



DoD Civilian Intelligence Personnel Management System (CIPMS) Policies

**Administrative Reissuance Incorporating Through
Change 3, September 24, 1993**

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

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
DEPUTY ASSISTANT SECRETARY OF DEFENSE
(RESOURCE MANAGEMENT AND SUPPORT)

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	2
TABLE OF CONTENTS	3
DEFINITIONS	5
CHAPTER 1 - INTRODUCTION	9
C1.1. POLICY AND OBJECTIVES	9
C1.2. BACKGROUND	9
C1.3. GENERAL PROVISIONS	10
C1.4. SUPERSESSION	11
C1.5. DELEGATION OF AUTHORITY	11
C1.6. RESPONSILITIES	11
C1.7. COVERAGE	14
C1.8. NEW OR REVISED PROGRAMS	15
C1.9. IMPLEMENTATION	16
CHAPTER 2 - POSITION MANAGEMENT AND CLASSIFICATION	17
C2.1. POLICY	17
C2.2. STRUCTURE OF THE SYSTEM	17
C2.3. GRADE DETERMINATIONS	18
C2.4. OCCUPATIONAL GUIDES	18
C2.5. EXECUTIVE-LEVEL POSITIONS	19
C2.6. DUAL TRACK	19
C2.7. POSITION DESCRIPTIONS	20
C2.8. APPEALS AND COMPARABILITY	20
CHAPTER 3 - EMPLOYMENT AND PLACEMENT	21
C3.1. POLICY	21
C3.2. QUALIFICATION REQUIREMENTS	21
C3.3. RECRUITMENT AND SELECTION	23
C3.4. NON-COMPETITIVE PROMOTION	24
C3.5. REDUCTION-IN-FORCE PROCEDURES	25
C3.6. OUT-PLACEMENT PROGRAMS	25
C3.7. REFERRAL SYSTEMS	25
C3.8. RECORDS MAINTENANCE	25
C3.9. COMPLAINTS RESOLUTION	25
C3.10. AFFIRMATIVE ACTION	26
CHAPTER 4 - CAREER DEVELOPMENT AND TRAINING	27
C4.1. POLICY	27
C4.2. GENERAL PROVISIONS	27

CHAPTER 5 - COMPENSATION	29
C5.1. POLICY	29
C5.2. RATES OF BASIC PAY	29
C5.3. WITHIN-GRADE PAY INCREASES	29
C5.4. CIPMS SPECIAL SALARY RATES	29
C5.5. RECRUITMENT COMPENSATION	30
C5.6. PREMIUM PAY	33
C5.7. ALLOWANCES IN FOREIGN AND OVERSEAS AREAS	33
C5.8. PAY FOR PERFORMANCE	33
C5.9. RANK-IN-PERSON PROMOTION	33
C5.10. MANAGEMENT TO BUDGET	34
CHAPTER 6 - PERFORMANCE MANAGEMENT AND RECOGNITION	35
C6.1. POLICY	35
C6.2. PERFORMANCE MANAGEMENT	35
C6.3. PERFORMANCE RECOGNITION	35
CHAPTER 7 - GRIEVANCES, ADVERSE ACTIONS, AND DISCIPLINARY ACTIONS	38
C7.1. POLICY	38
C7.2. GENERAL PROVISIONS	38
CHAPTER 8 - SPECIAL TERMINATION AUTHORITY UNDER TITLE 10 U.S.C. 1590(e)	40
C8.1. POLICY	40
C8.2. RESPONSIBILITIES	40
C8.3. GENERAL PROVISIONS	41
CHAPTER 9 - PROGRAM EVALUATION	43
C9.1. POLICY	43
C9.2. RESPONSIBILITIES	43
C9.3. GENERAL PROVISIONS	44
APPENDICES	
AP1. SECTION 504, TITLE V OF PUBLIC LAW 99-569, "INTELLIGENCE AUTHORIZATION ACT FOR FISCAL YEAR 1987"	45
AP2. CIPMS PRIMARY GRADING STANDARD FOR GS POSITIONS	48
AP2.1. PART 1. INTRODUCTION	48
AP2.2. PART 2 . NONSUPERVISORY POSITIONS	51
AP2.3. PART 3. SUPERVISORY POSITIONS	58
AP3. APPENDIX 3	66
AP3.1. PART 1. SENIOR INTELLIGENCE PROFESSIONAL (SIP)	66
AP3.2. PART 2 . SENIOR INTELLIGENCE EXECUTIVE SERVICE (SIES)	72
AP4. CIPMS QUALIFICATION GUIDE	79
AP5. CONDITIONS OF EMPLOYEMENT	82
AP6. COMMON ACRONYMS	83
AP7. REFERENCES	84

DL1. DEFINITIONS

DL1.1. The chapter or appendix listed in parentheses indicates where the term is used. Terms used throughout the Manual do not have parenthetical references.

DL1.1.1. ACTIVITY. Separate organizational components at various levels of command within a Military Department. (Appendix 2)

DL1.1.2. 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)

DL1.1.3. 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 2)

DL1.1.4. 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.

DL1.1.5. 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 2)

DL1.1.6. CIPMS ADVISORY GROUP. An advisory body to the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FK&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, the Navy, and the Air Force. (Chapters 1 and 9)

DL1.1.7. 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 2)

DL1.1.8. 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)

DL1.1.9. DUAL CAREER TRACK. Progression for both supervisory and/or managerial and non-supervisory positions in the occupational specialties. (Chapter 2)

DL1.1.10. 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)

DL1.1.11. 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)

DL1.1.12. 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)

DL1.1.13. 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)

DL1.1.14. INTELLIGENCE COMMUNITY. A group of Government Agencies, Departments, or segments of a Department whose primary mission(s) is in the intelligence field.

DL1.1.15. INTELLIGENCE FUNCTION. Any portion(s) of a Military Department responsible for fulfilling an intelligence mission(s).

DL1.1.16. 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)

DL1.1.17. PERFORMANCE RECOGNITION. Monetary or honorary awards or other appropriate recognition of an employee's performance granted at the discretion of management. (Chapter 6)

DL1.1.18. 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)

DL1.1.19. 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 2)

DL1.1.20. 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 2)

DL1.1.21. PROGRAM. Long-term objective with many related projects and dedicated resources. (Appendix 2)

DL1.1.22. PROJECT. Short-term endeavor that supports a program. (Appendix 2)

DL1.1.23. 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.

DL1.1.24. 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)

DL1.1.26. 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)

DL1.1.27. 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 2)

C1. CHAPTER I

INTRODUCTION

C1.1. POLICY AND OBJECTIVES

CIPMS shall operate as the single personnel management system for personnel described in and included under provisions of section C1.7. of this Chapter. The policy and goals of CIPMS are as follows:

C1.1.1. 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.

C1.1.2. 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.

C1.1.3. 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.

C1.1.4. CIPMS shall assure that employee rights are protected.

C1.1.5. 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.

C1.2. 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 1.) That system is outlined in this Manual.

C1.3. 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:

C1.3.1. 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.

C1.3.2. Final classification decision authority for employee appeals within each respective Military Department. (See Chapter 2, section C2.1. for additional Office of the Secretary of Defense oversight responsibility.)

C1.3.3. A single DoD system for pay and allowances that provides for special salary rates and overseas entitlements as well as unique recruitment incentives.

C1.3.4. Nonapplicability of the GM pay system.

C1.3.5. Direct appointing authority as delegated by the Secretary of Defense.

C1.3.6. Use of Office of Personnel Management (OPM) qualification standards as guides only.

C1.3.7. Management discretion in determining appropriate recruitment compensation.

C1.3.8. Stringent standards of conduct and conditions of employment.

C1.3.9. Performance-related pay management.

