

**Civilian Personnel
Merit Promotion and External Recruitment Plan for Excepted Service
Positions in the Civilian Intelligence Personnel Management System (CIPMS)**

History. This is a revised publication in electronic format.

Summary. Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 690-26 outlines the policies and procedures for filling CIPMS civilian positions located at Fort Polk, Louisiana. This plan constitutes the policies and procedures for both the CIPMS external recruitment and internal merit promotion programs. Positions at GS-13 and above may be subject to the provisions of the Defense Intelligence Special Career Automated System (DISCAS) as well as this plan. Army Career Program mandatory referral levels established in Army Regulation (AR) 690-950 also apply to CIPMS career program positions for programs other than CP-35, The Intelligence Career Program.

Applicability. This regulation applies to all Fort Polk employees (appropriated and nonappropriated fund) and all military and civilian management officials and supervisors serviced by the Civilian Personnel Advisory Center (CPAC). The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

Proponent and Exception Authority. The proponent agency for this regulation is the CPAC, 7041 Radio Road, Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Supplementation. Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Information Management (DOIM), Administrative Services Division, Building 330, Suite 111, 1820 Corps Road, Fort Polk, Louisiana 71459-0908.

Suggested Improvements. Users of JRTC & FP Regulation 690-26 are invited to send comments and suggested improvements on Recommended Changes to Publications and Blank Forms (Department of the Army (DA) Form 2028) directly to the Civilian Personnel Advisory Center, 7041 Radio Road, Fort Polk, Louisiana 71459-5000.

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Appendix A
CIPMS Grade Bands

1. Purpose. Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 690-26 outlines the policies and procedures for filling CIPMS civilian positions located at Fort Polk, Louisiana. This plan constitutes the policies and procedures for both the CIPMS external recruitment and internal merit promotion programs. Positions at GS-13 and above may be subject to the provisions of the Defense Intelligence Special Career Automated System (DISCAS) as well as this plan. Army Career Program mandatory referral levels established in Army Regulation (AR) 690-950 also apply to CIPMS career program positions for programs other than CP-35, The Intelligence Career Program.

2. Policy. Positions will be filled through fair and equitable practices as described in this document and in accordance with Department of Defense (DOD) Manual 1400.34-M, Civilian Intelligence Personnel Management System (CIPMS) Policies and AR 690-13, Civilian Intelligence Personnel Management System (CIPMS) Policies and Procedures. The goal is to obtain the best qualified candidates available to fill vacancies based on merit, fitness, and overall qualifications.

a. Selection will be based on qualifications and job related criteria that are relevant to successful performance in the position. All actions will be taken without regard to race, color, sex, age, religion, national origin, marital status, political affiliation, non-disqualifying physical or mental handicap, and other non-merit factors.

b. It is CIPMS policy that when recruiting from external sources, preference eligible (veterans) will be granted preference in selection over non-preference external eligible with substantially equal qualifications. The appointment of guards, messengers, and custodians will be made from among preference eligible as long as preference eligible is available.

c. Spouse preference does not apply in filling CIPMS positions.

d. Before filling a position under this plan, the rights of any employee or former employee who is entitled to statutory or special DOD or DA regulatory placement (e.g., DOD reemployment priority list, DOD restoration from military duty, restoration after successful appeal, etc.) must be satisfied.

3. Responsibilities.

a. *Activity commanders with CIPMS employees will:*

(1) Ensure that personnel staffing programs are effective, efficient, and support Army's commitment to merit principles, equal employment opportunity (EEO) and Affirmative Action;

(2) Ensure local procedures are flexible, cost effective, and free of unnecessary regulatory or reporting impediments.

b. *Supervisors and managers will:*

(1) Promote EEO and strive toward established Affirmative Action objectives in all staffing decisions.

(2) Collaborate with the CPAC in the development of qualification requirements, job related evaluation criteria, areas of consideration, and recruitment sources for vacancies.

(3) Determine the need for paid advertisement and payment for travel for interviews.

(4) Supply technical subject matter experts when requested.

(5) Consider all candidates referred for selection and choose objectively from among them, giving preference to veterans, as required.

