

**Army Regulation 690–950**

**Civilian Personnel**

# **Career Management**

**Headquarters  
Department of the Army  
Washington, DC  
31 December 2001**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 690-950  
Career Management

This revision--

- o Contains changes required by the establishment of a consolidated and realigned management structure for civilian personnel, manpower, and related functions in the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) effective 1 October 1994.
- o Provides definitions of Army Civilian Training, Education, and Development System and training categories; and incorporates information on Army Civilian Training, Education, and Development System as part of career management and career development (para 1-7c).
- o Establishes career management responsibilities for the Secretary of the Army (para 1-9).
- o Establishes career management responsibilities for the Assistant Secretary of the Army (Manpower & Reserve Affairs) (para 1-10).
- o Establishes career management responsibilities for the Deputy Assistant Secretary of the Army (Civilian Personnel Policy) (para 1-11).
- o Establishes career management responsibilities for functional chiefs and functional chief representatives (para 1-12).
- o Establishes the responsibilities of career program planning boards (para 1-14).
- o Establishes the responsibilities of central referral offices (para 1-15).
- o Includes the responsibilities of commanders of both major Army commands and independent reporting activities (para 1-16).
- o Establishes the responsibilities of major Army command staff civilian personnel directors (para 1-17).
- o Establishes the responsibilities of major Army command career program managers (para 1-18).
- o Establishes the responsibilities of activity commanders and directors (para 1-19).
- o Establishes the responsibilities of civilian personnel advisory center chiefs/directors (para 1-20).
- o Establishes the responsibilities of activity career program managers (para 1-21).

- o Establishes the responsibilities of the supervisors (para 1-22).
- o Establishes referral registration and certification policy for career program employees and applicants, including military spouse preference eligibles, as part of applicants who wish to register in a career referral program (para 1-23).
- o Establishes the mission of the Career Program Policy Committee (para 1-24).
- o Establishes the responsibilities for program evaluation (para 1-25).
- o Establishes the responsibilities for mobilization planning (para 1-26).
- o Revises information on recruitment sources (para 2-7).
- o Includes guidance referral policies for military spouses seeking preference (para 2-8).
- o Adds information on the selection of military spouse eligibles from a referral list (para 2-9).
- o Reflects name change from CTEDS to ACTEDS (chap 3).
- o Contains revised instructions on manpower planning and intern intake policies (paras 3-3 and 3-4).
- o Adds the following new chapters:
  - Chapter 4, The Army Acquisition Workforce/Army Acquisition Corps
  - Chapter 6, Career Program Unique Policies.
- o Transfers information on reporting requirements utilizing the RCS-CSGPA 1572 report to DA Pam 690-950.

Effective 31 January 2002

## Civilian Personnel

### Career Management

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#### By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation provides policy governing Army civilian career programs. It is the Army's merit promotion regulation for career program positions.

**Applicability.** This regulation applies to Department of the Army (DA) civilian employees in career programs and to U.S.

Army Reserve technicians except when such policies are modified by AR 140-315. It does not apply to Army National Guard technicians employed under section 709, Title 32, United States Code (32 USC 709), unless specifically made applicable by the Chief, National Guard Bureau.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Secretary of the Army (Manpower and Reserve Affairs). The ASA(M&RA) has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The ASA(M&RA) may delegate this approval authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions and identifies key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA,

ASA(M&RA), (SAMR-CP), WASHINGTON, DC 20310-0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, ASA(M&RA), (SAMR-CP), WASHINGTON, DC 20310-0300.

**Committee establishment approval.** The DA Committee Management Officer concurs in the establishment of the Career Program Policy Committee.

**Distribution.** Distribution of this publication is available in electronic media only and is intended for command levels C, D, and E, for the Active Army and the Army National Guard of the United States.

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\*This regulation supersedes AR 690-950, 31 July 1987; AR 690-950-11, 1 April 1983; AR 690-950-13, 15 May 1983; AR 690-950-14, 15 February 1984; AR 690-950-21, 15 February 1985; AR 690-950-22, 1 June 1986; AR 690-950-23, 1 May 1984; AR 690-950-25, 1 May 1983; AR 690-950-26, 1 Jul 1982 and AR 690-950-28, 1 October 1986. It also rescinds DA Form 2302-R, April 1984; DA Form 2302-1-R, April 1984; DA Form 2302-2-R, May 1986; DA Form 4428, January 1986; DA Form 5227-1-R, May 1988; DA Form 5307-R, May 1986; DA Form 5308-R, April 1984; DA Form 5341-R, May 1988; DA Form 5342-R, May 1988; DA Form 5469-R, May 1988; DA Form 5470-10-R, May 1988; DA Form 5470-10-1-R, May 1988; DA Form 5470-10-2-R, May 1988; DA Form 5470-10-3-R, May 1988; DA Form 5470-10-4-R, May 1988; DA Form 5470-10-5-R, May 1988; DA Form 5470-29-R, May 1988; DA Form 5470-29-1-R, May 1988; DA Form 5470-29-2-R, May 1988; DA Form 5506-R, May 1988; DA Form 5506-1-R, May 1988; DA Form 5506-2-R, May 1988; DA Form 5506-3-R, May 1988; DA Form 5506-4-R, May 1988; DA Form 5508-R, May 1988; DA Form 5509-R, May 1986; DA Form 5629-R, July 1987; DA Form 5633-R, April 1987; DA Form 5633-1-R, April 1987; DA Form 5633-2-R, April 1987; DA Form 5693-R, May 1988; DA Form 5693-1-R, May 1988; and DA Form 5693-2-R, May 1988.

