



Civilian Legacy Employee Availability Reserve Program (CLEAR)

Purpose

To set forth procedures and responsibilities for the administration of DIA's Civilian Legacy Employee Availability Reserve Program (CLEAR) under DIAI 1404.004 dated 05 October 2011.

Program Description

CLEAR creates a reserve of former DIA civilian personnel who are re-employed for the purpose of providing manpower to DIA on a temporary and intermittent basis. The program is intended to fill DIA short-term needs.

Program Management

CLEAR allows for special program hiring. The Talent Acquisition and Placement (TAP) staffing branch holds CLEAR program management responsibility. Program management responsibility includes hiring administration and CLEAR program P-billet management and accountability.

Eligibility Criteria

CLEAR program participants may be used to fill DIA requirements that meet one of the following criteria:

- To provide for surge capabilities in a crises or period of emergency.
- To backfill specialized mission requirements
- To provide continuity during extended employee absences due to employment, long term training or extended leave.
- To offer expertise and IC/DIA-specific knowledge for temporary or hard-to-fill positions.
- To transfer knowledge or provide mentoring to less experience employees.

Most assignments in the CLEAR program are for up to six months. Positions may be filled at all grades through grade 15. CLEAR program participants departing at the DISES and DISL levels may be re-hired in the CLEAR program at the designated grade of the position to be filled.

CLEAR Personnel



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- The CLEAR employee annuitant may not be employed in the same position held prior to retirement unless the next level manager/supervisor certifies that one or more of the eligibility criteria listed above applies.
- When a CLEAR employee annuitant is hired within 90 days after retirement to a position in the same organization and in a similar position, the authorized official shall ensure that retention options were offered prior to the employee's retirement.
- Re-employed annuitants who received a Voluntary Separation Incentive Payment (VSIP) may not be re-employed within 12 months after separation or within 5 years following separation unless the VSIP is repaid in full.

DIA Chief of Staff's Responsibility:

- Approve overall DIA's CLEAR program policy and direction.
- Approve FE's establishment of CLEAR P-billets within the training, education, rotation and other (TERO) account.
- Approve special program waivers or exceptions.

Directorate/Special Office/COCOM J2 Responsibilities:

- Identify and submit CLEAR requirements in the *Special Program Staffing Requirements Request, Civilian Legacy Employee Availability Reserve Program (CLEAR)* (see Attachment A). These requirements establish the nature and scope of the work and length of the appointment to complete all deliverables. Upon approval, this document becomes the tasks and deliverables agreement that will be signed by the CLEAR employee. A position description should be attached. CLEAR is not recommended to fill special security status positions.
- Make requests (if applicable) for CLEAR program participants that would be a good fit for the work described and/or work with the HC Special Programs Office to determine a suitable selection. CLEAR selections are non-competitive.
- Establish the CLEAR employee's hours of work and provide space, equipment and/or resources needed for CLEAR employee to complete the assigned work. Manage time and attendance NTE the approved allotted amount for each participant.
- Provide the program manager with information on any changes in work requirements including the need to extend or discontinue the work; or, changes regarding the suitability of the CLEAR hire.
- Complete any program evaluation data, as requested by the program manager.

CLEAR Program Participant Responsibilities:

- Provide contact information to the CLEAR program manager including any change of information, affiliation or clearance eligibility prior to and after re-employment. This includes any possible conflict of interest.
- Sign the tasks and deliverables agreement and complete in-processing requirements.



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- Complete all tasks and deliverables as assigned. Provide periodic progress updates to the hiring directorate, special office or J2.
- Adhere to DIA's conditions of employment.

FE Responsibilities:

- Establish temporary CLEAR P-billets within the training, education, rotation and other (TERO) account based on the availability of funding on a not to exceed 12-month basis, unless other DIA leadership direction is given to resource the manpower for this program.

Talent Acquisition & Placement (TAP) Responsibilities:

- Update and maintain CLEAR program guidelines and provide program information.
- Prepare and submit CLEAR program reports as needed.
- Monitor and ensure the proper administration and use of authority and program billet management. Coordinate as needed with FE.
- Review directorate, special office and J2 *Special Program Staffing Requirements Request, Civilian Legacy Employee Availability Reserve Program (CLEAR)* and obtain signatures. This document outlines the nature and scope of the work and serves as the tasks and deliverables agreement that the reemployed CLEAR employee will sign. Work with directorate, special office and J2 to match work requirements with appropriate CLEAR program participants and process.
- Verify the SF-52/50, Personnel Action Form for accuracy. All positions are filled as intermittent hires, NTE a period of 12 months. Participants will be appointed for up to a 6 month period at a time, NTE 12 months. The CLEAR participant serves at the will of the Appointing Official.
- Inform CLEAR program participants of any need to change or discontinue work. The tasks and deliverables agreement is not an employment contract and does not guarantee re-employment or continuous employment.
- Ensure proper OPM coordination of reemployed annuitants.
- Coordinate with DAC on security clearance and employment readiness.
- Coordinate with the Agency Drug Test Coordinator, if required.
- Contact the CLEAR program participant to extend the offer of re-employment and explain program benefits and limitations.
- Prepare the tasks and deliverables agreement for employee signature and remind the employee that he/she serves at the will of the Agency.
- Extend the final offer and schedule entrance-on-duty (EOD). Notify HCL to on-board the employee using abbreviated Touchstone.
- Coordinate with ES on the CLEAR appointment.



Employee Services (ES) Responsibilities:

- Provide departing employees with CLEAR program participation brochures, information and website information.
- Ensure that CLEAR program pay and incentives are properly applied
 - Re-employed personnel received annuitant pay at the time of re-employment will continue to receive it, in compliance with DIA's re-employed annuitant's program.
 - CLEAR program participants are ineligible for and have no entitlement to:
 - Overtime pay of any kind;
 - Foreign Language Proficiency Pay (FLPP)
 - Premium pay
 - Administrative pay
 - Performance bonus awards or participation on a bonus board panel;
 - Employee referral program bonus
 - CLEAR personnel will be eligible to receive performance recognition and cash awards as deemed appropriate and as funded by the hiring directorate, special office or COCOM J2. No time-off awards are allowed.
- Ensure that CLEAR program benefits are properly applied. CLEAR personnel have no civilian benefit plan or program. CLEAR personnel may participate in:
 - Employee assistance program (EAP)
 - DIA's equal opportunity (EO) resources
 - Worker's compensation
- Ensure that CLEAR program holidays and leave benefits are properly applied.
 - Observed holidays will be unpaid
 - CLEAR personnel will not accrue annual or sick leave
 - CLEAR personnel cannot participate in DIA's leave share or leave bank programs

Work Force Analytics Responsibilities:

- Maintain a repository of those eligible for CLEAR program participation including information relevant to program selection and participation.
- Make available program reports, as needed.

HCL Responsibilities:

HCL will provide a special abbreviated orientation of Touchstone training (DIAI 1404.004 Section 4.6.6) that will allow the CLEAR program hire to meet the following in-processing requirements:



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- Badge processing;
- Receiving a security briefing;
- Preparing tax and payroll paperwork; and
- Taking the Department of Defense oath.