(6) Consider the applicability of and utilize recruitment incentives when appropriate, negotiating with candidates when needed.

(7) Prepare adequate documentation to support selection, recruitment incentive decisions, and non-selection of veterans when required.

(8) Explain staffing decisions to non-selectees when requested.

(9) Provide prompt evaluation of employee's abilities and potential, as requested by any job announcement;

(10) Submit applications from absent employees upon their request,

(11) Participate in outside recruitment efforts as needed.

c. *Employees will:*

(1) Maintain up-to-date DISCAS registration if their positions come under the Professional/Administrative Career Path;

(2) Apply for vacancies and submit information required for promotion opportunities which are covered by these procedures; and

(3) Serve as technical subject matter experts when requested.

d. *Servicing CPAC will:*

(1) Advise and assist management in the filling of vacancies and in planning staffing strategies under these procedures. This could include research of recruitment sources, study of labor market conditions, development of compensation packages/analyses, etc.;

(2) Counsel (with assistance from the Activity Career Program Manager (ACPM)) employees in career promotion opportunities under CIPMS;

(3) Provide support to include screening and evaluating candidates against qualification requirements, referring candidates for selection, effecting selection decisions, finalizing conditions of employment, finalizing recruitment incentives and maintaining placement files.

4. Coverage.

a. *Noncompetitive Actions:*

(1) Progression within a grade band (either temporary or permanent) to a position that is in the employee's current line of work and under the control of the same servicing CPAC;

(2) Promotion or detail to a grade no higher than previously held on a permanent basis;

(3) Temporary promotion or detail to a higher grade outside the grade band for 180 days or less;

(4) Career ladder promotions when the career ladder is a matter of record;

(5) Promotion resulting from upgrading a position without significant change in duties due to

issuance of new classification standards or the correction of an initial classification error;

(6) Reassignment or change to lower grade to a position at the same or lower full performance level;

(7) Re-promotion to a grade or position held on a permanent basis from which an employee was involuntarily demoted without personal cause;

(8) A position change permitted by reduction-in-force regulations;

(9) Consideration of a candidate not given proper consideration in another competitive promotion action; and

(10) Other placements required by special placement programs.

b. *Competitive Actions:* Competitive merit selection is required in filling positions by promotion or by any other action that may subsequently lead to a promotion, except for grade band promotions outlined in paragraph 4a(1). Competition is required for the following types of placement actions:

(1) Appointments, reinstatements, or transfers to vacancies that provide promotion potential above that previously held;

(2) Reassignment or demotion to a position with greater promotion potential than previously held on a permanent basis;

(3) Temporary promotions of *more* than 180 days to a grade level higher than previously held on a permanent basis;

(4) Details of more than 180 days to a grade level higher than previously held on a permanent basis;

(5) Upgrade based on additional duties as a result of planned management action; and

(6) Selection for training required for promotion, unless training opportunities are available to all.

c. Managers retain the right to staff vacancies through internal placement or external recruitment unless a statutory or regulatory placement right must be satisfied.

5. Noncompetitive Procedures.

a. *Special Consideration for Re-Promotion.* Employees receiving grade, pay, or salary retention benefits due to involuntary placement in lower-grade positions for such reasons as reduction-in-force, correction of classification error, return from overseas, or declination of a functional transfer, will receive special consideration for re-promotion. If the employee is qualified and interested, special consideration will be extended to positions at or below the grade from which demoted, and in the pay group which covered the employee prior to placement in the lower grade position. Special consideration does not extend to positions which have known promotion potential to a grade above that from which demoted. Special consideration will cease when the employee is no longer entitled to grade, pay, or salary retention

benefits. Declination of a valid offer at an intervening grade will terminate the employee's entitlement to re-promotion consideration at that or lower grade levels.

b. *Special Consideration Referral.* Employees entitled to special consideration for CIPMS vacancies will be referred on separate selection rosters before other candidates from internal or external sources are considered. If there are qualified re-promotion eligibles, they will be considered for referral ahead of those who failed to receive proper consideration and prior to referral of other candidates.