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## **Glossary**



## **Chapter 1 Introduction**

### **Section I General**

#### **1-1. Purpose**

- a. This regulation establishes policy for Army civilian career programs (CP). It includes policies for the administration of the Department of the Army (DA) civilian intern program and related career management areas.
- b. DA Pam 690-950 contains career management administrative procedures and requirements.
- c. Army civilian CPs, functional chiefs (FC), and functional chief representatives (FCR) are listed in table 1-1.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and special terms**

Explanation of abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Scope**

- a. This regulation covers the following:
  - (1) CP positions at GS-5 through GS-15 grade levels. Senior Executive Service (SES) level positions are addressed in Army Civilian Training, Education and Development System (ACTEDS) plans for the identification of core competencies and their use when devising and implementing career development practices in CP/career fields that include SES positions. Positions at grade levels below the specialist level are covered if they are functional trainee or intern positions providing for non-competitive promotion to the specialist level.
  - (2) Army employees in or applying for CP positions. The employees must be—
    - (a) On permanent appointments and in the competitive service; or
    - (b) In excepted service or non-appropriated fund employment with personal competitive status, or eligible for non-competitive conversion or appointment to the competitive service (for example, family members eligible under Executive Order 12721, as amended; eligible individuals with disabilities; or employees eligible to apply for a civil service position under Department of Defense (DOD) and the Office of Personnel Management (OPM) Interchange Agreement).
  - (3) Non-Army status applicants (for example, reinstatement eligibles or employees of other federal agencies) for registration and referral to positions at grade levels listed in table 1-2. See paragraph 2-12 for a list of exceptions to competitive procedures.
- b. This regulation does not cover the following:
  - (1) Positions that do not provide for promotion to the specialist level.
  - (2) Positions excluded from CP coverage based on a decision—
    - (a) Made when positions are established or reclassified.
    - (b) Made by a civilian personnel representative with FCR concurrence.
    - (c) Documented on the position description as follows: “This position is excluded from the career program by decision of the civilian personnel representative with concurrence by the FCR on . . .(date), per AR 690-950 for the following reasons: . . .”
- c. The FCR will be notified if a position at the mandatory referral level, currently coded in and covered by a CP, is proposed for removal from the CP as a result of reclassification. The FCR should consult as necessary with the activity and major Army command career program managers (CPM) or may delegate his or her role to them.
- d. FCRs may perform reviews to determine if positions classified in a CP series, but excluded from CP coverage, have been properly excluded. If the FCR determines that such positions should be included in the CP, he or she may overrule the original coding decision.
- e. Positions must be coded into the appropriate CP based on the preponderance of major duties. If it is unclear which CP is more appropriate, the relevant FCRs must be consulted. Normally a position that is properly coded to a particular CP will be coded to the same career field. The classifier will code the position in the appropriate CP.
- f. Vacancies at the Army-wide mandatory referral level are filled in accordance with (IAW) instructions contained in DA Pam 690-950. Mandatory Army-wide referral levels and the occupational series for each CP are listed in table 1-2 of this regulation.
- g. Positions below the grade levels in table 1-2 may be filled under local merit placement plans or through major Army command (MACOM)-wide inventories or by an appropriate external selection process.

#### **1-5. Establishing career programs**

- a. Functional officials interested in establishing a new CP should coordinate with and submit study proposals to the

Central Program Operations Division (CPOD) of the Office of the Assistant Secretary of the Army, (Manpower and Reserve Affairs). When studies show a CP is feasible and will substantially benefit the Army, the OASA(M&RA) may direct development of the CP.

- b. Study proposals submitted to CPOD must provide details on the following:
  - (1) Population and occupational structure.
  - (2) Grade range and possible referral levels.
  - (3) Dispersion of positions.
  - (4) Training plans and career progression patterns.
  - (5) Common job and qualification characteristics.
  - (6) Relationship to, and effect upon, existing CPs.

### **1–6. Career program structure**

Army CPs include the following five progression levels:

- a. *Intern level.* This level includes entry-level positions GS-5 through GS-9.
- b. *Specialist level.* This level includes mid-level full performance positions at grades GS-9 through GS-12. This is generally considered the journey-level for most CPs.
- c. *Intermediate level.* This level includes specialist positions at grades GS-12 and GS-13.
- d. *Management level.* This level includes positions, usually GS-13 through GS-15, that have substantial technical or managerial responsibilities.
- e. *Executive level.* This level includes SES positions.

### **1–7. Career management objectives**

The career management system meets Army staffing needs in professional, technical, and administrative jobs common to most activities. The system does this through the following:

- a. *Recruitment.* Most replacement needs are met through normal local recruitment of experienced personnel or through the central referral process. The remaining Army-wide CP staffing needs are met by the intern program or through other planned entry-level programs.
- b. *Central referral.* Central referral identifies candidates for referral to vacancies at specified grade levels to—
  - (1) Ensure an adequate number of high-quality candidates.
  - (2) Give employees opportunities to advance.
  - (3) Encourage mobility and offer employees a variety of assignments that result in the broad background necessary for manager or executive positions.
  - (4) Ensure equitable and consistent consideration of employees for similar positions throughout Army.
  - (5) Achieve efficiency through the following actions:
    - (a) Central development and validation of standard candidate evaluation procedures.
    - (b) Avoidance of repeated candidate application and evaluation for similar jobs.
    - (c) Maximum use of automation.
- c. *Career development through ACTEDS.* Training, education, and development are vital parts of career management. At each stage in a civilian career, training, education, and development assignments improve job performance and build qualifications for career advancement.

