, detailed guidelines covering all important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

DEGREE B-2 - 25 POINTS

Procedures for performing the work are established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating, selecting, and applying the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Adaptability and versatility are required to meet changing work situations.

DEGREE B-3 - 50 POINTS

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as the Activity policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

DEGREE B-4 - 70 POINTS

Administrative policies and precedents are applicable but are stated only in very general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

DEGREE B-5 - 95 POINTS

Guidelines are broadly stated and nonspecific; e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as an authority in the development and interpretation of guidelines.

DEGREE B-6 - 115 POINTS

Guidelines are virtually non-existent. Precedents are obscure or not available. Originality, creativity, and/or long-term experience are required to deal with or to plan theoretical, experimental, or complex programs of such advanced and novel character that new concepts and methodology must be developed. Develops definitive plans and heads pioneering efforts to solve problems that require an extension of theory.

C. FACTOR C - SCOPE OF AUTHORITY AND EFFECT OF DECISIONS: This factor covers the relationship between (1) the nature of the work (e.g., purpose, breadth, and depth of assignments) and (2) the effect of the work products or services both within and outside the organizational element. Effect also measures such things as whether the work output facilitates the work of others, provides timely service of a personal nature, or impacts on the adequacy of research conclusions.

DEGREE C-1 - 15 POINTS

Employee takes or recommends actions on routine assignments or portions of special assignments where errors in decisions or commitments can be readily detected and corrected. The primary consequence of error is localized loss of time.

DEGREE C-2 - 30 POINTS

Employee makes decisions on the application of established procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may result in loss of time in other organizational units.

DEGREE C-3 - 50 POINTS

Employee makes decisions based on the interpretation of regulations and practices and initiates actions that affect various organizational units. Commitments that do not involve interpretation of policy or the setting of precedents may have an adverse effect upon the activities of the assigned element. Errors could prove costly in terms of delay and waste of time and resources within the element.

DEGREE C-4 - 70 POINTS

Employee makes decisions and initiates actions that involve the interpretation of policy or the setting of precedents. Makes authoritative determinations and advises on technical problems. Decisions and commitments often involve large expenditures of resources and have a strong impact on important programs.

DEGREE C-5 - 90 POINTS

Employee makes recommendations and decisions that materially affect the scope and direction of large and complex programs of Activity significance, or technical and scientific activities of crucial importance to the Activity's mission. Commitments may result in the initiation of major programs or the cancellation or modification of existing major programs.

DEGREE C-6 - 110 POINTS

Employee makes recommendations and decisions that directly affect achievement of the Department and/or joint organization's overall mission and may result in major policy changes that affect not only the Department and/or joint organization, but others as well. Employee has authority, limited only by governing policy and precedents, to commit the Department and/or joint organization to a course of action that is directly related to its overall mission.

D. FACTOR D - WORK RELATIONSHIPS: This factor includes contacts with persons not in the supervisory chain, and is based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the degree to which the employee and those contacted recognize their relative roles and authorities. Purpose of the contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

DEGREE D-1 - 5 POINTS

Person-to-person work relationships are required but are of an incidental nature and do not constitute a significant part of the work.

DEGREE D-2 - 15 POINTS

Person-to-person work relationships are a regular and necessary part of the job and are for the purpose of giving or obtaining factual information that is easy to convey and simple to understand.

DEGREE D-3 - 35 POINTS

Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

DEGREE D-4 - 55 POINTS

Person-to-person work relationships are for the purpose of giving or obtaining information on non-routine problems requiring not only explanation or interpretation of facts but also discussion of implications and inferences in order to gain concurrence or persuade to action.

DEGREE D-5 - 75 POINTS

Person-to-person work relationships are for the purpose of discussing policy matters and major changes in program emphasis in order to provide authoritative advice on their effect and feasibility, to gain necessary cooperation and support, or to persuade to action.

DEGREE D-6 - 95 POINTS

Person-to-person work relationships are for the purpose of securing acceptance or indispensable support of, or explaining and defending, policies and programs that represent the most controversial or crucial phases of the Department and/or joint organization's programs. Personal contacts are typically with high-ranking officials at national or international levels, with executives of large industrial firms or with specific policy makers and senior staff of other Departments and/or joint organizations or the Intelligence Community.

E. FACTOR E - SUPERVISION RECEIVED: This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the methodology for reviewing completed work.

DEGREE E-1 - 5 POINTS

The supervisor makes specific assignments that are accomplished by clear, detailed, and specific instructions. As the employee gains familiarity with the work, instructions are not detailed for repetitive tasks, but the employee's responsibilities remain clearly defined. The employee works as instructed and consults with the supervisor as required on matters not covered in the original instructions. The supervisor maintains control through review of the work for such things as accuracy, adequacy, and adherence to instructions and established procedures.

DEGREE E-2 - 20 POINTS

The supervisor maintains control over work through checking for accuracy, adequacy, and adherence to instructions. Instructions given to the employee are well defined, but the employee may recommend modifications to these instructions if the assignment is new, difficult, or unusual. The employee carries out routine assignments but unforeseen problems and unusual situations may be referred to the supervisor for help or decisions.

