



**DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20340**

**CONDITIONS OF EMPLOYMENT**

**General**

The Defense Intelligence Agency mission is one of paramount importance to the security and defense of the United States. As a key component of the U.S. Intelligence Community, the Agency is primarily responsible for meeting the foreign military and military-related intelligence requirements of the National Command Authorities, the Secretary of Defense, the Joint Chiefs of Staff, and the Combatant Commands worldwide. Employment with the Agency presents a unique opportunity to personally contribute to the national defense and provides exceptionally challenging career opportunities which few other employees in Government or the private sector can match.

Because of the unique nature of the mission, all civilian positions have been designated special sensitive requiring that employees meet the rigid security and suitability standards for access to Sensitive Compartmented Information. The mission of the Defense Intelligence Agency thus requires special employment criteria which exceeds the employment standards of many other Government departments and agencies, criteria which mandates that employees meet and maintain the highest levels of loyalty, personal honesty and integrity.

Accordingly, you should be aware that, as a prospective employee of the Agency, the following special employment criteria are governing for initial and continued employment in the Defense Intelligence Agency.

1. **NEEDS OF THE GOVERNMENT:** Certain aspects of the special employment criteria (or “conditions”) listed below for initial or continued employment, if not met by the employee, may be waived by the Agency, at its sole discretion, if waiving the condition serves some critical mission need. The employee has no entitlement to request a waiver of any condition. The process for such waivers is governed by internal Agency policy.
2. **SEVERABILITY:** Each special employment criteria (or “condition”) of this document is severable. If a certain condition is waived by the Agency, at its sole discretion, all other conditions of this document shall remain in full force and effect.

**Initial Employment**

Initial employment with the Defense Intelligence Agency is subject to:

1. Completion of a satisfactory personnel security background investigation or reinvestigation to insure compliance with the Agency’s special employment criteria. This investigation will include verification of citizenship, experience, education, and personal history to insure an applicant is eligible for access to Sensitive Compartmented Information by meeting the following criteria:

a. The person must be stable; trustworthy; reliable; of excellent character, judgment, and discretion; and of unquestioned loyalty to the United States of America.

b. The person shall not exercise any rights or privileges of citizenship from any foreign nation, to include possession of a foreign passport, service in a foreign military or a willingness to bear arms for a foreign country, seeking or holding political office in a foreign country, voting in foreign elections, employment by a foreign government, residence in a foreign country to meet citizenship requirements, or accepting educational, medical, or other benefits, such as retirement and social welfare, from a foreign government.

c. Members of the person's immediate family (the spouse, parents, siblings, children, and cohabitant(s)) and any other persons to whom he or she is bound by ties of affection, kinship, or obligation should neither be subject to physical, mental, or other forms of duress by a foreign power or by persons who may be or have been engaged in criminal activity, nor advocate the use of force or violence to overthrow the Government of the United States or the alteration of the form of Government of the United States by unconstitutional means.

d. The person shall not be an unlawful user of, or addicted to, a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)). For the purposes of these special employment criteria, "unlawful user" is defined as any unlawful use of a controlled substance within the preceding eighteen months of the individual's certification of these Conditions of Employment.

e. The person shall have no conviction in any court of the United States of a crime for which he or she served a sentence of imprisonment for a term exceeding one year.

f. The person shall not have been discharged or dismissed from the Armed Forces of the United States under dishonorable conditions.

g. The person shall not be mentally incompetent, nor have a condition or treatment that may indicate a defect in judgment, reliability, or stability, as determined by a mental health professional approved by the Department of Defense.

2. Completion of any required medical examination.

3. Completion of any required personal interviews.

4. Favorable completion of any required counterintelligence-scope polygraph examination.

a. Applicants for employment, assignment, or detail to positions in the DIA who refuse to take a counterintelligence-scope polygraph examination shall not be selected or assigned.

b. Persons who refuse to take a counterintelligence-scope polygraph examination in connection with continued employment, assignment, or detail in the DIA may be denied access, assignment, or detail.

c. Any purposeful non-cooperation or attempt to alter the legitimacy of the physiological data obtained during a polygraph examination may preclude an offer of employment,

assignment, detail, or access.

5. Satisfactory completion of a urinalysis test to screen for illegal drug use. Applicants who refuse to be tested shall **not** be extended an offer of employment. In the event a positive test result is obtained, applicants will have the opportunity to submit medical documentation that may support a legitimate use for a specific drug; such information will be reviewed only by the Medical Review Official to determine whether the applicant is legitimately using an otherwise illegal drug.

6. Completion of a civilian mobility agreement. All DIA employees are required to be available for geographic relocation anywhere in the world as necessary to meet mission requirements. Applicants who do not sign a civilian mobility agreement shall **not** be extended an offer of employment.

7. Completion of a DoD Civilian Employee Overseas Emergency-Essential Position Agreement, DD Form 2365, if the position has been designated as an “*Emergency Essential Position*.” An Emergency Essential Position is a civilian position (a) that is located overseas or that would be transferred overseas during a crisis situation or that requires the incumbent to deploy or to perform temporary duty assignments overseas during a crisis in support of a military operation; (b) that is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization, an evacuation order, or some other type of military crisis; and (c) that cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems. Applicants for positions designated “Emergency Essential” who do not sign this agreement shall **not** be extended an offer of employment.