(1) *ACTEDS.* ACTEDS is a requirements-based system that ensures planned development of civilians through a blending of progressive and sequential work assignments, formal training, educational courses, and self-development for individuals as they progress from entry level to key positions. ACTEDS provides an orderly, systematic approach to technical, professional, and leadership training, education, and development similar to the military system. ACTEDS is applicable to all civilian occupations covered by CPs and career fields alike.

(2) *ACTEDS Plans.* Information about career management training, education, and development is provided in the individual CP ACTEDS plans. Individual CP ACTEDS plans are developed by the CP FCs and personnel proponents. The plans provide specific guidance on Army-wide training, education, and development requirements from the intern or trainee to the executive level. These requirements are based on the results of job analyses, which identify the competencies (knowledges, skills, and abilities (KSA)) that individuals need to do their jobs. In addition to formal training, each ACTEDS plan recommends developmental assignments to broaden careerists' perspectives and to expand the depth and breadth of knowledge needed for movement into higher level positions. These assignments may be in other specialty areas, in related occupations, at different organizational levels, or at different geographical sites. The determination of additional individual or mission training, education, and development needs is the responsibility of commanders.

- (a) Major features of ACTEDS plans include:
  - 1. Key positions for which individuals will be developed.
  - 2. Career ladders showing recommended progression paths to key managerial or key technical positions.
  - 3. Competencies needed to perform in each occupation.

4. Master Training Plans (MTP), including Master Intern Training Plans (MITP), identify training, education, and development requirements by category and priority. Training, education, and development must be linked to competencies.

5. Requirements, if any, for competitive development groups and mobility.

(b) ACTEDS Plans are the bases for resourcing requirements, both in the MTP and for competitive professional development. Training documented and prioritized in the MTP assists local commanders in obtaining local training funds. FC/FCRs must ensure their competitive professional development programs are documented in their respective ACTEDS Plan in order to compete for OASA(M&RA) central funds. FC/FCRs must build and document a requirements base for these programs.

(3) *ACTEDS Training Category Definitions.* ACTEDS training is divided into two categories - universal and competitive training.

(a) *Universal training.* Universal requirements provide standardized KSAs across the occupational area to all individuals who have similar duties and responsibilities. Universal requirements are prioritized to assist commanders in planning and programming for ACTEDS funding. Universal training priorities are as follows:

1. Priority I - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: Employee must have for acceptable performance; training is essential for mission accomplishment; training is mandated by higher authority (law or DOD) or is required for certification, health, or safety reasons; training is mandated by the ASA(M&RA) as an ACTEDS leader development core course; or training is essential functional training for interns.

2. Priority II - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: Employee should have for maximum proficiency and/or training improves the quality of mission accomplishment.

3. Priority III - Training should be funded after Priority I and II requirements and should meet one or both of the following: Provides or enhances KSAs needed on the job and/or leads to improvement of mission accomplishment.

(b) *Competitive Training.* This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as Senior Service Colleges, Fellowship Programs, and the Sustaining Base Leadership and Management Program conducted at the Army Management Staff College. It also covers competitive professional development opportunities that have CP-wide or career field-wide competition. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training.

(4) Policy and guidance on training, education, and development is available as follows:

(a) Chapter 3 contains intern policy.

(b) AR 690-400, chapter 410, contains policy on civilian training, education, and development.

(c) AR 690-400, chapter 413, contains policy on supervisory, managerial, and executive training, education, and development.

(d) Individual CP ACTEDS plans contain specific guidance on training, education, and development requirements from intern to executive levels.

## **1-8. Affirmative action**

a. Actions taken under this regulation to identify, qualify, evaluate, and select candidates, and to train and develop CP employees, will be accomplished without regard to race, color, gender, marital status, political affiliation, religion, national origin, disability, age, or other status protected by statute or Executive Order.

b. Relevant career paths will be established free of unlawful or systemic barriers. Career paths should not be too restrictive and should be free of unrealistic or unnecessary requirements for advancement.

c. Proper representation of minorities and women in short and long-term training opportunities will be pursued. All employees will be given access to ACTEDS plans which identify career paths to be followed to meet career goals.

## **Section II Responsibilities**

### **1-9. Secretary of the Army**

The Secretary of the Army is responsible for civilian personnel management, including career management, within the Army.

### **1-10. Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA))**

The ASA(M&RA) will—

a. Approve career management policy.

b. Conduct evaluations of career management administration and procedural compliance. This function is performed by the U.S. Army Civilian Personnel Evaluation Agency (USACPEA).

c. Conduct oversight of the establishment, management, and evaluation of CPs.

- d.* Appoint FCs for all CPs.
- e.* Serve as FC for the following CPs:
  - (1) Civilian Human Resource Management.
  - (2) Manpower and Force Management.
  - (3) Equal Employment Opportunity.

### **1–11. Deputy Assistant Secretary of the Army (Civilian Personnel Policy) (DASA)(CPP)**

On behalf of the ASA(M&RA), the DASA(CPP) will—

- a.* Recommend career management policy and program requirements to the ASA(M&RA) and serve as the Army’s principal on policy related to civilian career management.
- b.* Develop Army-wide career management policies, procedures, and program requirements with FC assistance and coordination. Monitor compliance with and evaluate effectiveness of career management policy, procedures, leadership, and administration. Prepare and issue CP instructions for registration and referral.
- c.* Convene periodic meetings of the Career Program Policy Committee (CPPC) to discuss and resolve career management issues, review proposals for program changes, and review program effectiveness. Serve as chairperson of the CPPC.
- d.* In conjunction with FCRs, estimate annual career management central resource needs and develop programming and budget data to support those needs. Manage and monitor the use of ACTEDS central resources.
- e.* Provide data and analysis to enable FC/FCRs to monitor progress of career management-related Equal Employment Opportunity (EEO) goals in the AEP or as otherwise established.
- f.* Project ACTEDS annual intern requirements based on input from the FC/FCRs and the MACOMs and through the use of a mathematical forecasting model. Allocate ACTEDS resources annually to support central ACTEDS intern requirements and CP training, education, and development programs.
- g.* In coordination with FCRs, direct the placement of surplus ACTEDS centrally funded interns in appropriate vacancies Army-wide.
- h.* Approve establishment of DA central referral offices (CRO) and exercise operational control.
- i.* Approve ACTEDS plans submitted by FCs and personnel proponents.

