



UNDER SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-5000

AFH 29 2011

INTELLIGENCE

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
DIRECTOR, DEFENSE INTELLIGENCE AGENCY  
DIRECTOR, DEFENSE SECURITY SERVICE  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE  
AGENCY  
DIRECTOR, NATIONAL RECONNAISSANCE OFFICE  
DIRECTOR, NATIONAL SECURITY AGENCY/CENTRAL  
SECURITY SERVICE  
CHIEF OF STAFF, OFFICE OF THE UNDER SECRETARY  
OF DEFENSE FOR INTELLIGENCE

SUBJECT: Interim Policy Change – 30 Percent Disabled Veterans' Preference Passover

Recent case law has highlighted the need for immediate changes to the current language in Department of Defense (DoD) Instruction 1400.25, Volume 2005, "Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement," regarding the application of Veterans' Preference in external recruitment. As a result of collaboration with your DCIPS working group members and the Defense Intelligence Human Resources Board, we have revised the language to require new procedures for the passover of a veteran with a compensable service-connected disability of 30 percent or more.

Interim policy regarding this issue is attached, and is effective immediately. The language of the interim policy is included in the revision of Volume 2005 which is in the DoD coordination process. OUSD(I) is prepared to provide additional guidance for use in applying this interim policy. The OUSD(I) point of contact is Mr. Timothy Clayton, Director, Human Capital Management Office, at 703-604-1124 or [timothy.clayton@osd.mil](mailto:timothy.clayton@osd.mil).

Michael G. Vickers

Attachment:  
As stated

cc:  
Under Secretary of Defense for Personnel and Readiness  
General Counsel of the Department of Defense  
Defense Intelligence Human Resources Board  
Deputy Under Secretary of Defense for Civilian Personnel Policy  
Assistant Director of National Intelligence for Human Capital



DCIPS Interim Policy Guidance

VETERANS' PREFERENCE IN EXTERNAL RECRUITMENT

a. Candidates New to Federal Service. The DoD Components with DCIPS positions shall identify external candidates entitled to veterans' preference as identified in section 2108 of Reference (f). Preference-eligible candidates with a service-connected disability of 30% or more must be specifically identified. When filling positions with external applicants, preference-eligible veterans shall be granted preference in selection over non-preference-eligible candidates with substantially equal qualifications. The procedures outlined in paragraph 15e shall apply to the non-selection of a preference-eligible candidate with a service-connected disability of 30% or more.

b. Candidates with Prior Federal Service. The consideration of candidates with prior Federal competitive or excepted service who have completed a probationary or trial period and who were not separated for cause is not subject to application of veterans' preference.

c. Candidates with Prior DCIPS Service. Former DCIPS employees who served on permanent appointments, completed a trial period, and were not separated for cause may be reappointed in DCIPS without application of veterans' preference.

d. Veterans' Preference Methodology and Documentation

(1) The criteria in section 2108 of Reference (f) for determining the preference eligibility of each applicant shall apply to DCIPS without change.

(2) Component procedures shall ensure that, at a minimum:

(a) Selecting officials treat veterans' preference eligibility as a positive factor in all stages of the review process, when making a selection from external recruitment sources or where veterans' preference is otherwise applicable as required by law.

(b) When making final selections (i.e., at the point where those candidates under serious consideration for an offer have been identified), the selecting official, with the assistance of the Human Resources staff, should ascertain whether any of the candidates are preference eligible. If all relevant considerations for the position are deemed equal, the selecting official must offer the position to a preference-eligible candidate as opposed to an equally well-qualified non-preference-eligible candidate.

(c) If a non-preference-eligible candidate is selected, the reasons for non-selection of any qualified preference-eligible veteran must be documented in writing and made part of the selection record. Reasons for non-selection shall be provided to the candidate.

Attachment, Interim Policy Change – 30% Disabled Veterans Passover

e. Additional procedures for passover of a veteran with a compensable service-connected disability of 30% or more. Components must notify USD(I) and receive approval of the passover of any preference-eligible veteran with a service-connected disability of 30% or more prior to extending the final offer of employment to another candidate.