6. Grade Bands and Career Ladders.

a. A grade band consists of two or more consecutive grades. Each grade band denotes a common level of difficulty, responsibility, and qualification requirements (i.e., knowledge, skills, and abilities (KSAs)), such as entry, full performance, or expert level. Grade bands are not used in lieu of established grades for individual positions. The CIPMS has established grade band structures for the following career paths: professional/administrative, technician, and clerical. The grade bands improve the interface between position management and classification and other personnel processes such as training, merit promotion, career management, and performance management. The career paths and grade bands are illustrated in Appendix A.

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

7. **Eligibility Standards.** All applicants for CIPMS positions must meet:

a. The applicable qualification requirements within 90 days following the closing date of a given announcement. These requirements will include:

(1) X-118, CIPMS-wide, or locally specified, minimum qualification requirements of education, training and/or experience relevant to the position for which considered; and

(2) Any selective placement factors. Time-in-grade requirements do not apply to CIPMS.

b. Specific security eligibility and suitability standards, to include any physical and/or medical standards or requirements and a favorable completion of a Special Background Investigation within 6 months.

c. Any other specified condition of employment including US citizenship.

d. Acceptable responses to inquiries to former employers and/or other appropriate references.

8. Competitive Procedures. When a vacancy occurs for which competition is required, the manager will discuss with the CPAC, the most appropriate sources to use, such as applicant file/skills bank as a result of open continuous announcements, college recruitment, job specific announcements, paid or unpaid advertisement, Army Career Programs, DISCAS, etc. Subject to Career Program requirements, the manager will decide the most appropriate source or sources for his position and will include the source of fill in the remarks section of the Request for Personnel Action (SF-52).

a. *Application Intake.*

(1) *Applications.* Applications (SF-171) from external candidates may be accepted for current vacancies or vacancies that might reasonably be expected to occur within a 12-month period. These applications will constitute the local applicant file/skills bank. Applications will remain on file for 12 months and then be destroyed. Persons wanting continued consideration must still submit a new application at each 12-month interval. Procedures in Federal Personnel Manual (FPM) 302, Employment in the Excepted Service, do not apply to CIPHS.

(2) *DISCAS Referral List.* A DISCAS list must be requested and considered for GS-13 and above vacancies in the intelligence specialist (GS-13) and the engineer and scientist (GS-400, 800, 1300, 1500) series. The DISCAS is an optional source for other professional/administrative career path positions.

(3) *DA Career Program Central Referral List.* The appropriate Army Career Program referral list must be requested and considered for any career program position (other than CP-35) at mandatory referral levels, in accordance with AR 690-950.

(4) Internal employees will submit Standard Forms 171 for specific vacancy announcement for which they desire consideration.

b. *Vacancy Announcements.* Vacancy announcements may be used to solicit applications from local CIPMS employees alone, from non-Army CIPMS employees, from other Federal employees, from non-government sources including professional organizations, from colleges and universities, or from any other source that might yield well qualified individuals and/or further EEO goals. There will be no mandatory minimum area of consideration established for CIPMS positions. The area of consid-

eration will be determined individually with each position vacancy. Announcements will include such standard information as the position's title, series and grade, the area of consideration desired by management, the duties, the qualification requirements, and a statement indicating that relocation expenses can or cannot be paid. The announcement will also contain such CIPMS specific information as a statement indicating that the position is in the statutory excepted service under 10 United States Code (USC) 1590 and any applicable conditions of employment (e.g., security, mobility, citizenship, travel, polygraph requirements, etc.). Announcements may include consideration of external applicants concurrently with internal employees. Job specific announcements will remain open for a period of time long enough to attract an adequate number of qualified applicants (no less than 3 workdays).

c. *Evaluation of Applicants.*

(1) Rating of eligible candidates will be accomplished by a member of the CPAC. Technical subject matter experts will be utilized to assist as required.

(2) Evaluation procedures will be identical for all candidates applying for a specific vacancy whether the application was the result of a local job specific announcement, an open continuous announcement, or a review of the local applicant supply/skills bank file.