DEGREE E-3 - 35 POINTS

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, previous training, or accepted practices in the occupation. Finished work is reviewed for accuracy, quality, and compliance with more complex instructions and guidelines.

DEGREE E-4 - 55 POINTS

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines and projects. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise and interpreting policy in terms of established objectives. The supervisor is kept informed of progress and any controversial matters. Finished work and methods are reviewed for accuracy and effectiveness and for compliance with complex instructions and guidelines.

DEGREE E-5 - 75 POINTS

The supervisor generally provides only administrative direction, with assignments made in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. The supervisor is kept informed of significant developments. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility, effectiveness, or expected results and for its contribution to the overall project or program.

DEGREE E-6 - 95 POINTS

Assignments are made in terms of overall activity missions and policies. The employee selects objectives, plans, and methods independent of any review. Delegated authority is complete. Broad policy questions or major problems of coordination are resolved in conference with advisors and/or personnel of other

Activity elements. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities. Results of completed work are considered as technically authoritative and are normally accepted without significant change.

DEGREE E-7 - 115 POINTS

The employee is often the most authoritative professional in a particular field within the Department and/or joint organization. The work is generally considered to be pioneering in a particular specialty. Supervision is virtually nonexistent. The independence of action inherent at this level is hampered only by the constraint of availability of funds and other resources and/or major program goals and national priorities.

CIPMS GRADE CONVERSION TABLE
FOR NON-SUPERVISORY POSITIONS

This table is for use in converting total point values assigned by application of the standard to all non-supervisory positions from grades GS-1 through GS-18.

TOTAL POINTS	GS GRADE LEVEL	BAND DESCRIPTION
0 - 19	1	Entry Level for Technician and Clerical Bands and Pre-Professional Level for Professional and Administrative Band
20 - 29	2	
30 - 44	3	
45 - 79	4	
80 - 104	5	Full Performance Level for Technician and Clerical Bands and Entry Level for Professional and Administrative Band
105 - 129	6	
130 - 159	7	
160 - 179	8	
180 - 204	9	
205 - 224	10	Expert Level for Technician Band and Full Performance Level for Professional and Administrative Band
225 - 244	11	
245 - 294	12	
295 - 339	13	
340 - 379	14	Expert Level for Professional and Administrative Band
380 - 424	15	
424 - 469	16	Senior Expert Level for Professional and Administrative Band
470 - 514	17	
515 - 600	18	

Part 3. SUPERVISORY POSITIONS

The following are the Factor Degree Descriptions for Supervisory CIPMS Positions.

A. Factor A - Guidelines. This factor measures the degree to which judgment and originality play a role in the supervisor's assignment. It is the availability and strict adherence to guidelines or the total lack of them that gauges the level of independent judgement and initiative in a supervisory position.

DEGREE A-1 - 15 POINTS

Works in strict adherence to guidelines; and deviations must be authorized by immediate supervisor.

DEGREE A-2 - 35 POINTS

Works in adherence to guidelines but may utilize some independent discretion in locating and selecting the most appropriate guidelines or reference.

DEGREE A-3 - 55 POINTS

Utilizes judgment, resourcefulness, and initiative in adapting and applying guidelines. Is responsible for analyzing results and recommending changes to deal with the more difficult or unusual assignments.

DEGREE A-4 - 75 POINTS

Guidelines exist but judgment and ingenuity in interpreting the intent of these guides is required. May be required to make major or novel adaptations to existing guides in order to accomplish the mission of the element.

DEGREE A-5 - 95 POINTS

Guidelines at this level have only limited application in the most significant areas of work. Exercises a very high degree of originality and sound judgment in formulating, evaluating, and monitoring the organization's programs. When new concepts and/or technologies are developed, there are no precedents and/or guidelines on which to base or predict expected results and none that can be used to develop appropriate criteria, methods, procedures, and techniques. Exercising judgment and ingenuity in guiding personnel in the analysis of these unique problems and in developing new and improved techniques and methods for the organization's mission are inherent in a position at this level.

DEGREE A-6 - 115 POINTS

The only available guidelines are broad statements of policy. Precedents are obscure or non-existent. A supervisor at this level has full and final technical responsibility for the work of the organization. Is responsible for developing plans and programs that sometimes are in advance of pioneering efforts requiring a great deal of ingenuity and originality to develop applications in specific areas of the organization's mission.

B. FACTOR B - SCOPE AND VARIETY OF OPERATIONS: This factor is intended to measure the extent to which size, workload, and variety of functions of the organization supervised contribute to the difficulty of the supervisor's position.

DEGREE B-1 - 25 POINTS

Responsible for supervising the day-to-day work of an element in which the operations are well defined and work methods are firmly established. Only one kind of work is normally represented. Supervisor directs work-flow, guides employees in the application of established procedures, assigns new or additional work when required, trains new employees, and initiates personnel actions. Reviews work in progress or upon completion for compliance with instructions and overall quality.