C1.3.10. Special termination authority under 10 U.S.C. 1590(e).

C1.3.11. A general framework for DoD-wide CIPMS program evaluation.

C1.4. SUPERSESSSION

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.

C1.5. 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.

C1.6. RESPONSIBILITIES

C1.6.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) shall:

C1.6.1.1. In coordination with the Assistant Secretary of Defense (Command, Control, Communications and Intelligence), interpret legislation relating to CIPMS;

C1.6.1.2. Develop, approve, and publish DoD-level CIPMS policy, standards, and procedures;

C1.6.1.3. Establish and manage a CIPMS Advisory Group and appoint an Executive Secretary and Chair;

C1.6.1.4. Review supplemental Military Departmental regulations, policy issuances, and Department-wide standards for consistency and compliance with this Manual;

C1.6.1.5. Provide Congress with copies of approved regulations and policy issuances; and

C1.6.1.6. Publish DoD program evaluation reports.

C1.6.2. The Assistant Secretary of Defense (Command, Control, Communications and Intelligence) (ASD(C3I)) shall:

C1.6.2.1. Determine and provide to the ASD(FM&P) intelligence mission goals and objectives for use in developing CIPMS policy and procedures;

C1.6.2.2. 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;

C1.6.2.3. Provide a representative to the CIPMS Advisory Group;

C1.6.2.4. Advise ASD(FM&P) on employee coverage under CIPMS;

C1.6.2.5. Ensure program evaluation in accordance with DoD Directive 5010.10 and 10 U.S.C. 1590; and

C1.6.2.6. Maintain liaison with Congressional Intelligence Committees.

C1.6.3. Secretaries of the Military Departments shall:

C1.6.3.1. Develop supplemental regulations to satisfy specialized departmental needs;

C1.6.3.2. Implement and administer CIPMS;

C1.6.3.3. Use their discretion to either immediately include in CIPMS all employees meeting the criteria contained in section C1.7., below, or determine a phased schedule of implementation;

C1.6.3.4. Comply with the provisions of the Intelligence Career Development Program (ICDP); and

C1.6.3.5. Provide program evaluation data and other reports to OSD and the CIPMS Advisory Group, when requested.

C1.6.3.6. 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.

C1.6.4. Functional Chiefs shall:

C1.6.4.1. 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;

C1.6.4.2. Coordinate on Military Departmental regulations, policy issuances, and standards for the CIPMS; and

C1.6.4.3. 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.

C1.6.5. 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 members comprised of representatives designated by ASD(FM&P), ASD(C3I), and separately representing the Intelligence and Civilian Personnel functions of each of the Military Departments. The CIPMS Advisory Group shall:

C1.6.5.1. Review proposed DoD regulations, standards, and policy changes;

C1.6.5.2. Review proposed Military Departmental regulations, standards, and policy changes for consistency between Military Departments and compliance with DoD policy;

C1.6.5.3. Coordinate policy recommendations and other key actions among the Military Departments and with the Intelligence Agencies (CIA, NSA, and DIA, etc.) as needed;

C1.6.5.4. Recommend program evaluation concepts and methodology and review and analyze program evaluation data and reports;

C1.6.5.5. Recommend new or revised DoD policy to ASD(FM&P); and

C1.6.5.6. 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.

C1.6.6. 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.

C1.6.7. 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.

C1.7. COVERAGE

C1.7.1. Criteria. The following Military Department civilian employees shall be covered by the CIPMS:

C1.7.1.1. Organizational. All employees in commands and activities that have a primary intelligence mission.

C1.7.1.2. 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.

C1.7.2. 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.

C1.7.3. 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.

C1.7.4. Implementation. Secretaries of the Military Departments, or designees, shall make employee coverage determinations within their Military Departments consistent with paragraphs C1.7.1., C1.7.2., and C1.7.3., 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 paragraph C1.7.1., above, and the congressional intent of the legislation.

C1.7.5. Notification. Employees must be notified in advance of their positions' conversion to the CIPMS. (See paragraph C3.3.8., below.)

C1.8. NEW OR REVISED PROGRAMS

C1.8.1. New Regulations and Policy

C1.8.1.1. 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.

C1.8.2. 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.

C1.8.2. 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.

C1.9. 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.

C2. CHAPTER 2

POSITION MANAGEMENT AND CLASSIFICATION

C2.1. POLICY

C2.1.1. 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.

C2.1.2. 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.

C2.2. STRUCTURE OF THE SYSTEM

C2.2.1. 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).

C2.2.2. Career Paths, Grade Bands, and Career Ladders. The CIPMS utilizes career paths, grade bands, and career ladders for GS positions.

C2.2.2.1. 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 Figure AP2.F1.).

C2.2.2.2. 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 Figure AP2.F1.) 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.

C2.2.2.3. 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 2. Career ladders are described in Part 2 of Occupational Guides. (See section C2.4., below.)

C2.3. GRADE DETERMINATIONS

C2.3.1. 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 2).

C2.3.1.1. Additional guidance in Part 2 of CIPMS Occupational Guides supplements the CIPMS Primary Grading Standard as discussed in section C2.4., below.

C2.3.1.2. 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).

C2.3.2. FWS Grade Determinations. Existing grading tools shall be used to grade FWS positions unless replaced by a separate CIPMS standard or guide.

C2.4. 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 1 being mandatory for use by all the Military Departments. Part 2 is developed by individual Military Departments for their own use.

C2.4.1. Part 1. Part 1 shall define the series and/or coverage of the guide, prescribe official titles, establish the career path common to the covered occupation(s), and provide guidance, if required, on how to apply the CIPMS Primary Grading Standard. The OPM definitions of series and titling practices shall be used for both GS and EVS positions unless new or revised definitions and titles are developed and approved by ASD(FM&P). Part 1 of a guide may be proposed by any of the Military Departments but must be reviewed and approved by ASD(FM&P) before use.

C2.4.2. Part 2. Part 2 may describe functions and/or functional titles common to the occupation(s) within a Department and the typical assignment and skill levels of the occupation(s) by grade band within a career ladder. Part 2 may also include coding instructions to facilitate automation of classification decisions, model or standardized factor degree descriptions, standardized job descriptions, or other classification and position management guidance. Part 2 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.

C2.5. EXECUTIVE-LEVEL POSITIONS

The Senior Executive Service provisions of Title 5, United States Code do not apply to positions meeting the coverage criteria for CIPHS. Appendix 3 provides criteria for senior managerial grade level determinations and establishes the basic outline of the Executive-Level program for CIPMS.

C2.6. 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 in Figure AP2.F1., supervisory and managerial positions may be depicted as an optional part of specific career ladders.

C2.7. 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.

C2.8. APPEALS AND COMPARABILITY

C2.8.1. 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.

C2.8.2. Inter-Departmental Comparability. Any CIPMS Advisory Group member may request that the CIPHS Advisory Group considers issues of classification consistency or comparability between Military Departments. The Military Departments shall assist the CIPHS Advisory Group in resolving these matters. ASD(FM&P) may render classification decisions at either the request of the IPMS Advisory Group or by its own initiative on individual positions or groups of positions. The Military Departments shall comply with these decisions.

C2.8.3. Intra-Departmental Consistency. Each Military Department shall establish policies and procedures to ensure classification consistency among common series, specialties, and occupations.

C3. CHAPTER 3

EMPLOYMENT AND PLACEMENT

C3.1. 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.

C3.1.1. 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.

C3.1.2. 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.

C3.2. QUALIFICATION REQUIREMENTS

C3.2.1. Qualification Standards

C3.2.1.1. 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.

C3.2.1.2. The CIPMS Qualification Guide (Appendix 4) 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 information on the knowledge, skills, and abilities required for successful job performance.

C3.2.1.2.1. 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.