### **1–12. Functional chiefs and functional chief representatives**

The FC for each civilian CP (see table 1-1) will select a senior official (normally a civilian) holding a top-level position in the occupational field to be the FCR. The duties of the FCR include the following:

- a.* Assist OASA(M&RA), CPOD in the preparation of CP instructions and procedures.
- b.* Serve as a member of the CPPC (see para 1-24).
- c.* Chair CP planning boards and select functional participants for planning boards.
- d.* Support and monitor affirmative employment program progress.
- e.* Foster broad-based employee representation and ensure all qualified candidates are equitably considered for promotions to SES “feeder” grades (see para 2-16).
- f.* Monitor effectiveness of career management through—
  - (1) On-site visits.
  - (2) MACOM and USACPEA evaluation reports.
  - (3) Planning board reports. The FCR, with assistance from the CRO, will evaluate timeliness and effectiveness of CP staffing actions.
- g.* Select subject matter experts (SME) to participate in job analysis, development of measurement tools, and the evaluation of applicants for referral.
- h.* Ensure that personal career planning and developmental assistance are available to CP employees.
- i.* Establish ACTEDS requirements and develop ACTEDS plans (including MITP) and obtain DASA(CPP) approval before publication. Ensure that ACTEDS subject matter content is current and applicable for Army-wide implementation.
- j.* Participate in projecting annual ACTEDS centrally funded intern needs to support the programming and budgeting of ACTEDS central resources.
- k.* Review and evaluate annual requests for ACTEDS centrally funded intern resources.
- l.* Monitor the effectiveness of the management and administration of the intern program to include assisting in the placement of surplus graduate interns.
- m.* Determine annual CP ACTEDS competitive professional development needs and submit to OASA(M&RA), CPOD.
- n.* Select and/or review MACOM recommendations on nomination for training assignments.
- o.* Assist the CRO respond to inquiries received regarding CP policies, procedures, and actions.

### **1-13. Personnel proponents**

Personnel proponents are responsible for life cycle personnel management functions for career field occupations (see AR 600-3). When proponents and FCs are assigned the same occupations, the FC will initiate a Memorandum of Understanding with the proponent, delineating the responsibilities of each for the accomplishment of life cycle and career management functions.

### **1-14. Career program planning boards**

*a.* These boards help FCs and FCRs meet their responsibilities and they help staff officials in the management of civilian personnel. Membership should be representative of the workforce by including minorities and women.

*b.* Membership of these boards will be—

- (1) The FC, FCR, or other designated representative as chairperson.
- (2) At least one representative from CPOD.
- (3) One representative from the CRO (if other than CPOD).
- (4) Key personnel from Headquarters, DA Staff, MACOMs, or installations.

*c.* These boards will advise and assist FCs in—

- (1) Forecasting and planning for staffing needs.
- (2) Reviewing proposals to change the CP, CP policy, or the ACTEDS plan.
- (3) Ensuring relevancy of job-related criteria used in evaluating individuals for referral.
- (4) Ensuring that ACTEDS requirements for the CP are fully and economically managed.
- (5) Recommending changes or modifications to the ACTEDS master training plan, career ladders, and/or other elements of the CP ACTEDS plan.
- (6) Furnishing information to the FCR to support the programming and budgeting of ACTEDS resources.

### **1-15. Central referral offices**

These offices are established with the approval of the DASA(CPP) and operate under the technical direction and oversight of the DASA(CPP). CROs administer designated CPs for the FCs as indicated in DA Pam 690-950. The CRO's responsibilities include:

- a.* Processing referral requests.
- b.* Assuring proper consideration of candidates for referral.
- c.* Issuing DA referral lists.
- d.* Maintaining CP registration and referral inventories with documentation of actions performed.
- e.* Helping FC and/or FCRs conduct CP planning boards.
- f.* Monitoring AEP progress in individual CPs and advising FCs and FCRs as needed.
- g.* Serving as the primary source of communication on administrative and operational aspects for assigned CPs.
- h.* Advising FCs, FCRs, and CPMs on the development of career patterns and profiles.
- i.* Developing CP policy guidance and procedures for central referral.
- j.* Assisting in development and validation of candidate evaluation procedures.
- k.* Issuing final decisions on grievances involving rating, ranking, and referral. Coordinate with the FC, the FCR, or the CPM as appropriate.
- l.* Maintaining career referral records to document actions taken in the referral process or in resolving complaints, grievances, exceptions or EEO inquiries or complaints.