DEGREE B-2 - 65 POINTS

Responsible for planning and supervising the work of an element or work center for which the programs and objectives are clearly defined and the organizational structure fully established. More than one kind of work may be present, requiring an additional body of knowledge. Moderate variations in workload may be imposed on the supervisor due to cyclic fluctuations. Incumbent plans work flow and makes work assignments, adjusting work loads and adapting or modifying procedures to alleviate backlogs or delays. Reviews completed work for technical adequacy and for compliance with instructions. Is responsible for the quality and quantity of finished work.

DEGREE B-3 - 95 POINTS

Responsible, directly or through subordinate supervisors, for organizing, planning and directing the work program of an element for which program objectives and limitations are established. At this level of supervision, a greater variety of work and activities requiring frequently shifting work assignments and diversified occupational specialties exists. May be required to alter the organizational structure of the element and work methods to meet changes in requirements and shifts in workload. Assigns and reassigns personnel and consults with superiors on major technical and administrative problems. Is responsible for the effective use of assigned personnel and for the quality and quantity of work produced.

DEGREE B-4 - 125 POINTS

Responsible for directing and coordinating diverse work programs through intermediate levels of supervision. Within the framework of policy, determines organizational structure and approves work plans and methods. At this level, additional supervisory problems may exist such as subordinates located in widely separated locales; constantly changing assignments and deadlines; frequent, often abrupt and unexpected, changes in work assignments and goals; a wide variety of occupations, each very distinct in and of itself; or supervision of shift operations; i.e., activities that are carried out through two or more shifts. Work at this level requires the supervisor to be constantly adjusting to the unpredictable consequences of added pressure. Is responsible for the efficient and economical management of personnel and material resources.

DEGREE B-5 - 150 POINTS

Responsible for executing a primary mission of the Activity by managing and administering a group of major work programs. Is fully accountable for the economy and efficiency of operations, for compliance with U.S. and Activity policy, and for attainment of program goals and objectives. The variety and

nature of the work supervised is often at the technical frontiers of not only the Activity but the Intelligence Community.

C. FACTOR C - WORK RELATIONSHIPS: This factor deals with considerations of the difficulty of attaining work goals and objectives through personal contacts both within and outside the Activity and the nature, frequency, and purpose of person-to-person work relationships that are required by the duties of the position.

DEGREE C-1 - 15 POINTS

Contacts are with personnel in the supervisor's immediate element and are highly structured situations of an incidental nature and do not play any role in overall performance.

DEGREE C-2 - 35 POINTS

Person-to-person work relationships are required but are not essential in the overall daily performance. Contacts at this level would normally be within the supervisor's organization to explain changes in work patterns or to explain deviations in work processes or methods. Occasional coordination with other elements having a similar mission relationship may occur if guidelines or instructions require joint coordination to avoid backlogs or delays.

DEGREE C-3 - 55 POINTS

Contacts are a regular and necessary part of the function and are generally to clarify or give facts or information in which the subject matter requires some interpretation. At this level, most contacts are within the supervisor's own assigned organization; however, occasional contacts may be with external organizations whose missions differ considerably from the supervisor's element.

DEGREE C-4 - 75 POINTS

Daily contact is required with personnel in a wide variety of Activity elements having mission-related activities and occasionally with operating personnel within the Intelligence Community. Purpose of contacts is to resolve non-routine problems affecting the overall activities of the element. At this level, must be able to persuade or influence others to gain concurrence on major issues that affect the supervisor's element.

DEGREE C-5 - 95 POINTS

Person-to-person work relationships are for the purpose of justifying, demanding, negotiating, or settling matters involving significant or controversial issues. Contacts are generally with high ranking officials both within and outside the Activity. The supervisor is expected to provide authoritative advice and guidance, to be spokesman for the organization, and be able to win support for the organization's programs.

DEGREE C-6 - 115 POINTS

Person to person work relationships are to negotiate or solve issues relating to the most significant programs of the Activity. Must defend extremely controversial or critical long range plans of the Activity. These contacts would be at the highest levels of the Activity, with ranking officials of other Government Agencies, or with executives of corporations having dealings with the Activity.

D. FACTOR D - SUPERVISION EXERCISED: This factor measures the degree to which the supervisor is actually responsible for the various facets of technical and administrative supervision; his or her involvement in such things as planning and organization, work assignment, and review and the exercise of supervisory personnel functions. This is, in effect, an expression of the extent of supervision received from higher levels and the extent of the supervisor's responsibility for the work produced.

DEGREE D-1 - 25 POINTS

At this level, the supervisor performs only basic supervision, such as ensuring that work schedules are met, the work force is adequate to accomplish assigned tasks, and that adequate equipment and supplies are available for employees. Reviews work in progress or upon completion, explains any special instruction, and ensures that new employees are given proper training to perform the work. Oversees attendance and leave, approves sick and annual leave and vacation schedules, and evaluates the performance of subordinates through the Department and/or joint organization performance appraisal system. Any controversial or disciplinary measures must be referred to higher level supervisors for adjudication.