C3.2.1.2.2. 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.

C3.2.2. 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.

C3.2.3. 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.

C3.2.4. 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.

C3.2.5. 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.

C3.2.6. 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.

C3.2.7. Other Requirements

C3.2.7.1. Written and Performance Tests. Tests shall be fully consistent with applicable rules, regulations, instructions, and policies unless superseded by CIPMS policy.

C3.2.7.2. Personality Tests. Personality tests shall require prior approval as determined by each Military Department.

C3.3. RECRUITMENT AND SELECTION

Recruitment and selection procedures shall include the following:

C3.3.1. 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.

C3.3.2. 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.

C3.3.3. 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.

C3.3.4. Conditions of Employment. Examples of pertinent and job-related conditions of employment are outlined in Appendix 5.

C3.3.5. Employment of Retired Members of the Armed Services. Authority to approve 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 redelegate 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.

C3.3.6. 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:

C3.3.6.1. Entitled to restoration following Military duty or recovery from compensable injury or disability;

C3.3.6.2. Entitled to reemployment under law or regulation;

C3.3.6.3. Entitled to restoration after a successful grievance or appeal;

C3.3.6.4. Entitled to move with his or her position during a transfer of function;

C3.3.6.5. Entitled to priority consideration for reemployment from the DoD reemployment priority list or comparable Departmental priority placement list, as discussed in section C3.6., below; or

C3.3.6.6. Entitled to special consideration for promotion or repromotion in accordance with the existing merit promotion plan.

C3.3.7. 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:

C3.3.7.1. Is found by the Merit Systems Protection Board to have been unjustifiably dismissed from the Department;

C3.3.7.2. 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.

C3.3.8. 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.

C3.4. NON-COMPETITIVE PROMOTION

C3.4.1. In addition to CIPMS exceptions, all exceptions to competitive promotion procedures provided in the competitive service may be extended to the CIPMS.

C3.4.2. 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 paragraph C2.2.2., and Appendix 2, Part 1, for further information on grade bands.)

C3.5. REDUCTION-IN-FORCE PROCEDURES

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

C3.6. OUT-PLACEMENT PROGRAMS

C3.6.1. Selecting officials shall consider applicable DoD-wide Priority Placement Program (PPP) employment lists.

C3.6.2. 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.

C3.7. 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.

C3.8. 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.

C3.9. 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.

C3.10. AFFIRMATIVE ACTION

C3.10.1. Joint Action. The Military Departments shall work together to improve their EEO posture.

C3.10.2. 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.

C4. CHAPTER 4

CAREER DEVELOPMENT AND TRAINING

C4.1. POLICY

C4.1.1. 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.

C4.1.2. 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.

C4.1.3. The Military Departments shall work together to establish training and development programs wherever possible.

C4.2. GENERAL PROVISIONS

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

C4.2.1. 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.

C4.2.2. 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 all covered employees. Registration in DISCAS current and accurate data for shall not prevent registration in other career management programs for which the employee is otherwise eligible.

C4.2.3. 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.

C5. CHAPTER 5
COMPENSATION

C5.1. 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.

C5.2. 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).

C5.3. WITHIN-GRADE PAY INCREASES

Except as provided in this Manual (paragraphs C5.5.1. and C6.3.4.), 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).

C5.4. CIPMS SPECIAL SALARY RATES

C5.4.1. 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.

C5.4.2. OPM-approved special salary schedules shall be applied unless specifically superseded by a CIPMS schedule or rate.

C5.5. 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.

C5.5.1. 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.

C5.5.1.1. 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.

C5.5.1.2. 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:

C5.5.1.2.1. 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.

C5.5.1.2.2. 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.

C5.5.1.3. If an individual fails to repay any amount required under section C5.5.1.1., above, such amount is recoverable by the Government from the individual or the estate of such individual by:

C5.5.1.3.1. Offset against accrued pay, compensation, amount of retirement credit, or other amount due the individual from the Government; and

C5.5.1.3.2. 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.

C5.5.1.4. 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 C5.1.2., above.

C5.5.1.5. 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.

C5.5.1.6. A payment under this paragraph is not part of the basic pay of an individual and is not subject to retirement contributions.

C5.5.2. 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:

C5.5.2.1. 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).

C5.5.2.2. Limit the number of pay steps granted to the minimum required to at least meet, but not exceed by over 20 percent 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).

C5.5.2.3. Document the basis for each use and step granted for post audit and for program evaluation purposes.

C5.5.3. 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.

C5.5.4. 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 bi-weekly 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.

C5.5.5. 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.

C5.5.5.1. 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.

C5.5.5.2. 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.

C5.5.5.3. Each Military Department shall document the basis for each use for post audit and program evaluation purpose.

C5.6. PREMIUM PAY

C5.6.1. 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.

C5.6.2. Other Premium Pay. Present allowances shall apply until additional CIPMS allowances are developed.

C5.7. ALLOWANCES IN FOREIGN AND OVERSEAS AREAS

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

C5.8. PAY FOR PERFORMANCE

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

C5.9. 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:

C5.9.1. Individuals may be considered for Rank-In-Person (RIP) promotions only upon nomination by management.

C5.9.2. 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.

C5.9.3. Failure to receive a RIP promotion may not be made a grievable matter under the grievance system.

C5.9.4. RIP determinations shall be fully documented and be made part of any Departmental program evaluation system.

C5.10. 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.

C6. CHAPTER 6

PERFORMANCE MANAGEMENT AND RECOGNITION

C6.1. 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.

C6.2. PERFORMANCE MANAGEMENT

C6.2.1. Conversion of Performance Management and Recognition System (PMRS) Employees

C6.2.1.1. The PMRS shall not apply to positions or employees covered by the CIPMS.

C6.2.1.2. Each Military Department shall convert GM employees to GS.

C6.2.1.3. 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.

C6.2.2. 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.

C6.3. PERFORMANCE RECOGNITION

Each Department shall develop and implement regulations for administering either a separate performance recognition program for the CIPHS 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:

C6.3.1. 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.

C6.3.2. 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.

C6.3.3. 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:

C6.3.3.1. Performance rating (alone or in combination with any of the following);

C6.3.3.2. Within-grade increase;

C6.3.3.3. Promotion;

C6.3.3.4. Quality Step Increase (QSI);

C6.3.3.5. Exemplary Performance Award;

C6.3.3.6. Special Act of Service Award;

C6.3.3.7. Performance Award; and

C6.3.3.8. Honorary Awards (for example, established Intelligence Community, Department and/or other awards).

C6.3.4. 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.

C6.3.5. 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.

C6.3.6. 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.

C6.3.7. 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.

C6.3.8. 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.

C7. CHAPTER 7

GRIEVANCES, ADVERSE ACTIONS, AND DISCIPLINARY ACTIONS

C7.1. 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.

C7.2. GENERAL PROVISIONS

C7.2.1. 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.

C7.2.1.1. Grievance Coverage. Matters covered by the grievance procedures shall include the following:

C7.2.1.1.1. 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.

C7.2.1.2. 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:

C7.2.1.2.1. The content of DoD-approved classification and qualification standards.

C7.2.1.2.2. Failure to receive a RIP promotion.

C7.2.2. 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.

C7.2.3. Disciplinary Actions. Disciplinary actions for CIPMS employees shall be in accordance with procedures for competitive service employees in the respective Military Departments.

C8. CHAPTER 8

SPECIAL TERMINATION AUTHORITY UNDER 10 U.S.C. 1590(e)

C8.1. POLICY

C8.1.1. 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.

C8.1.2. 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.

C8.2. RESPONSIBILITIES

C8.2.1. Secretaries of the Military Departments

C8.2.1.1. 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.

C8.2.1.2. 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).