### **1-16. Commanders of major Army commands (MACOM) and independent reporting activities (IRA)**

MACOM and IRA Commander responsibilities include the following:

- a.* Providing resources to administer and support the CPs and the related ACTEDS requirements throughout the MACOM.
- b.* Supporting CP intake, including projecting intern resource requirements.
- c.* Ensuring execution of locally funded career management programs.
- d.* Assuring execution of centrally funded ACTEDS requirements.
- e.* Ensuring identification and resourcing of non-ACTEDS CP training needs (such as training to meet MACOM mission requirements and individual training needs).
- f.* Assuring career management is evaluated and follow-up actions are taken to support quality staffing, employee communications, AEP and EEO objectives, and ACTEDS training, education, and development requirements.
- g.* Establishing leadership and direction in the AEP aspects of career management. Identify situations within the MACOM where EEO progress is inadequate and initiate corrective action.
- h.* Designating a MACOM career program manager (MCPM) for each CP to assure the responsibilities outlined in paragraph 1-18 are carried out.

### **1-17. MACOM civilian personnel directors**

As principal advisers to the commander on career management, MACOM civilian personnel directors (CPD) will—

- a.* Monitor MACOM-wide CP administration.
- b.* Interpret and ensure implementation of CP policy and procedures.
- c.* Assist MACOM commanders in determining needed resources to administer and support ACTEDS requirements.
- d.* Ensure that intern program policies and requirements are met.
- e.* Prepare annual ACTEDS centrally funded intern forecasts and submit ACTEDS intern resource requirements with supporting justification to OASA(M&RA), CPOD.
- f.* Ensure intern placements upon graduation are coordinated with MCPMs.
- g.* Identify suitable intern training sites in coordination with MCPMs.
- h.* Assist in securing resources needed to administer and support local interns, where appropriate, throughout the MACOM.
- i.* Ensure evaluation of intern program management and take appropriate corrective action to support quality staffing, intern communications, EEO objectives, and effective management.
- j.* Ensure ACTEDS intern reports are prepared and sent to CPOD, as specified in DA Pam 690-950.
- k.* Provide technical personnel support to MACOM planning boards.
- l.* Monitor status of AEP goals with MACOM EEO officers and MCPMs.
- m.* Ensure CP information developed at Headquarters Department of the Army (HQDA), OASA(M&RA), CPOD or the MACOM is coordinated with the MCPMs and sent to subordinate activities through Civilian Personnel Operations Center (CPOC)/Civilian Personnel Advisory Center (CPAC) channels.
- n.* Furnish advice and policy guidance to MCPMs on various aspects of CP administration.
- o.* Review and comment on civilian personnel related guidance or instructions including material developed by FCs and MCPMs.
- p.* Monitor and report to OASA(M&RA), CPOD, on ACTEDS central resources execution. Ensure full use of allocated resources, consistent with the purposes for which intended.

### **1-18. MACOM career program managers**

MCPMs are the FCR's counterparts at the MACOM. MCPMs will—

- a.* Advise MACOM headquarters and field activities on career management from a functional standpoint. Inform activity career program managers (ACPM) of the regulatory, administrative, and procedural requirements of each CP.
- b.* Analyze ACTEDS centrally funded intern and competitive professional development requirements to support the development of budget requests. Recommend annual ACTEDS centrally funded intern resource needs and monitor program execution.
- c.* Assist the MACOM CPD in the identification of intern training sites. Assess the quality of intern intake and training and ensure that any needed corrective action is taken.
- d.* Assist commanders in obtaining necessary resources to administer and support ACTEDS CP requirements throughout the MACOM. Monitor the performance of ACTEDS training conducted in MACOM facilities.
- e.* Monitor EEO progress within the CP and perform the necessary follow-up to ensure full support of EEO goals.
- f.* Serve, when required, as ACPMs for MACOM headquarters.
- g.* Advise and assist the FCR in matters related to career management.

### **1-19. Activity commanders and directors**

Activity commanders and directors will—

- a.* Administer Army-wide CPs covering employees at the activity. This will include obtaining resources from the MACOM to cover administrative costs such as temporary duty (TDY) expenses for participants of planning boards, rating sessions, and other situations requiring SMEs.
- b.* Ensure that all personnel actions, including referrals and selections, are accomplished IAW merit principles and EEO policies.
- c.* Plan, program, and budget for resources to support the intake and training of interns and other training, education, and development requirements established in ACTEDS master training plans.
- d.* Select an ACPM for each CP represented at the activity. The ACPM will be a knowledgeable person (civilian or military) in a responsible position on the activity management staff. Commanders of activities with limited numbers of CP employees may arrange with co-located activities to meet this requirement.
- e.* Ensure communication with supervisors, managers, and employees concerning requirements, responsibilities, policies, and procedures used in career management and ACTEDS.
- f.* Ensure that employees are scheduled for and released to attend mandatory ACTEDS training.
- g.* Support ACTEDS competitive development programs through nomination and release of activity personnel with high potential for advancement.

*h.* Ensure full use of available ACTEDS central resources in support of ACTEDS requirements. The Commander will designate a program administrator for ACTEDS centrally funded intern and other ACTEDS resources. This includes approving the use of central funds, coordinating with the Resource Manager and CPOC/CPAC in fund administration, assisting managers and ACPMs in the planning, programming, and budgeting for ACTEDS centrally funded intern intake and training or other ACTEDS requirements.

#### **1–20. Installation Civilian Personnel Advisory Center chiefs**

CPAC chiefs will serve as the principal advisor to the commander in the effective administration of CPs. They will—

- a.* Monitor overall career management programs and provide support in program administration. Administer CP procedures and requirements within the CPAC area of responsibility.
- b.* Advise and assist supervisors and ACPMs in monitoring compliance with regulatory, administrative, and procedural requirements of each CP.
- c.* Advise and assist supervisors and ACPMs in career appraisal, career referral, and career counseling responsibilities.
- d.* Advise and assist supervisors and ACPMs in their responsibilities for the intern program.