DEGREE D-2 - 65 POINTS

At this level of supervision, performs the following supervisory functions:

- plans work schedules and sequence of operations on a regular basis for assigned element, ensuring that deadlines are met and that there is an even flow of work;

- revises work schedules to meet changes in workload, including use of overtime when appropriate;

- gives special instructions on difficult or different operations, answering technical questions about the work;

- informs higher level supervisors of anticipated vacancies, increases in workload, or other circumstances requiring replacements or additional staff;

- informally recommends promotions, reassignments, and recognition of outstanding performance by recommending awards;

- resolves informal complaints of employees that are within their jurisdiction, contacting higher levels of supervision for information and correction of unsatisfactory conditions;

- directs on-the-job training for employees and provides back-up skills by cross training;

- advise employees of the performance requirements of their positions and keeps them informed individually on progress toward meeting requirements;

- holds corrective interviews with employees and refers disciplinary problems to higher level supervision;

- prepares formal evaluations of employee performance;

- explains to employees the main features and general procedures of promotion plans, training programs, and opportunities and seeks answer to more technical questions from higher level supervisors or staff specialists;

- informs employees about the policies, procedures, and goals of management as they relate to the work of the element; and

- informs superiors of employee participation, suggestions, and reactions.

DEGREE D-3 - 95 POINTS

Supervisors at this level have authority to plan for and make changes in the organization of work to achieve efficient and economical operations within allowable costs, staffing levels, and policies established by higher levels of supervision. Has the authority to define the standards for the work and to prepare and issue internal instructions and procedures for its accomplishment. In addition to responsibilities for keeping employees and higher level supervisors informed of personnel matters that affect them, supervisors at this level have authority to prepare formal and follow-up actions for most supervisory personnel functions. Also, at this level the supervisor will have a substantial measure of responsibility for the technical soundness of work that they supervise. However, the normal work situation also provides sources to which the supervisor can turn for advice and assistance on the particularly difficult and out-of-the-ordinary technical problems. Provides inputs to supervisors on budgeting requirements of the element based on anticipated workload and production capability. Provides for all of the normal personnel and administrative functions for the element and is usually the supervisory level that provides the primary input for promotions and award recommendations within an organization.

DEGREE D-4 - 125 POINTS

At this level of supervision, the incumbent is responsible for supervising an organization through one or more levels of subordinate supervisors. In addition to the authority to make changes in the organization of work within allowable costs and established policies, has the authority to develop plans and schedules for guidance of subordinate supervisors for the accomplishment of work to meet program goals, objectives, and broad priorities established by higher level of management. Is responsible for defining quality standards and internal instructions and procedures, to establish operating guidelines for and to coordinate activities of subordinate supervisors relating to such matters as organizational structure, performance standards, and work review and reporting requirements to achieve goals and objectives of higher management. Has the authority to establish internal guidelines for and to approve, modify, or reject personnel actions of subordinate supervisors. Has full technical responsibility for the work of the organization.

DEGREE D-5 - 150 POINTS

Incumbent direct through subordinate layers of supervision the work of a major component of the Activity. Is accountable for developing program goals and plans for the organization independently or jointly with senior managers or their equivalent in a major component of the Activity and is held responsible for the success or failure of programs that have a direct bearing on major activities of the Intelligence Community. Determines resources needs and allocation of resources and accounts for their effective use and the need of organizational changes that have considerable impact on the Activity (e.g., operating costs, key positions, etc.). Sets policy for the organization in

such areas as determining program emphasis and operating guidelines, coordinating program efforts with other key Activity elements or with the activities of other agencies. Delegated authority to subordinate supervisors and holds them responsible for the performance of their organizational elements. Has full and final technical responsibility for the work of the organization and its programs.

E. Factor E - COMPLEXITY OF WORK SUPERVISED: This factor measures the nature, level, and difficulty of the nonsupervisory work being supervised or managed. The level selected for this factor should represent the highest full performance level of nonsupervisory work found in the subordinate work unit.

POINTS	GRADE LEVEL (S)
35	GS-1 through GS-4
40	GS-5 and GS-6
45	GS-7 and GS-8
50	GS-9 and GS-10
55	GS-11
60	GS-12
65	GS-13
70	GS-14
75	GS-15
80	Over GS-15

GRADE CONVERSION CHART - SUPERVISORY POSITIONS

TOTAL POINTS	GS - GRADE
100 - 119	GS - 05
120 - 139	GS - 06
140 - 164	GS - 07
165 - 184	GS - 08
185 - 204	GS - 09
205 - 227	GS - 10
228 - 249	GS - 11
250 - 289	GS - 12
290 - 344	GS - 13
345 - 394	GS - 14
395 - 444	GS - 15
445 - 494	GS - 16
495 - 544	GS - 17
545 - 600	GS - 18

CIPMS GRADE BANDS

GS GRADES	BAND 1				BAND 2					BAND 3				BAND 4		BAND 5		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
* PROFESSIONAL & ADMINISTRATIVE	PRE-PROFESSIONAL				ENTRY/DEVELOPMENT					FULL PERFORMANCE**				EXPERT**		SENIOR EXPERT**		
TECHNICIAN	ENTRY				FULL PERFORMANCE**					EXPERT**/***								
CLERICAL	ENTRY				FULL PERFORMANCE**/***													

NOTES:

* The grade bands for both Professional and Administrative career paths are identical and depicted together.