(3) Candidates will be evaluated against the qualification criteria stated in the job announcement. Screening will be based on information in the SF-171, and any supplemental information requested.

(4) Generally, local job-related evaluation criteria will be used to rate and rank applicants to determine those best qualified. When 10 or less qualified candidates are identified, all may be referred without further evaluation and ranking to determine those best qualified.

(5) Determining best-qualified candidates. When more than 10 qualified candidates are identified, candidates will be rated further to identify those who are best qualified. Candidates are evaluated based on KSAs that were developed in the crediting plan for the specific position.

(6) Referral list provided through DISCAS and any DA Career Programs, can be referred to management by the CPAC without further evaluation.

d. *Referral of Candidates.*

(1) The number of candidates referred may vary depending on the number of candidates evaluated and their relative rank based on the KSAs of the position. The best qualified candidates from both internal and external sources will be referred for selection along with any career program referral and DISCAS lists obtained.

(2) Best qualified candidates from source external to the government will be grouped separately

on referral lists from internal promotion candidates and any non-competitive eligibles.

(3) Any referral listing with external candidates will indicate which, if any, of the external candidates are veteran preference eligibles.

(4) The referral list(s) will be referred to the selecting official along with each candidate's application and any supplemental material and/or appraisals.

e. Selection Procedures.

(1) The selecting official may interview candidates in person or by telephone, ensuring that interview questions are job related (not all need be interviewed).

(2) Managers may authorize a one-time payment of a candidate's travel expenses for selection interviews when filling hard-to-fill vacancies, key positions, or positions with complex requirements, in accordance with regulatory guidelines.

(3) Selecting officials will conduct employment reference checks, in addition to any initial vouchering accomplished by CPAC.

(4) Supervisors may select any candidate referred by the CPAC. Selection panels may be used, at management's discretion, as part of this process.

(5) If a selection is to be made from a group of external candidates, preference eligibles will be given preference over non-preference eligibles with substantially equal qualification, following the policy as stated in AR 690-13. The selecting official is responsible for documenting the reasons for non-selection of any preference eligible when a non-preference eligible is selected from the same list of external candidates.

(6) Selecting officials may negotiate recruitment bonuses, advanced salary rates, step increases on reassignment and/or other recruitment incentives subject to locally required delegations of authority when appropriate as part of the recruitment and selection process.

(7) The CPAC will make official notification of selection or non-selection after a review of selection

documentation. Selection and notification will be tentative subject to satisfactory completion of a required security investigation, any other conditions of employment and a review of Preliminary Employment Data (SF-75) for current government employees. Once security and any other conditions of employment requirements are met, a mutually satisfactory release or entry on duty (EOD) date will be established. Any statements of understanding or continuation of service agreements with regard to agreed upon recruitment incentives or conditions of employment must also be signed and completed prior to the start of the job.

9. Resolving Complaints.

a. Applicants who have questions concerning the filling of particular CIPMS positions or the evaluation of their eligibility for consideration should contact either the CPAC representative or the selecting official. The CPAC response will be final for external applicants.

b. If the questions/complaints cannot be resolved in an informal manner, Army employees may submit a formal grievance using the DA's Grievance Procedure. Non-selection from a property constituted referral list or certificate of candidates is not grievable.

c. Either Army employees or non-Army applicants may raise allegations of unlawful discrimination in the placement procedures under the DA EEO complaint process.

10. Maintenance of Records and Files. The CPAC will maintain an individual file on each action for a period of 5 years from the completion date of the action. Each file will include vacancy announcement/recruitment sources, a listing of all candidates and reasons for non-selection of any preference eligibles and evaluation methods used including a record of how the best qualified category was established.

**Appendix A
CIPMS Grade Bands**

	Band 1				Band 2					Band 3				Band 4		Band 5		
Grade Bands	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Career Paths

Professional

Administrative

Pre-Professional	Entry/Developmental	Full Performance*	Expert*	Senior Expert*
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Technician

Entry	Full Performance*	Expert*
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Clerical

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

Figure A-1. CIPMS Grade Bands.