C8.2.2. Secretary of Defense. The Secretary of Defense shall make decisions on appeals filed by employees. This authority cannot be redelegated.

C8.3. PROCEDURES

The Military Departments shall develop procedures for termination and appeal under this authority that shall include at least the following:

C8.3.1. Basic Procedures. Employees shall be provided the following procedural protections:

C8.3.1.1. A written proposal listing the charge(s) or other cause(s) of action, stated as specifically as security and privacy act provisions permit;

C8.3.1.2. An opportunity to answer charges within 30 days of receipt of the proposal. Any reply must be in writing and may include affidavits.

C8.3.1.3. A written decision by the Secretary of the Military Department;

C8.3.1.4. 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, DC 20301-4000, and contain, at a minimum, the following information:

C8.3.1.4.1. Name and current mailing address of the appellant;

C8.3.1.4.2. Copy of the written proposal, the written response, and the written decision letter; and

C8.3.1.4.3. 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.

C8.3.2. 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:

C8.3.2.1. An individual whose activities as a representative would cause a conflict of interest or position;

C8.3.2.2. An individual who cannot be released from official duties because of priority needs of the Government; or

C8.3.2.3. An employee whose release would give rise to unreasonable costs to the Government.

C8.3.3. 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.

C8.3.4. 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.

C9. CHAPTER 9
PROGRAM EVALUATION

C9.1. POLICY

CIPHS shall be periodically monitored and evaluated by OSD and each Military Department for its effectiveness and efficiency in meeting established goals and objectives.

C9.2. RESPONSIBILITIES

C9.2.1. 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.

C9.2.2. 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.

C9.2.3. 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 CIP14S programs, policies, standards, and incentives to ASD(FM&P) based on the program evaluation data.

C9.2.4. Military Departments. Each Military Department shall furnish narrative and statistical data in support of its management of CIPMS, as prescribed by OSD.

C9.2.4.1. 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.

C9.2.4.2. 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.

C9.3. GENERAL PROVISIONS

C9.3.1. 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.

C9.3.2. Compliance Inspection Programs. Each Military Department will 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.

C9.3.3. 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.

AP1. APPENDIX 1

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".

AP2. APPENDIX 2

CIPMS PRIMARY GRADING STANDARD FOR GENERAL SCHEDULE POSITIONS

AP2.1. 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.

AP2.1.1. The nonsupervisory grading standard in PART 2 uses five factors to grade positions by measuring the position's worth in the following areas:

AP2.1.1.1. Factor A - Essential Knowledges - The kind or nature of knowledge, experience, or education needed to accomplish the assigned work.

AP2.1.1.2. Factor B - Guidelines - The references used for performing the work, the judgment and originality required to apply the references or develop new guides.

AP2.1.1.3. Factor C - Scope of Authority and Effect of Decisions - The purposes, scope, and effect of the work.

AP2.1.1.4. 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.

AP2.1.1.5. Factor E - Supervision Received - The manner in which the work is assigned, carried out, and reviewed.

AP2.1.2. 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:

AP2.1.2.1. Factor A - Guidelines - The references used for performing the work, the judgment and originality required to apply the references or develop new guides.

AP2.1.2.2. Factor B - Scope and Variety of Operations - Workload and variety of work supervised.

AP2.1.2.3. 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.

AP2.1.2.4. Factor D - Supervision Exercised - The degree of both technical and administrative supervision over the subordinate staff.

AP2.1.2.5. Factor E - Complexity of Work Supervised - Grade level of highest nonsupervisory work both technically and administratively supervised.

AP2.1.3. General Guidelines

AP2.1.3.1. 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.

AP2.1.3.2. 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.

AP2.1.3.3. 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 supersede the CIPMS Primary Grading Standard.

AP2.1.3.4. 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 in Figure AP2.F1. They represent a tool to check consistency between series, occupations, and Departments and are also listed below.

AP2.1.3.4.1. Clerical Specialties (e.g., Clerk-Typists, Lower Level Secretaries, Work Processors, Voucher Examiners, File Clerks, etc.)

AP2.1.3.4.1.1. Band 1 (GS-1 through GS-4) Entry Level

AP2.1.3.4.1.2. Band 2 (GS-5 through GS-9) Full Performance Level

AP2.1.3.4.2. Technician and Assistant Specialties (e.g., Engineering and Science Technicians, Computer Technicians, Intelligence or Security Assistants, Personnel and Budget Assistants, Computer Operators, etc.)

AP2.1.3.4.2.1. Band 1 (GS-1 through GS-4) Entry Level

AP2.1.3.4.2.2. Band 2 (GS-5 through GS-9) Full Performance Level

AP2.1.3.4.2.3. Band 3 (GS-10 through GS-13) Expert Level

AP2.1.3.4.3. Professional and/or Administrative Specialties (e.g., Engineers, Scientists, Budget, Supply, and other analysts and/or specialists)

AP2.1.3.4.3.1. Band 1 (GS-1 through GS-4) Pre-Professional

AP2.1.3.4.3.2. Band 2 (GS-5 through GS-9) Entry or Developmental
Level

AP2.1.3.4.3.3. Band 3 (GS-10 through GS-13) Full Performance
Level

AP2.1.3.4.3.4. Band 4 (GS-14 through GS-15) Expert Level

AP2.1.3.4.3.5. Band 5 (GS-16 through GS-18) Senior Level

AP2.1.3.5. 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:

AP2.1.3.5.1. Activity - Separate organizational component at various levels of command within a Department.

AP2.1.3.5.2. Program - Long-term endeavor with many related projects and dedicated resources.

AP2.1.3.5.3. Project - Short-term endeavor that supports a long-term program.

AP2.2. PART 2. NON-SUPERVISORY POSITIONS

The following are the Factor and Degree Descriptions for non-supervisory CIPMS positions.

AP2.2.1. 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.

AP2.2.1.1. 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.

AP2.2.1.2. 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.

AP2.2.1.3. 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.

AP2.2.1.4. 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.

AP2.2.1.5. 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.

AP2.2.1.6. 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:

AP2.2.1.6.1. Skill gained through job experience to permit independent performance of recurring assignments; or

AP2.2.1.6.2. 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

AP2.2.1.6.3. 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.

AP2.2.1.7. 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.

AP2.2.1.8. 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.

AP2.2.1.9. 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.

AP2.2.2. 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.

AP2.2.2.1. 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.

AP2.2.2.2. 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.

AP2.2.2.3. 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.

AP2.2.2.4. 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.

AP2.2.2.5. 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.

AP2.2.2.6. 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.

AP2.2.3. Factor C - Scope of Authority and Effect of Decisions: This factor covers the relationship between:

AP2.2.3.1. The nature of the work (e.g., purpose, breadth, and depth of assignments); and

AP2.2.3.2. 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.

AP2.2.3.2.1. 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.

AP2.2.3.2.2. 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.

AP2.2.3.2.3. 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.

AP2.2.3.2.4. 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.

AP2.2.3.2.5. 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.

AP2.2.3.2.6. 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.

AP2.2.4. 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.

AP2.2.4.1. 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.

AP2.2.4.2. 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.

AP2.2.4.3. 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.

AP2.2.4.4. 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.

AP2.2.4.5. 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.

AP2.2.4.6. 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.

AP2.2.5. 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.

AP2.2.5.1. 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.

AP2.2.5.2. 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.

AP2.2.5.3. 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.

AP2.2.5.4. 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.

AP2.2.5.5. 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.

AP2.2.5.6. 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.

AP2.2.5.7. 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.