** Depicted grade bands for these career paths are not meant to preclude the "dual track" concept. Supervisory and managerial jobs may also be found in these grade bands. First and second line supervisory positions are most frequently equated with the Full Performance band, managerial positions with the Expert band, and executive positions with the Senior Expert band.

*** Clerical employees nearing or reaching the limit of the top grade band for their career path may, in some cases, be considered for progression by promotion, reassignment, or change to lower grade, after on-the-job development or other training and education, to the Technician or Administrative career paths. Technicians may be considered for similar progression to jobs in the Administrative or Professional career paths.

RESERVED

APPENDIX C

SENIOR EXECUTIVE LEVEL PROGRAM

RESERVED

RESERVED

APPENDIX D

CIPMS QUALIFICATIONS GUIDE

A. PURPOSE

This guide is furnished as an aid to managers, supervisors, and personnel specialists in determining whether an employee or applicant is qualified for a CIPMS position. Under this guide, the OPM standard (X-118 or X-118C) ceases to be a categorical requirement, but may be treated as one source of information about the knowledge, skills, and abilities (KSA) required for successful job performance. CIPMS occupational guides, OPM position classification standards, written performance plans, job descriptions, job audit findings, etc., also contain pertinent information.

B. REFERENCES

1. Section 1590, Title 10, U.S. Code.
2. Handbook X-118, "Qualification Standards for Positions under the General Schedule," U.S. Office of Personnel Management.
3. Handbook X-118C, "Job Qualification System for Trades and Labor Occupations," U.S. Office of Personnel Management.
4. CIPMS Occupational Guides.
5. Chapter 3, "Employment and Placement," of DoD 1400.34-M.

C. COVERAGE

This guide applies to qualification determinations for all positions covered by CIPMS.

D. POLICY

1. The Military Departments may develop and apply CIPMS qualification standards in accordance with Chapter 3 of this Manual.
2. Applicants for CIPMS positions shall receive full credit for demonstrated possession of KSAs regardless of the manner in which the knowledge, skill, or ability was gained.
3. Qualification standards shall require the type, quality and length of experience, education, and training to ensure a sufficient level of qualifications for entry into and progression within each occupation or specialty. They need not specifically discuss every type of experience, education, or training that is or is not qualifying. Judgment must be applied in determining whether the individual's total background demonstrates the KSAs necessary for successful job performance.
4. Employees or applicants for professional positions must meet the minimum educational requirements of the X-118 or controlling CIPMS standard. Certification or licensure requirements must also be met. Except as permitted by quality or selective placement factors, no additional education or experience requirements beyond those stated in the standard are permitted.

E. RESPONSIBILITY

Managers and supervisors, assisted by personnel specialists, are responsible for controlling the movement of employees into and between CIPMS positions by prescribing the KSAs required for the positions and evaluating the qualifications of applicants.

F. APPLICATION OF STANDARDS

Except as stated in subsection D.4., above, individuals may enter a new occupation even if they lack the specific requirements of the basic standard for that occupation, provided that their overall background gives clear indication of ability to perform the duties of the position. In such cases, movement will generally be by reassignment or change to lower grade. Following such a move, the employee will be expected to clearly demonstrate possession of the KSAs necessary to satisfactorily perform the work of the new position before being eligible for promotion within that occupation.

G. WRITTEN AND PERFORMANCE TESTS

Written and performance tests are not required, but may be developed and/or administered as deemed appropriate by each Department.
(See Chapter 3, subsection B.7)

H. RECORDS AND REVIEW

Records documenting employee and applicant qualification determinations must be maintained and made available for review for a minimum period of 2 years from the effective date of the resulting personnel action.

APPENDIX E

CONDITIONS OF EMPLOYMENT

A. Required conditions of employment shall be documented by a signed statement of understanding from the employee before employment in a CIPMS position. Failure to sign an agreement shall be grounds for withdrawal of the employment offer. Use of any or all approved conditions of employment shall be determined by the Military Department. Each Military Department shall comply with controlling regulations, if any, for each condition of employment. Failure to document or retain the documentation of an employee's understanding and acceptance of a condition of employment shall not release the employee from that condition if it can be demonstrated that they knew or should have reasonably known about the condition of employment at either the time of their acceptance of their position or for a reasonable length of time, if the condition of employment was imposed after entering the position.

B. Conditions of employment shall be imposed when in the best interests of the CIPMS, the national security, or to otherwise comply with law or controlling Directive. Examples of possible conditions of employment are the requirements to obtain and maintain access to the level of classified information required for a position, to undergo a periodic polygraph examination, to be mobile, and to obtain and maintain professional certification or license.