#### **1–21. Activity career program managers**

ACPMs will give technical advice and assistance to the commander and CPOC/CPAC; provide advice and guidance to careerists; and serve as resource persons by assisting supervisors in furnishing CP information to careerists and interns. The ACPMs will—

- a.* Assure availability of this regulation, DA Pam 690-950, and ACTEDS plans; inform supervisors and monitor compliance of the regulatory, administrative, and procedural requirements of each CP.
- b.* In coordination with the CPOC/CPAC, give guidance to supervisors on ACTEDS CP requirements.
- c.* Monitor and evaluate the execution of ACTEDS requirements at the activity level and provide advice and guidance to supervisors and employees on training, education, and development opportunities and requirements.
- d.* Monitor and advise supervisors and CP employees on how to plan CP assignments by using ACTEDS plans.
- e.* Monitor selection of interns in terms of qualifications and high potential to successfully complete the training program. Monitor the management, training, and the performance of interns.
- f.* Assist the activity commander in determining annual CP staffing requirements and intern resource needs.
- g.* Name sponsors for interns new to the activity (see para 3-27).
- h.* Approve individual development plans (IDP) for interns in their respective career fields.
- i.* Approve performance plans for interns, and act as approving official on their intern appraisals.
- j.* Sponsor and conduct periodic meetings with CP employees to share experiences and to discuss the status and direction of the CPs.
- k.* Monitor and coordinate actions required by the AEP or other requirements established in CPs.
- l.* Assist in the EEO complaint process and in effecting a resolution in the early stages of the complaint process.
- m.* Advise and assist employees and supervisors in career appraisal, career referral, and career counseling responsibilities.
- n.* Publicize training opportunities and career management information to careerists.

#### **1–22. Supervisors**

Supervisors, with the help of the CPAC and the ACPM, will—

- a.* Be the employee's initial source of information and counseling on—
  - (1) Career Programs.
  - (2) ACTEDS training, education, and development opportunities, requirements, and features to include career progression patterns and mobility.
  - (3) Career appraisal and CP referral registration.
  - (4) Realistic career expectations.
- b.* Consult with employees in developing IDPs based on ACTEDS plans and individual training needs. Supervisors will ensure that employees attend mandatory courses and will release employees selected to participate in competitive training, education, and development activities.
- c.* Provide guidance and assistance to employees in completing any forms.
- d.* Develop intern performance plans.
- e.* Assign on-the-job training as prescribed in the IDP. Nominate interns for required formal training and assure that interns attend the training.
- f.* Evaluate intern performance, counsel interns on the quality of their performance, and record intern performance on performance appraisal forms IAW the Total Army Performance Evaluation System (TAPES).
- g.* Consult with ACPMs and recommend or initiate action if an intern is not progressing satisfactorily.

- h. Keep the ACPMs informed of actions affecting CP employees/positions IAW individual CP requirements. Obtain required coordination or clearances (if any) before actions are submitted to the servicing CPAC/CPOC.
- i. Consider all employees, including minorities, women, and individuals with disabilities, for selection, promotion, developmental assignments, and training to include competitive professional development.
- j. Prioritize and assist with obtaining careerist's training.

### **1-23. CP employees and applicants**

a. Employees in CP positions (excluding interns) should, if interested in placement opportunities, submit the appropriate CP central referral registration forms as identified in individual CP instructions. Employees certify on the CP referral registration form that they are qualified, meet time-in-grade restrictions, performance appraisal requirements, and any special education and training requirements for the positions for which they are applying. Additionally, they certify that they have reviewed the appropriate regulatory guidance. Employees must maintain a fully successful (or equivalent) performance rating to receive consideration for promotion. Employees must have a minimum of 11 months time-in-grade when they sign their registration forms requesting referral for promotion. Employees should continually improve knowledge, skills, and abilities required in the CP ACTEDS plan through self-development and training. They should seek help from supervisors, ACPMS, MCPMs, and FCRs to—

- (1) Assess strengths and weaknesses.
- (2) Determine training needs based on ACTEDS requirements and priorities.
- (3) Complete CP registration documents.

b. In preparation for advancement, employees should determine career goals and pursue a wide variety of developmental assignments through organizational, functional, and geographical mobility.

c. CP interns will—

(1) Participate fully in the activities and assignments prescribed in their IDP, and strive for a high level of work performance. The IDP will be developed consistent with the standard requirements in their respective MITP.

(2) Strive to improve knowledge, skills, and abilities required in the career field through pertinent self-development activities.

(3) Participate in oral and written examinations as required.

(4) Comply with the terms of the intern employment and mobility agreement.

d. Military spouse preference eligibles seeking to exercise employment preference must—

(1) Be appropriately registered in the Military Spouse Preference Program, and—

(2) Register in the CP referral system as early as possible to ensure that they do not miss consideration for job opportunities when relocating.

e. Non-Army and non-status applicants eligible for referral and appointment into CP positions can obtain CP registration forms and information in DA Pam 690-950.

### **1-24. Career Program Policy Committee**

a. *Establishment.* The CPPC is established as a continuing intra-component (Army Departmental) committee.

b. *Mission.* The mission of the CPPC is to—

- (1) Develop recommendations for changes in Army CP policies and procedures.
- (2) Prepare recommendations for the DASA(CPP) to determine ACTEDS resource allocations. (See paragraph 3-3.)
- (3) Make determinations on recommendations from any subcommittee operating within the mission of the CPPC.

c. *Composition.* The DASA(CPP) or a designated representative will serve as chairperson. Committee members are the FCRs of Army CPs.

d. *Direction and control.* The CPPC will report through the DASA(CPP) to the ASA(M&RA).

e. *Staff and administrative support.* CPOD will furnish administrative support for the CPPC. Funds for travel and per diem will be furnished by the parent organization of the CPPC member.

f. *Subcommittees.* The CPPC may establish such ad hoc committees related to the CP as necessary to accomplish the mission of the CPPC. Subcommittees will be chaired by an appropriate FCR or DASA(CPP) designee with membership drawn exclusively from the CPPC.