<u>Total Points</u>	<u>GS Grade Level</u>	<u>Band Description</u>
0-19	1	Entry Level for Technician and Clerical Bands and
20-29	2	Pre-Professional Level for Professional and Administrative
30-44	3	Band
45-79	4	
80-104	5	Full Performance Level for Technician and Clerical Bands
105-129	6	and Entry Level for Professional and Administrative Band
130-159	7	
160-179	8	
180-204	9	
205-224	10	Expert Level for Technician Band and Full Performance
225-244	11	Level for Professional and Administrative Band
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
470-514	17	Band
515-600	18	

AP2.3. PART 3. SUPERVISORY POSITIONS

The following are the Factor Degree Descriptions for Supervisory CIPMS Positions.

AP2.3.1. 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.

AP2.3.1.1. Degree A-1 -15 Points. Works in strict adherence to guidelines; and deviations must be authorized by immediate supervisor.

AP2.3.1.2. 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.

AP2.3.1.3. 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.

AP2.3.1.4. 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.

AP2.3.1.5. 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.

AP2.3.1.5. 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.

AP2.3.2. 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.

AP2.3.2.1. Degree B-1 - 25 Points. Responsible for supervising the day-today 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.

AP2.3.2.2. 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.

AP2.3.2.3. 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.

AP2.3.2.4. 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.

AP2.3.2.5. 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.

AP2.3.3. 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.

AP2.3.3.1. 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.

AP2.3.3.2. 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.

AP2.3.3.3. 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.

AP2.3.3.4. 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.

AP2.3.3.5. 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.

AP2.3.3.6. 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.

AP2.3.4. 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.

AP2.3.4.1. 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.

AP2.3.4.2. 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.

AP2.3.4.3. 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.

AP2.3.4.4. 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.

AP2.3.4.5. 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.

AP2.3.5. 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.

<u>Points</u>	<u>GRADE LEVELS(S)</u>
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 TABLE - SUPERVISORY POSITIONS

<u>TOTAL Points</u>	<u>GS - GRADE</u>
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

Figure AP2.F1. CIPMS Grade Bands

<u>CIPMS GRADE BANDS</u>																	
GS GRADES	<u>BAND 1</u>				<u>BAND 2</u>				<u>BAND 3</u>				<u>BAND 4</u>		<u>BAND 5</u>		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
* 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.

AP3. APPENDIX 3

PART 1 - SENIOR INTELLIGENCE PROFESSIONAL (SIP)

AP3.1. PART 1 - SENIOR INTELLIGENCE PROFESSIONAL (SIP)

AP3.1.1. REFERENCES

AP3.1.1.1. Public Law 99-569, Section 504, Title V of "Intelligence Authorization Act for Fiscal Year 1987," October 27, 1986, (10 U.S.C. 1590).

AP3.1.1.2. Public Law 86-36, Sections 2 and 4 of "The National Security Act of 1959," May 29, 1959, as amended, (50 U.S.C. 402 note).

AP3.1.1.3. Public Law 101-509, "Federal Pay Comparability Act of 1990," November 5, 1990.

AP3.1.1.4. DoD Directive 1400.34, "DoD Civilian Intelligence Personnel Management System (CIPMS)", December 15, 1988.

AP3.1.2. BACKGROUND

AP3.1.2.1. This appendix provides for the establishment of a civilian personnel program for senior expert positions above GS-15 (non-SES) in the DoD Military Departments' CIPMS.

AP3.1.2.2. The policies, guidance, and procedures in this appendix are applicable to civilian employees who are appointed or converted to positions in CIPMS. All provisions of this manual applying to other CIPMS employees will apply equally to SIP employees unless otherwise indicated.

AP3.1.3. DEFINITIONS

AP3.1.3.1. Senior Intelligence Professional positions. The positions are the equivalent of the Senior Level positions, formerly classified as GS-16, 17, and 18.

AP3.1.3.2. Appointing Official. For purposes of this appendix, an appointing official is one who would have the authority to appoint candidates to Senior Level positions in the competitive service.

AP3.1.4. RESPONSIBILITIES

AP3.1.4.1. The OASD(FM&P) shall:

AP3.1.4.1.1. Establish criteria for the establishment of non-managerial positions that are classified above the grade 15 level as SIPS.

AP3.1.4.1.2. Approve establishment and the initial allocations of these positions, in consultation with the OASD(C3I) and with the advice from the CAG.

AP3.1.4.1.3. Ensure that allocations are consistent with overall DoD resource needs.

AP3.1.4.1.4. Coordinate with the OASD(C3I) on any change in or filling of a vacant position. This includes, but is not limited to, change in organization, function, and/or reassignment.

AP3.1.4.1.5. Approve monetary awards above \$10,000, in consultation with OASD(C3I)

AP3.1.4.1.6. Monitor compliance with this appendix.

AP3.1.4.2. The OASD(C3I) shall:

AP3.1.4.2.1. Review allocations, including AP3.1.4.1.4. above, for function and mission priorities.

AP3.1.4.2.2. Conduct biennial program evaluation of the SIP, including the review and evaluation of position allocations, in coordination with the OASD(FM&P).

AP3.1.4.3. The Secretaries of the Military Departments, or designees, shall:

AP3.1.4.3.1. Select, appoint, promote, and assign individuals to SIP positions.

AP3.1.4.3.2. Approve reassignment of a SIP.

AP3.1.4.3.3. Set rates of pay at the IP-5 and 6 levels, approve more than a two-level increase, and approve advancement to IP-5 and IP-6. This authority may be further delegated to the Assistant Secretary level.

AP3.1.4.3.4. Consistent with existing delegations of appointing authority, officials with such authority are authorized to set rates of pay for SIP positions and advancement within their organizations up to and including IP-4.

AP3.1.5. POLICY

AP3.1.5.1. This appendix shall be implemented and administered by the Secretaries of the Military Departments, or designees, in a manner that enables the senior intelligence professional positions to be competitive with comparable positions in the Intelligence Community by:

AP3.1.5.1.1. Providing for a compensation system, including benefits and incentives, and for other conditions of employment, designed and intended to attract and retain highly competent senior expert employees.

AP3.1.5.1.2. Ensuring that compensation, retention, and tenure are contingent on performance.

AP3.1.5.1.3. Recognizing exceptional accomplishment.

AP3.1.5.1.4. Providing challenging training and development experiences.

AP3.1.5.2. Each Military Department shall establish and convene boards and panels, as deemed appropriate, chaired by its Intelligence Functional Chief, to conduct merit staffing for career appointment, to review candidate qualifications, and to ensure equity in the evaluation of performance.

AP3.1.5.3. Requests to establish SIP positions shall be submitted by the Secretaries of the Military Departments, or designees, to the OASD(FM&P) for approval. The OASD(FM&P), in consultation with the OASD(C3I), approves positions in accordance with the CIPMS statute.

AP3.1.5.4. Appointment Procedures

AP3.1.5.4.1. The Secretaries of the Military Departments, or designees, may select, appoint, promote, and assign individuals to established SIP positions in accordance with the applicable provisions of 10 U.S.C. Selecting authority may be delegated within the functional chain of command to the extent possible within the Military Departments.

AP3.1.5.4.2. The Secretaries of the Military Departments, or designees, shall approve the reassignment of a SIP to another approved SIP position, within the Military Department, for which the individual is qualified. This authority may be delegated to the Functional Chief.

AP3.1.5.4.3. Details of non-SIPs to SIP positions should be kept to an absolute minimum and strictly controlled. Competitive procedures are required if the detail is longer than 180 days. Details of competitive service personnel to SIP positions will follow competitive service procedures.

AP3.1.5.4.4. Reassignments or details of SIPs to another Military Department or another component of the Intelligence Community will be approved by the respective Secretaries of the Military Departments, or designees. Unresolved issues shall be adjudicated by the OASD(FM&P), in consultation with the OASD(C3I).