C. Applicants failing or refusing to meet applicable conditions of employment may not be appointed. Employees failing or refusing to meet or maintain a condition of employment may be denied assignment to a position and/or be removed from a position requiring a condition of employment by reassignment, demotion, or removal from the Federal service. Adverse action based on a failure to obtain or maintain a condition of employment shall be processed as a non-disciplinary action under provisions of FPM 752 and/or applicable Military Department regulations.

RESERVED

APPENDIX F

COMMON ACRONYMS

ACSI	Assistant to the Chief of Staff, Intelligence (Air Force)
ASD(FM&P)	Assistant Secretary of Defense (Force Management and Personnel)
ASD(C^3I)	Assistant Secretary of Defense (Command, Control, Communications and Intelligence)
CFR	Code of Federal Regulations
CIA	Central Intelligence Agency
CIPMS	Civilian Intelligence Personnel Management System
DCSINT	Deputy Chief of Staff, Intelligence (Army)
DIA	Defense Intelligence Agency
DISCAS	Defense Intelligence Special Career Automated System
DoD	Department of Defense
DNI	Director, Naval Intelligence (Navy)
EPA	Exemplary Performance Award
FPM	Federal Personnel Manual
FWS	Federal Wage System
GS	General Schedule
ICDP	Intelligence Career Development Program
KSA	Knowledge, Skills, and Abilities
MSPB	Merit Systems Protection Board
NSA	National Security Agency
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PMRS	Performance Management and Recognition System
PPP	Priority Placement Program
QSI	Quality Step Increase
RIF	Reduction in Force

RIP	Rank-in-Person
U.S.C.	United States Code

Glossary

Section I
Abbreviations

AA
affirmative action

ACPM
Activity Career Program Manager

ACTEDS
Army Civilian Training, Education, and Development System

AOG
Army Occupational Guide

ASA (M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASD (C ^{3}I)
Assistant Secretary of Defense (Command, Control, Communications and Intelligence)

ASD (FM&P)
Assistant Secretary of Defense (Force Management and Personnel)

CAG
CIPMS Advisory Group

CIPMS
Civilian Intelligence Personnel Management System

CP
career program

CPM
career program manager

CPO
civilian personnel officer

DA
Department of the Army

DCP
Director of Civilian Personnel

DCSINT
Deputy Chief of Staff for Intelligence

DCSPER
Deputy Chief of Staff for Personnel

DISCAS
Defense Intelligence Special Career Automated System

DOD
Department of Defense

EEO
equal employment opportunity

EPA
exemplary performance award

FC
functional chief

FCR
functional chief representative

FOA
field operating agency

FPM
Federal Personnel Manual

FWS
Federal Wage System

FY
fiscal year

HQDA
Headquarters, Department of the Army

GM
Designator for PMRS pay system

GS
General Schedule

ICDP
Intelligence Career Development Program

ICS
Intelligence Center and School

IDP
individual development plan

IPMO
Intelligence Personnel Management Office

JTR
Joint Travel Regulations

KSA
knowledge, skills, and abilities

MACOM
major Army command

MI
military intelligence

MSPB
Merit Systems Protection Board

OCMI
Office of the Chief of Military Intelligence

ODCSINT
Office of the Deputy Chief of Staff for Intelligence

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OPF
official personnel folder

OPM
Office of Personnel Management

OSD
Office of the Secretary of Defense

PM
position management

PM&C
Position Management and Classification

PMO
position management officer

PMRS
Performance Management and Recognition System

QSI
quality step increase

RIF
reduction in force

SA
Secretary of the Army

SASA
Special Act or Service Award

SIO
senior intelligence officer

USACARA
U.S. Army Civilian Appellate Review Agency</abbrsect>

Section II
Terms

Ability
The present capacity or proficiency in performing a task or group of tasks which are requirements of a job; such as, oral communications or written communications. For GS positions, the term ability is often used interchangeably with skill.

Activity
Separate organizational component at various echelons of command within a department.

Activity career program manager
Generally, the senior civilian at the activity in a given career program. The activity career program manager, is appointed by the activity commander to provide advice and assistance with respect to the requirements and opportunities of that career program.

Administrative disqualification
Action taken after finding that an applicant for employment in a CIPMS position lacks fitness indicated by his or her character, conduct, and/or reputation.

Allocating authority
The authority to classify positions (assign title, series, and grade).

Bridge position
A position designed to equip the incumbent with the knowledge, skills, and abilities to qualify for movement into a position in a

different career path. Typically, these are positions in the technician career path that have been established to facilitate movement into the professional–administrative career path.

Budget authority
Control of an internal operating budget at the activity level which encompasses those elements of resource defined as civilian personnel resources. These include base salary, benefits, overtime, premium pay, and awards, and may be extended to include travel, recruitment and retention incentives, training, and other operating expenses.

Career ladder
A range of grades within an occupation or specialty which allows for a progressive increase of responsibility and employee competency. Career ladders may be limited to a single grade band or may cover multiple grade bands. Progression through a career ladder is dependent upon management discretion, the availability of funds, position management approvals, employee mobility, acquisition of competencies, and job performance.