## **Section III**

### **Career Program (CP) Requirements**

#### **1-25. Program evaluation**

Functional officials and civilian personnel representatives should assess the requirements of each CP and the effectiveness of its administration. Chapter 3, section VII, has specific intern program evaluation responsibilities and reporting requirements. The following evaluation methods and areas of responsibility apply:

a. *EEO program requirements.*

- (1) Civilian personnel representatives and career program officials will use available statistical data on minority,

gender, and disability status to help evaluate EEO progress, staffing trends, and to assist in planning and initiating appropriate action.

(2) CPs will be monitored to determine if employees, including minorities, women, and individuals with disabilities, are being referred, employed, promoted, and trained according to EEO objectives. Measures that can effectively monitor EEO progress include:

- (a) Identifying situations where efforts to meet staffing and other objectives have not been successful.
- (b) Determining if the problem relates to the CP, the occupation, or the grade level of the position, and if the referral level is at CPOD (or other DA CRO), at a MACOM, or at an activity.
- (c) Developing a specific plan of action.
- (d) Implementing appropriate action.
- (e) Conducting post-selection audits or other follow-up actions required, with ACPM and CPOC/CPAC involvement, to determine if employees, including minorities, women, and individuals with disabilities, receive required ACTEDS training and receive consideration for competitive professional development opportunities needed for advancement.

(3) Civilian personnel and career program officials will identify any unfavorable trends (particularly those affecting minorities, women, and individuals with disabilities), and initiate appropriate action.

*b. Surveys.*

(1) USACPEA will evaluate CP management during their on-site surveys. They will examine the methods used to reach career management objectives, methods used in filling CP positions (regulatory compliance), and the effectiveness of the program's staffing, career planning, training, and EEO efforts. Each survey will review the appointment and effectiveness of CPMs and the timeliness and efficiency of CPOC/CPAC support. The survey will also assess the use of ACTEDS plans and the implementation of ACTEDS through familiarity with the program by supervisors, managers, employees, and civilian personnelists.

(2) CPDs in MACOM headquarters, assisted by CPMs, should examine career management activities and should take corrective action or report program problems to FCs, FCRs, or, as appropriate, to CPOD.

*c. FC reviews.* FCs should evaluate CP practices (including contributions and initiatives taken by CPMs). They should evaluate the following through regular functional communication channels, CP planning board meetings, and field visits:

- (1) Effectiveness of supervisory support and counseling.
- (2) Use of career appraisal system and results.
- (3) Appropriateness and validity of ACTEDS training, education, and development requirements in support of employee quality, productivity, development, and retention.
- (4) Human resources planning and intake.
- (5) Representation of minorities, women, and individuals with disabilities.
- (6) Training and productivity of interns.
- (7) Final placement and retention of graduate interns.
- (8) Funding and effectiveness of ACTEDS developmental assignments and competitive professional development opportunities in the CP.

## **1-26. Mobilization planning**

CP functional officials will be responsible for participating in necessary pre-emergency mobilization mission planning (for example, planning to meet mobilization staffing and training needs within their respective career fields) at FC, MACOM, and installation or activity levels. Functional officials will assist in preparing and maintaining mobilization plans that can be executed quickly and effectively to acquire and manage a civilian work force able to perform the emergency functions needed to support the military mission. Requirements and procedures for mobilization planning are in AR 690-11.

**Table 1-1  
CP Functional Officials**

CP Codes	CP Titles	Functional Chief	Functional Chief Representative
10	Civilian Human Resource Management	Assistant Secretary of the Army (Manpower & Reserve Affairs)	Deputy Assistant Secretary of the Army (Civilian Personnel Policy)
11	Comptroller	Assistant Secretary of the Army (Financial Management & Comptroller)	Principal Deputy Assistant Secretary of the Army (Financial Management & Comptroller)
12	Safety and Occupational Health Management	Deputy Assistant Secretary of the Army for Environment, Safety, and Occupational Health, Office of the Assistant Secretary of the Army (Installations and Environment)	Assistant for Safety, Office of the Assistant Secretary of the Army for Installation & Environment
13	Supply Management	Deputy Chief of Staff for Logistics	Associate Director, Supply and Maintenance, Office of the Deputy Chief of Staff for Logistics
14	Contracting and Acquisition	Assistant Secretary of the Army (Acquisition, Logistics, and Technology)	Deputy Assistant Secretary of the Army for Procurement
15	Quality and Reliability Assurance	Commander, U.S. Army Materiel Command (USAMC)	Chief, Quality Management Division, Engineering Directorate, Aviation and Missile Research Development, Engineering Center, U.S. Army Aviation and Missile Command
16	Engineers and Scientists (Nonconstruction)	Commander, USAMC	Principal Deputy for Technology, USAMC
17	Materiel Maintenance Management	Deputy Chief of Staff for Logistics	Director, Aviation, Munitions, and War Management Reserves, Office of the Deputy Chief of Staff for Logistics
18	Engineers and Scientists (Resources and Construction)	Chief of Engineers & Commander, U.S. Army Corps of Engineers (USACE)	Deputy Director, Military Programs, USACE
19	Physical Security and Law Enforcement	Commander, USAMC	Command Provost Marshal, USAMC
20	Quality Assurance Specialist (Ammunition Surveillance)	Commander, USAMC	Deputy to the Commander, U.S. Army Operations Support Command
22	Public Affairs & Communications Media	Chief, Public Affairs	Senior Civilian Advisor to the Chief of Public Affairs
24	Transportation Management	Deputy Chief of Staff, Logistics	Associate Director, Transportation and Management
26	Manpower and Force Management	Assistant Secretary of the Army (Manpower & Reserve Affairs)	Deputy Assistant Secretary of the Army (Force Management, Manpower & Resources)
27	Housing Management	Assistant Chief of Staff for installation Management	Chief, Army Housing Division
28	Equal Employment Opportunity	Assistant Secretary of the Army (Manpower & Reserve Affairs)	Director, Equal Employment Opportunity Agency
31	Education Services	Deputy Chief of Staff for Personnel	Director, Army Continuing Education System
32	Training	Commander, U.S. Army Training and Doctrine Command	Assistant Deputy Chief of Staff for Training
33	Ammunition Management	Commander, USAMC	Assistant Deputy Chief of Staff for Ammunition, USAMC
34	Information Technology Management	Director of Information Systems for Command, Control, Communications and Computers	Director for Army Information Management
35	Intelligence	Deputy Chief of Staff, Intelligence	Assistant Deputy Chief of Staff, Intelligence
50	Military Personnel Management	Commander, U.S. Total Army Personnel Command	Chief, Operations Management Division Enlisted Personnel Management Dir.