AP3.1.5.5. Performance Appraisal and Awards System

AP3.1.5.5.1. SIP performance appraisal and awards system will use the established system(s) in the respective Military Departments. The respective Military Department performance appraisal format will be used until a supplementary DoD performance appraisal appendix/form is established.

AP3.1.5.5.2. The performance appraisal system will permit the accurate evaluation of performance in any position and in any job elements of the position; provide for systematic appraisals of performance of SIPs, shall be a factor for reduction-in-force determinations, for performance awards, and for changes in rates of basic pay.

AP3.1.5.5.3. The SIP appraisal system provides for the identification of elements of a SIP's job to include critical job elements, establishment of performance standards for the job elements, communication of those elements and performance standards to the member at the beginning of a rating period, establishment of methods and procedures to evaluate performance against preestablished standards, and appropriate use of appraisal information to make personnel decisions.

AP3.1.5.6. Military Department Performance Awards

AP3.1.5.6.1. Each Military Department Functional Chief may approve annually special Military Department performance award(s) to SIPs. This award considers the individual's performance over a minimum period of 3 years.

AP3.1.5.6.2. During any calendar year, the Functional Chief may provide the award to any SIP recommended by the Commander of an intelligence command and/or activity.

AP3.1.5.6.3. These awards may be monetary or non-monetary. A monetary award over \$10,000, must be forwarded to the OASD(FM&P) and the OASD(C3I) for approval. Receipt of a Military Department monetary award entitles the recipient to a lump-sum payment and shall be in addition to the basic pay or any other award payment.

AP3.1.5.7. Compensation and Specialized Personnel Actions

AP3.1.5.7.1. Commanders of intelligence commands and/or activities shall recommend to the Functional Chief the pay rate for each SIP selectee within the range of approved rates. Generally, pay will be set at the minimum rate. However, in assigning the pay rate for any new position assignment, consideration shall be given to the level of responsibility of the position and the qualifications of the selectee.

AP3.1.5.7.2. A promotion from another pay system into SIP shall normally result in a minimum increase of 6 percent in the rate of compensation, but not less than 3 percent above the previous rate.

AP3.1.5.7.3. SIP pay rates shall not be less than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule and not greater than the rate of basic pay payable for level IV of the Executive Schedule (EX) established for Senior Level positions under 5 U.S.C. 5376.

AP3.1.5.7.4. The rates shall be adjusted at the same time and to the same extent as rates of basic pay for the Senior Level positions in the Department of Defense are adjusted.

AP3.1.5.7.4.1. The annual pay adjustment shall not constitute the start of a new 12 month period, provided the percentage of the Senior Level adjustment is equal to or less than that of the General Schedule increase effective on the same date.

AP3.1.5.7.4.2. To be eligible for the annual pay adjustment, an employee must have received a performance rating of at least "fully successful" on the last official performance appraisal. New employees who have not been rated will be presumed to be "fully successful" unless a performance improvement plan is in effect.

AP3.1.5.7.5. In addition to paragraph AP3.1.5.7.4., above, a SIP's rate of basic pay may be increased, at management's discretion, to a higher rate of pay once

during any 12-month period. To be eligible for pay adjustments other than the annual cost of living adjustment, an employee must have received a rating on the most recent official performance appraisal of "exceeds fully successful" level or higher. Where appraisal systems allow for only three levels, narrative descriptions will provide the justification. Other factors to be considered in recommending pay rate adjustments include, but are not limited to, changes in position content, performance, length of service, increased professional stature, pay for comparable private sector personnel, and alignment with comparable positions in the organization.

AP3.1.5.7.6. Pay for the SIP shall consist of six levels. The minimum for each level will exceed the next lower corresponding SES (ES) pay level by \$1, except for IP-1, which is 120 percent of GS-15, Step 1. The maximum for each level will be equivalent to the corresponding, existing ES pay level (e.g., If ES-3 is \$98,600 and ES-4 is \$104,000, the IP-4 level is \$98,601 - \$104,000). The maximum for IP-6 will be EX-IV.

AP3.1.5.7.7. Pay at levels IP-1 through IP-4 is determined by the appointing authority. Pay at levels IP-5 and IP-6 is approved by the Secretary of the Military Department and may be delegated to the Service Assistant Secretary level. Pay within a level is determined and adjusted by the appointing authority.

AP3.1.5.7.8. Progressive movement between SIP levels will constitute an advancement that must be approved by the appointing authority. More than a two-level increase or promotion to IP-5/IP-6 requires approval by the Secretary of the Military Department and may be delegated to the Service Assistant Secretary level.

AP3.1.5.7.9. The aggregate amount paid to a SIP during any calendar year (e.g., rate of basic pay, performance awards, and lump sum awards) may not exceed the annual rate payable for positions at Level I of the Executive Schedule in effect at the end of such year as established under 5 U.S.C 5307.

AP3.1.5.7.10. SIP disability and retirement benefits shall be in accordance with those in the applicable retirement system.

AP3.1.5.7.11. A member of the Senior Executive service (or the Senior Intelligence Executive service) who is permanently appointed to a SIP position shall retain all accumulated annual leave. Any annual leave in excess of 240 hours remains to the SIP's credit. Subsequently, if the SIP uses more annual leave than earned in a leave year, the reduced balance carried forward becomes the new leave ceiling.

AP3.1.5.8. Supplementation. The policies in subsections AP3.1.5.1. through AP3.1.5.7. above, shall not be supplemented or modified except as authorized by statute or otherwise authorized by provisions of this appendix. In this regard, the Secretaries of the Military Departments are authorized to issue internal implementing guidance where they or their designee determine such guidance to be essential. Copies of such guidance shall be provided to the OASD(CPP/EO) for review before publication.

AP3.2. PART 2 - SENIOR INTELLIGENCE EXECUTIVE SERVICE (SIES)

AP3.2.1. REFERENCES

AP3.2.1.1. Public Law 102-496, Section 402, Title IV of "Intelligence Authorization Act for Fiscal Year 1993," October 24, 1992, (10 U.S.C. 1590, Chapter 81, as amended).

AP3.2.1.2. Public Law 99-569, Section 504, Title V of "Intelligence Authorization Act for Fiscal Year 1987," October 27, 1986, (10 U.S.C. 1590, Chapter 81).

AP3.2.1.3. Public Law 97-89, 01, Title VII of "Intelligence Authorization Act for Fiscal Year 1982," December 4, 1981, (10 U.S.C. 1601, Chapter 83).

AP3.2.1.4. Public Law 97-89,, Section 603, Title VI of "Intelligence Authorization Act for Fiscal Year 1982," December 4, 1981, as amended, codified in Section 12 of the National Security Act of 1959.

AP3.2.1.5. Title 5, United States Code, "Government Organization and Employees," as amended.

AP3.2.1.6. DoD Instruction 1403.2, "Reduction in Force in the Senior Executive Service," February 1, 1991.

AP3.2.1.7. DoD Directive 1400.34, "DoD Civilian Intelligence Personnel Management System (CIPMS)," December 15, 1988.

AP3.2.2. BACKGROUND

AP3.2.2.1. This appendix establishes the SIES within the DoD Civilian Intelligence Personnel Management System (CIPMS). Positions established in SIES are those that are classified above GS/GM-15 or equivalent but do not meet the definition for Senior Intelligence Professional as set forth in Part 1.

AP3.2.2.2. The policies, guidance, and procedures in this appendix are applicable to civilian employees of the Military Departments who are appointed or converted to positions in the SIES.

AP3.2.3. DEFINITIONS

AP3.2.3.1. Appointing Official. One who has the authority to appoint candidates to SIES positions.

AP3.2.3.2. Senior Intelligence Executive Service (SIES) positions. These positions are equivalent to positions in the SES as defined in 5 U.S.C. 3132(a)(2). The SIES are managerial positions classified above the GS-15.