Career path
A model reflecting the common career progression pattern of related groups of series or specialties. Career paths reflect the normal combination of grades into successive grade bands for the series or specialties associated with that path. Professional–administrative, technician, and clerical career paths have been established.

Career program manager
Appointed by the MACOM commander to serve as the counterpart of the functional chief for a given career program at the MACOM level.

CIPMS Advisory Group
An advisory body to the Assistant Secretary of Defense (Force Management and Personnel) on CIPMS matters. This group is chaired by a representative designated by ASD (FM&P) and includes a representative of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence), as well as representation from both the personnel and intelligence communities of the Army, Navy, and Air Force.

Classification standard
A set of documents, which provides information for determining the pay plan, title, series, and grade level of a position. The CIPMS Primary Grading Standard and approved Army Occupational Guides together represent the classification standard for GS positions.

Clerical career path
Progression of those occupations involving work accomplished to support an office or program to include the processing and maintenance of records and materials which represent the transactions or business of the organization. The work is generally performed within a structured framework of instructions, procedures, and/or working knowledge related to the tasks to be performed.

Condition of employment
A mandatory requirement or precondition for holding a position that is in addition to knowledge, skills, abilities, and/or educational qualification requirements.

Dual career track
Progression for both supervisory–managerial and nonsupervisory positions in the occupational specialties.

Factor degree description
A narrative description of a degree of difficulty of work. Each of the five CIPMS job classification factors for nonsupervisory or supervisory work is divided into degrees. Each degree has a point value. Nonsupervisory factor degree descriptions are described in broad terms in the CIPMS Primary Grading Standard. Factor degree descriptions for specific occupations or groups of occupations are found in the Army Occupational Guides.

Functional chief
The senior intelligence officer of the Army; that is, the Deputy Chief of Staff for Intelligence.

Grade band
A grade band consists of two or more grades denoting a common level of difficulty or responsibility of the work or a common level of knowledge, skills, and abilities required to perform the work (for example, Entry Level, Full Performance Level, and Expert Level). The grade bands improve the interface between position management and classification and other personnel processes such as training, merit promotion, career management, and performance management.

Intelligence community
Government organizations whose primary missions are in the intelligence or national security field.

Intelligence function
Any portion of a military department that performs an intelligence mission.

Knowledge
Specific information, usually of a factual nature, but also including nonfactual information such as theories or principles, which an individual must know to perform his or her job.

Manager
The incumbent of a managerial position who directs the work of an organization and is held accountable for the success of specific line or staff programs. The incumbent monitors the progress of the organization toward meeting goals and makes adjustments in objectives, work plans, schedules, and commitment of resources.

Merit principles
A set of principles guiding the overall Federal personnel management system, as delineated in section 2301, title 5, United States Code.

Occupational Guide
A two–part document that supplements the CIPMS Primary Grading Standard (or other approved grading standard) for specific occupations or specialties. Part I is developed jointly by the military departments; Part II is service–unique.

Performance award
Monetary or honorary awards or other appropriate recognition of an employee's performance made at the discretion of management.

Personnel management plan
A working plan to accomplish short– and long–range personnel management goals for an organization based on an assessment of mission, available resources, and the current status of the personnel management program in the organization.

Position management
The process whereby managers assign duties and responsibilities to positions and the structuring of these positions to form an organization that provides for effective and economical mission accomplishment, career development, and other management goals.

Position management officer
A line management official within an activity who provides expertise to assist in the resolution of difficult position structure, manpower, reorganization, or budget problems.

Primary grading standard
A document prescribing the method of evaluating supervisory and nonsupervisory positions in the General Schedule according to predetermined factors and predetermined weights for various degrees of those factors. The CIPMS Primary Grading Standard provides the primary guidance for grading CIPMS positions in the GS and is supplemented by Army Occupational Guides.

Professional–administrative career path
Progression of those occupations involving either—

a. Work that requires knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education.

b. Work that requires the exercise of analytical ability, judgment, discretion, personal responsibility, and the application of a substantial body of knowledge of underlying

concepts, theories, and principles applicable to the field.

Program
Long–term objective with many related projects and dedicated resources.

Project
Short–term endeavor that supports a long–term program.

Qualification standard
A set of documents that prescribes the amount and type of experience, education, training, or other qualification requirement in order to measure an individual's ability to perform the duties of a specific position.

Remote work sites
Permanent duty stations so distant from the nearest established communities as to require a considerable degree of expense, hardship, and inconvenience beyond that normally encountered in metropolitan areas. Remote work sites are determined locally based on recruitment and retention history. This determination is supported by an analysis of such factors as distance, commuting time, and conditions, and the extent to which these factors result in significant expense, inconvenience, and hardship.

Scarce skills
Qualifications that are in short supply in the pertinent labor market, as evidenced by the inability to fill new positions or replace former employees with well–qualified individuals in a timely manner.

Senior intelligence officer
The senior official (military or civilian) at a given organizational level (for example, activity or command) who has responsibility for accomplishment of an intelligence mission.