8. If serving with the Ready Reserve, agreement to be removed from ready reserve status if the position has been designated as a “*Key Position*.” A Key Position is a Federal position that cannot be vacated during a war, national emergency, or mobilization without seriously impairing the capability of the parent Federal Agency or office to function effectively and that meets the criteria for designating key positions as outlined in DoD Directive 1200.7, “Screening the Ready Reserve,” November 18, 1999. Individuals encumbering Key Positions must be made exempt from military mobilization and/or recall. Applicants for positions designated as “Key Positions” who do not agree to this condition shall **not** be extended an offer of employment.

9. Completion of such other procedures deemed necessary to assure that the Agency’s security, suitability, and overall qualifications standards are met.

All statements and claims made in employment application and security forms are subject to investigative verification. Adverse information developed or intentional/unintentional misstatement/withholding of significant adverse information during personnel and security clearance processing may preclude further processing for employment.

Employment may be denied as a result of information about which the applicant is genuinely unaware or by an assessment that an applicant does not meet the Agency’s overall employment criteria. A negative employment determination by the Agency is final and normally no specific reasons regarding nonselection will be provided.

Employment with this Agency is not a right upon which an applicant can insist. Offers of employment are made only in writing by the civilian personnel office.

Employees will participate in the DoD Direct Deposit/Electronic Fund Transfer of Pay (DD/EFT) Program. This payment method deposits net pay directly into the employee's account of choice at their designated financial institution. DD/EFT enrollment is required within the first 60 days of employment for all new DoD employees, including those previously employed by DoD.

Employment with the DIA is restricted to an appointment in the Excepted Service under the Agency's civilian personnel legislation: 10 U.S.C. 1604 (10 U.S.C. 1601 for DISES appointments). Federal employees currently serving in the Competitive Service will voluntarily leave the Competitive Service by accepting employment with DIA.

### **Continued Employment**

Continued employment with the Defense Intelligence Agency is subject to:

#### **1. SECURITY:**

a. Although individuals may be conditionally appointed prior to completion or updating of a full personal history background investigation, continued employment with the Agency is contingent upon satisfactory completion of a background investigation, the results of which fully meet the Agency's special employment criteria. All employees are subject to satisfactory completion of periodic reinvestigations and a continuing life style in conformity with applicable national, DoD, and DIA directives. Any unfavorable information developed during an investigation or other official inquiry may result in termination of employment in accordance with established procedures.

b. Employees must keep the DIA Personnel Security Division apprised of:

(1) Any changes in personal status that could affect their eligibility for access to Sensitive Compartmented Information, in accordance with appropriate DIA reporting policies.

(2) Any unofficial travel to a foreign country. Employees must obtain Agency approval for all unofficial foreign travel, in advance of the travel, and agree to forego personal unofficial foreign travel when it is deemed by Agency approving authorities to constitute a hazard to national security.

(3) Any reportable contact with citizens of a foreign country, in accordance with applicable DIA regulations.

(4) Any arrest or court actions other than minor traffic violations (resulting in a fine of less than \$150.00).

(5) Any change in marital status.

(6) Any bankruptcy, judgment, garnishment, lien, or other significant financial difficulties.

(7) Any attempt by unauthorized persons to solicit classified information.

(8) Any emotional or mental health treatment (except for marital, post-traumatic stress, or grief counseling), or treatment for substance abuse (to include alcohol).

(9) Any foreign adoption of children, from initial contact with a foreign adoption entity.

2. **DISCLOSURE OF INFORMATION:** All employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. An agreement is also required to authorize Agency pre-publication review of certain material prior to disclosure during and after employment with the DIA.

3. **DRUG TESTING:** All employees are subject to random drug testing. Employees who refuse to be tested when so required or who are found to use illegal drugs will be subject to the full range of disciplinary action, including termination of employment.

4. **POLYGRAPH TESTING:** Employees will be subject to a periodic counterintelligence-scope polygraph examination.

5. **TRIAL PERIOD:** All employees newly appointed to Federal service with DIA and employees who have formerly served in the Federal competitive or excepted service in other than a DCIPS position are required to serve a 2-year trial period, with the following exceptions: (a) employees serving on temporary appointments; however, should an employee be converted to an appointment without time limitation, a trial period is required beginning on the date of appointment conversion; (b) former DCIPS employees who have served in a DCIPS position, satisfactorily completed a trial period and are reappointed to DIA shall not be required to serve a new trial period.

6. **DUTY ASSIGNMENT:** All employees are subject, with limited or no advance notice, to reassignment or detail to another position in this Agency for which they are qualified.

7. **DUTY STATION:** All employees are subject to assignment to designated work sites in the Washington metropolitan commuting area with limited or no advance notice. Further, employees may be required to serve anywhere in the world to meet the needs of the Agency as determined by the Director.

8. **DUTY HOURS:** All employees are subject to remaining available on a 24-hour basis for recall to duty, to work regular and irregular overtime, and to work uncommon tours of duty when required.

**CURRENT FEDERAL EMPLOYEES CHANGING FROM COMPETITIVE TO  
EXCEPTED SERVICE**

I understand that, by accepting appointment in the Excepted Service with DIA, I am voluntarily leaving the Competitive Service.

**CERTIFICATION**

This is to certify that I have read, acknowledge, and agree to abide by the conditions of employment contained in this document.

PRINTED OR TYPED NAME

SIGNATURE

DATE

Last Four Digits of  
Social Security Number

DIA Form 271 (20 Nov 2008)