AP3.2.4. RESPONSIBILITIES

AP3.2.4.1. The Secretary of Defense is authorized by Title 10 U.S.C. Section 1590, as amended, to establish necessary intelligence positions and fix compensation for those positions for civilian intelligence officers serving as members of the SES.

AP3.2.4.2. The OASD(P&R) shall:

AP3.2.4.2.1. Develop and issue criteria for the establishment of SIES positions.

AP3.2.4.2.2. In consultation with the OASD(C3I) and with advice from the CIPMS Advisory Group (CAG), develop policies governing the SIES, and authorize the establishment and allocation of these positions to the Military Departments.

AP3.2.4.2.3. Ensure that SIES allocations are consistent with overall DoD resource needs.

AP3.2.4.2.4. Coordinate with the OASD(C3I) on any change in an SIES position. This includes, but is not limited to, change in organization and/or function.

AP3.2.4.2.5. In consultation with the OASD(C3I) , review and forward to the Secretary of Defense requests for SIES rank awards.

AP3.2.4.3. The OASD(C3I) shall:

AP3.2.4.3.1. Review allocations to ensure consistency with function and mission priorities.

AP3.2.4.3.2. In coordination with the OASD(P&R), conduct the biennial program evaluation of SIES.

AP3.2.4.4. The Secretaries of the Military Departments, or their designees, shall, subject to the conditions set forth above:

AP3.2.4.4.1. Select, appoint, promote, and assign individuals to SIES positions.

AP3.2.4.4.2. Approve reassignment of a member of the SIES.

AP3.2.4.4.3. Approve an advancement in rank/pay level from Intelligence Executive (IE)-4 to IE-5 and IE-6 (see paragraph AP3.2.5.7.). This authority may be delegated to the Assistant Secretary level.

AP3.2.4.4.4. Classify SIES positions and conduct the recertification program.

AP3.2.4.4.5. Appointing officials are authorized to place an SIES in an appropriate IE rank/pay level up to IE-4, and approve advancement to that level.

AP3.2.5. POLICY

AP3.2.5.1. This appendix shall be implemented and administered by the Secretaries of the Military Departments, or their designees, in a manner that enables the SIES to be competitive with comparable positions in the intelligence community.

AP3.2.5.2. Each Military Department shall establish and convene boards and panels, as deemed appropriate, chaired by its Intelligence Functional Chief, to review candidate qualifications as part of the merit staffing process, to ensure equity in the evaluation of performance, to identify and develop future executives, and to provide recommendations in other executive management matters.

AP3.2.5.3. Requests to establish SIES positions shall be submitted by the Secretaries of the Military Departments, or designees, to the OASD(P&R) for approval. The OASD(P&R), in consultation with the OASD(C3I), approves positions in accordance with the CIPMS statute.

AP3.2.5.4. Appointment Procedures

AP3.2.5.4.1. The Secretaries of the Military Departments, or designees, may select, promote, and assign individuals to positions established within the SIES. Selection authority may not be delegated below the Assistant Secretary level.

AP3.2.5.4.2. SIES positions shall be filled following Component SES merit staffing policies and procedures.

AP3.2.5.4.3. Employees in intelligence organizations or functions who currently occupy positions in the SES shall be notified in advance when their position is converted to SIES. Employees who decline conversion to the SIES shall remain on the Military Departments SES roles and may be subject to reduction-in-force procedures. A one-year trial period is required upon conversion or appointment to an SIES position if a trial or probationary period has not otherwise been completed.

AP3.2.5.4.4. The Secretaries of the Military Departments, or their designees, shall approve the reassignment of an SIES member to another approved SIES position within the Military Department.

AP3.2.5.4.5. Details of non-SIES members to SIES positions should be kept to an absolute minimum and strictly controlled. Competitive procedures are required if the detail is longer than 180 days. Details of competitive service employees will follow competitive service procedures.

AP3.2.5.4.6. OASD(P&R), in consultation with OASD(C3I) shall resolve disagreements between the Military Departments regarding assignments or details of SIES members to another Military Department.

AP3.2.5.4.7. The "preference eligible" provisions of 5 U.S.C. 2108 do not apply to applicants and members of SIES.

AP3.2.5.5 Performance Appraisal and Awards System

AP3.2.5.5.1. Each Military Department may adopt its existing SES system for members of the SIES until supplementary DoD policy is issued.

AP3.2.5.5.2. Each SIES performance appraisal system will provide for the overall evaluation of an incumbent's performance in any position and in any critical element of the position; systematic appraisals of performance of executives; and, use of the appraisal as a basis for eligibility determinations on retention, performance awards, changes in rates of basic pay, reassignment, and removal. Each performance appraisal system shall establish performance standards for each element. These elements and performance standards shall be communicated to the member at the beginning of the rating period.

AP3.2.5.6. Rank Awards

AP3.2.5.6.1. Rank awards recognize overall high-level performance and are based on exceptional performance over a period of years (5 U.S.C. 4507). The two levels of rank awards are:

AP3.2.5.6.1.1. Distinguished Executive - given for "sustained extraordinary accomplishment" or

AP3.2.5.6.1.2. Meritorious Executive - given for "sustained accomplishment."

AP3.2.5.6.2. The Secretaries of the Military Departments in accordance with established procedures may recommend annually through the OASD(P&R) to the Secretary of Defense, according to a schedule determined by the OASD(P&R), recommendations of SIES members for rank awards.

AP3.2.5.6.3. The Secretary of Defense reviews, approves, and submits the nominations to the President. An SIES member awarded either a Distinguished or Meritorious rank award may not receive the same award during the 4 fiscal years following the one for which the award is given.

AP3.2.5.6.4. Receipt of the "Distinguished Senior Intelligence Executive service Member" award entitles the individual to a lump-sum payment of \$20,000 paid by the respective Military Department and shall be in addition to the basic pay. An SIES may not receive a Distinguished rank award and a performance award during the same calendar year.

AP3.2.5.6.5. Receipt of the "Meritorious Senior Intelligence Executive service Member" award entitles the individual to a lump-sum payment of \$10,000 paid by the respective Military Department and shall be in addition to the basic pay or any other award payment. An SIES may receive a Meritorious rank and a performance award

during the same calendar year; however, the total of the two awards may not exceed 20 percent of basic pay.

AP3.2.5.7. Compensation

AP3.2.5.7.1. The Military Department Intelligence Functional Chief will coordinate on the recommended rate of basic pay for each SIES member before submission to the approving official. In establishing initial pay rates or adjusting existing pay rates, individual pay-setting decisions shall be based on a management assessment of the individual. In assigning the basic rate of pay for any new position assignment, consideration shall be given to the level of responsibility of the position, the qualifications of the appointee, probable impact on the position availability of qualified personnel, and geographic and organizational location.

AP3.2.5.7.2. Rates of pay shall not be in excess of the maximum rate, or less than the minimum rate, of basic pay established for the SES under 5 U.S.C. 5382. Rates of pay shall be equal to one of the six rates of basic pay established for the SES-Pay adjustments will occur at the same and to the same extent as adjustments to basic rates of pay for the SES. Only actual payable rates will be used for Civil Service Retirement System and Federal Employees' Group Life Insurance (FEGLI) purposes.

AP3.2.5.7.3. A member's rate of basic pay may be increased, in addition to paragraph AP3.2.5.7.2., above, to any higher rate of the schedule once in any 12 month period. The pay increase is based on the member's performance appraisal and the endorsement by the supervisory chain-of-command.

AP3.2.5.7.4. A member's rate of basic pay may be reduced only one rate at the time of a pay adjustment. A written notice is required 15 days before the effective date of the reduction and shall be issued by the appointing authority with reason(s) (e.g., performance) for the reduction.