Shortage category positions
Positions requiring scarce skills, as defined above.

Skill
The proficient manual, verbal, or mental manipulation of data or objects. Skills can be readily measured by a performance test that measures quality and quantity of performance, usually within established time limits. Examples of proficient manipulation of objects are skills in typing or skills in operating a motor vehicle. Examples of manipulation of data include skills in mathematical computations or skills in editing transposed numbers.

Special salary rates
An approved set of pay rates that exceed the General Schedule rates that would otherwise be applicable. CIPMS special salary rates are established only upon a finding that competing sectors are paid substantially more, and that the salary gap significantly handicaps the recruitment and retention of well–qualified applicants.

Standardized performance plans
One or more elements, critical and/or noncritical, and accompanying performance standards for a number of employees with the same or similar career path, career ladder or specialty, career level, and grade.

Supervisor
A staff member who accomplishes work through others, directs subordinate employees in the performance of work, and is accountable to higher level management for the quantity and quality of the work.

Technician career path
Progression of those occupations involving nonroutine work typically associated with and supportive of a professional–administrative field to include "program"decision–making but less than full competence in the field involved. The work is generally performed by applying clearly appropriate guidelines or knowledge of precedent action to a corresponding situation. It requires extensive practical knowledge, gained through on–the–job experience and/or specific training less than that represented by college graduation.

Undesirable work sites
Permanent duty stations at which extensive recruiting efforts have been unsuccessful in filling an adequate number of positions within a reasonable time. The record must show that recruiting is hampered by one or more of the following:

a. Substandard facilities, equipment, or environmental factors.

b. Cost of living.

c. Lack of adequate housing, transportation, recreation, and social facilities in the commuting area.

Unit
An organizational entity composed of all positions reporting to the same supervisor.

Unique qualifications
Qualifications that are a rare combination of education and/or experience immediately pertinent to the position.

Unusually high qualifications
Qualifications that are markedly superior to those which could be expected of a well–qualified candidate for the position to be filled.

Well–qualified candidates
Candidates who are capable of making a positive (not limited) contribution to the accomplishment of agency objectives, without requiring an unusual amount of training or supervision.</termsect>

Section III
Special Abbreviations and Terms
There are no special terms.</specsect>

Index

This index is organized alphabetically by topic and by subtopic within a topic. Topics and subtopics are identified by paragraph number.

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RESERVED

CIPMS RECRUITMENT BONUS SERVICE AGREEMENT

For use of this form, see AR 690-13; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: This agreement is authorized by 10 USC 1590 and 5 USC 301.

Principal Purpose: The principal purpose of this form is to authorize a CIPMS Recruitment Bonus.

Routine Use: Used to record CIPMS recruitment bonuses and service agreements. This agreement will be among the sources used to compile reports, including the use of SSN.

Disclosure: The disclosure of the SSN is not mandatory, though failure to do so could result in agency inability to properly identify the individual involved and therefore result in nonpayment or in delay of payment of the bonus.

1. **Under provisions of AR 690-13, a CIPMS Recruitment Bonus is authorized for employment as follows:**

a APPLICANT'S NAME		b SOCIAL SECURITY NUMBER
c TITLE	d SERIES	e GRADE
f EFFECTIVE DATE OF AGREEMENT	g EXPIRATION DATE OF AGREEMENT	h AMOUNT OF BONUS

2. **As a CIPMS employee, I understand that:**

a. As a condition of accepting payment, I agree to serve with the Department of the Army in a CIPMS position from the effective date of this agreement for a period of not less than _____ *(state agreed length - not less than 1, nor more than 3 years)*, unless the agreement is terminated sooner as indicated below

b. If my employment in the position shown in item 1 is terminated during the period of the agreement at the convenience of the government, but not at my request nor as a result of my misconduct, I will be entitled to retain the amount of the bonus paid.

c. If my employment in the position shown in item 1 is terminated during the period of the agreement at my request, or as a result of my misconduct, I will be required to refund the total amount received under the agreement. I further agree that assignment at my request to an intermittent or less than half-time *(20 hours per week)* work schedule shall be equivalent to termination of this agreement at my request.

d. The bonus will paid in _____ *(one lump sum or installments)* and is not considered basic pay for computing retirement entitlement, insurance entitlement, or other benefits related to basic pay

e. The effective date of the bonus is the beginning of the first pay period that begins on or after the date of this agreement.

f. This agreement does not in any way commit the Government to continue my employment.

REQUIRED SIGNATURES

3. APPLICANT'S SIGNATURE		4 DATE
5 TYPED NAME OF APPROVING OFFICIAL	6 TITLE OF APPROVING OFFICIAL	
7. SIGNATURE OF APPROVING OFFICIAL		8 DATE
9 TYPED NAME OF CIVILIAN PERSONNEL REPRESENTATIVE	10 TITLE OF CIVILIAN PERSONNEL REPRESENTATIVE	
11 SIGNATURE OF CIVILIAN PERSONNEL REPRESENTATIVE		12 DATE