AP3.2.5.7.5. The aggregate amount paid to an SIES member during any calendar year (e.g., rate of basic pay, performance awards, and rank award) may not exceed the annual rate payable for positions at Level of the Executive Schedule in effect at the end of such year. Any excess is carried over and paid as a lump sum at the beginning of the next calendar year and shall be applied toward the Level I limitation (5 U.S.C. 5307).

AP3.2.5.7.6. Members of the SIES are covered by 5 U.S.C. 5595(a)(2)(i) for severance pay as a result of involuntary separation from the Federal service not involving reasons for cause (e.g., deficient performance, misconduct, malfeasance).

AP3.2.5.7.7. Annual leave accrued by an individual, while serving in an SIES position, is not subject to the limitation on accumulation of annual leave, otherwise imposed by 5 U.S.C. 6304. on retirement, resignation, or removal from the Federal service, an SIES member is entitled to lump-sum payment for unused annual leave.

AP3.2.5.7.8. The Secretaries of the Military Departments, or designees, may grant SIES members sabbaticals consistent with 5 U.S.C. 3396(c).

AP3.2.5.8. Removals and Appeals

AP3.2.5.8.1. Generally, removals from SIES shall be effected in accordance with 5 U.S.C. 3592. Exclusions include, but are not limited to, reduction-in-force (RIF) and actions granting certain appeal rights to the Merit Systems Protection Board (MSPB).

AP3.2.5.8.2. Removal or suspension from the Federal service shall be consistent with 5 U.S.C. 7543, except that any hearing or appeal shall be consistent with procedures for other employees covered by CIPMS, as prescribed by this Manual.

AP3.2.5.8.3. RIF shall be conducted in accordance with the general provisions of DoD Instruction 1403.2, except that SIES members shall be placed in their own competitive level, within the respective Military Department, separate from SES members. Additionally, paragraph 6.4.3., Placement Assistance by OPM, does not apply.

AP3.2.5.8.4. The retention provisions for former members of the Uniformed Services as defined in 5 U.S.C. 3501 do not apply to members of SIES.

AP3.2.5.9. Supplementation. The policies in subsection AP3.2.5.1. through AP3.2.5.8, above, shall not be supplemented or modified except as authorized by statute or otherwise authorized by provisions of this appendix. In this regard, the Secretaries of the Military Departments are authorized to issue internal implementing guidance when they or their designee determine such guidance to be essential. Copies of such guidance shall be provided to the OASD(CPP/EO) for review before publication.

AP4. APPENDIX 4

CIPMS QUALIFICATIONS GUIDE

AP4.1. 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.

AP4.2. REFERENCES

AP4.2.1. Section 1590, Title 10, U.S. Code.

AP4.2.2. Handbook X-118, "Qualification Standards for Positions under the General Schedule," U.S. Office of Personnel Management.

AP4.2.3. Handbook X-118C, "Job Qualification System for Trades and Labor occupations," U.S. Office of Personnel Management.

AP4.2.4. CIPMS Occupational Guides.

AP4.2.5. Chapter 3, "Employment and Placement," of DoD 1400-34-M.

AP4.3. COVERAGE

This guide applies to qualification determinations for all positions covered by CIPMS.

AP4.4. POLICY

AP4.4.1. The Military Departments may develop and apply CIPMS qualification standards in accordance with Chapter 3 of this Manual.

AP4.4.2. 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.

AP4.4.3. 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.

AP4.4.4. 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.

AP4.5. 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.

AP4.6. APPLICATION OF STANDARDS

Except as stated in paragraph AP4.4., 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.

AP4.7. 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 paragraph C3.2.7.)

AP4.8. 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.

AP5. APPENDIX 5

CONDITIONS OF EMPLOYMENT

AP5.1.1. 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.

AP5.1.2. 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.

AP5.1.3. 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.

AP6. APPENDIX 6

COMMON ACRONYMS

ACSI	Assistant to the Chief of Staff, Intelligence (Air Force)
ASD(IFM&P)	Assistant Secretary of Defense (Force Management and Personnel)
ASD(C3I)	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
HSPB	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

AP7. APPENDIX 7

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.

AP7.1. PUBLIC LAW

AP7.1. 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 1.)

AP7.2. UNITED STATES CODE

AP7.2.1. Title 5, U.S.C., "Government Organization and Employees Section," as amended.

AP7.2.2. Title 10, U.S.C. Section 1590. (See Appendix 1.)

AP7.3. CODE OF FEDERAL REGULATIONS

AP7.3.1. Title 20, Code of Federal Regulations (CFR), "Employee's Benefits Part 609, Unemployment Compensation for Federal Civilian Employees"

AP7.3.2. Title 5, "Administrative Personnel"

AP7.4. EXECUTIVE ORDERS

AP7.4.1. E.O. 11222, "Prescribing Standards of Ethical Conduct for Government Officials and Employees," May 8, 1965

AP7.4.2. E.O. 11478, "Equal Employment Opportunity in the Federal Government," August 8, 1969

AP7.4.3. E.O. 12171, "Labor Management Relations in the Federal Government," November 19, 1979

AP7.5. DoD DIRECTIVES

AP7.5.1 [DoD Directive 1010.4](#), "Alcohol and Drug Abuse by DoD Personnel," August 25, 1980

AP7.5.2. DoD Directive 1100.15, "The Department of Defense Equal Opportunity Program," June 3, 1976

AP7.5.3. DoD Directive 1400.5, "DoD Policy for Civilian Personnel," March 21, 1983

AP7.5.4. DoD Directive 1400.6, "DoD Civilian Employees in Overseas Areas," February 15, 1980

AP7.5.5. [DoD Directive 1400.34](#), "DoD Civilian Intelligence Personnel Management System (CIPMS)," December 15, 1988

AP7.5.6. DoD Directive 1402.1, "Employment of Retired Members of the Armed Forces," January 21, 1982

AP7.5.7. [DoD Directive 5010.10](#), "Intelligence Career Development Program," August 9, 1972

AP7.5.8. [DoD Directive 5120.39](#), "DoD Wage Fixing Authority Appropriated Fund Compensation," April 24, 1980

AP7.5.9. [DoD Directive 5210.48](#), "DoD Polygraph Program," December 24, 1984

AP7.6. DoD INSTRUCTIONS

AP7.6.1. [DoD Instruction 1400.23](#), "Employment of Family Members of U.S. Armed Forces Personnel and Civilian Employees Stationed in Foreign Areas," May 12, 1989

AP7.6.2. Instruction 5120.16, "Department of Defense Incentive Awards Program: Policies and Standards," July 15, 1974

AP7.7. DoD MANUALS

AP7.7.1. DoD 1400.25-M, "Department of Defense Civilian Personnel Manual," July 1978

AP7.7.2. DoD 1430.10-M-3, "DoD-Wide Intelligence Career Development Program for General Intelligence Personnel," July 1988

AP7.8. OFFICE OF PERSONNEL MANAGEMENT (OPM) MANUALS AND STANDARDS

AP7.8.1. Federal Personnel Manual (FPM)

AP7.8.2. FPM Supplement 296-33, "The Guide to Processing Personnel Actions"

AP7.8.3. FPM Supplement 990-2, "Hours of Duty, Pay, and Leave"

AP7.8.4. OPM Handbook X-118, "Qualification Standards for Positions Under the General Schedule"

AP7.8.5. OPM Handbook X-118C, "Job Qualification Standards for Trades and Labor Occupations"

AP7.9. OTHER REGULATIONS

AP7.9.1. Joint Travel Regulations, Volume 2 (payment for official travel and transportation of U.S. Government employees)

AP7.9.2. Department of State Standardized Regulations (Government Civilians - Foreign Areas), April 2, 1961, as amended.