**Table 1–2  
CP Mandatory Army-wide Referral levels and Occupational Series**

CP Title and Code	Referral Levels	Occupational Series
Civilian Human Resource Management CP-10	GS 13-15	201, 212, 221, 230, 233, 235
Comptroller CP-11	GS 12-15 GS-14-15	110, 343, 501, 505, 510, 511, 560, 896, 1520, 1530 1515
Safety & Occupational Health Management CP-12	GS 12-15	018, 803, 1306, 1815
Supply Management CP-13	GS-13-15	301, 340, 346, 2001, 2003, 2010, 2030, 2032, 2050
Contracting and Acquisition CP-14	GS 12-15	1101, 1102, 1103,1150
Quality and Reliability Assurance CP-15	GS-13-15 <sup>2</sup>	1910
Engineers and Scientists (Non-Construction) CP-16	GS-13-15 <sup>2</sup>	062, 101, 150, 180, 401, 403, 405, 408, 410, 413, 414, 430, 434, 435, 437,487, 493, 602, 801, 806, 810, 819, 830, 840, 850, 854, 855, 858, 861, 871, 892, 893, 894, 896, 1301, 1306, 1310, 1313, 1320, 1321, 1340, 1382, 1384, 1515, 1520, 1529, 1530, 1550
Matériel Maintenance Management CP-17	GS-13-15	301, 340, 346, 802, 856, 895, 1101, 1152, 1601, 1670
Engineers and Scientists (Resources and Construction) CP-18	GS-13-15 <sup>2</sup>	020, 023, 025, 028, 101, 110, 150, 184, 193, 401, 408, 414, 430, 460, 470, 471, 480, 482, 486, 801, 804, 806, 807, 808, 810, 819, 830, 840, 850, 855, 871, 880, 881, 893, 896, 1008, 1301, 1310, 1313, 1315, 1320, 1330, 1350, 1360, 1370, 1372, 1373, 1520, 1529
Physical Security and Law Enforcement CP-19	GS-11-15 <sup>2</sup>	006, 072, 080, 083, 085, 086, 301, 1801, 1802, 1810, 1811, 1812
Quality Assurance Specialist (Ammunition Surveillance) CP-20	All <sup>1</sup>	1910
Public Affairs and Communications Media CP-22	GS 11-15	1035
Transportation Management CP-24	GS 13-15 GS 12-15 <sup>1</sup>	346 301, 2101, 2130, 2150, 2161
Manpower and Force Management CP-26	GS 12-15	301, 343, 896
Housing Management CP-27	GS 13-15	1173
Equal Employment Opportunity CP-28	GS 13-15	260
Education Services CP-31	GS 11-15	1740
Training CP-32	GS 12-15	301, 1701, 1702, 1710, 1712, 1750
Ammunition Management CP-33	GS 11-15 <sup>1</sup>	301, 340, 346, 802, 895, 1101, 1150, 1152, 1601, 1670, 2001, 2003, 2010, 2030, 2050, 2101, 2130
Information Technology Management (ITM) CP-34,		
Information Management Specialist	GS-13-15 <sup>2</sup>	301-I
Computer Career Area	GS 13-15 <sup>2</sup>	334
Telecommunications Career Area	GS 12-15 <sup>2</sup>	391
Visual Information Career Area	GS 11-15	1001, 1020, 1060, 1071, 1084
Publishing Career Area	GS 11-15	1082, 1083, 1654 <sup>2</sup> , 301 <sup>2</sup>
Librarian Science Career Area	GS 11-15	1410
Records Management Career Area	GS 11-15	343
Intelligence CP-35	GS/GG 14-15 <sup>3</sup>	080 and 132 when duties are predominantly (51%) intelligence related. 1701, and 1712 located in organizations performing an intelligence mission and require intelligence-related KSAs. 400, 800, 1300, and 1500 two-grade interval scientific and technical positions engaged in target intelligence and, or, the engineering, physical or technical sciences in an intelligence function, assigned to an organizational component performing an intelligence mission.
Military Personnel Management CP-50	GS 11-15	205

Notes:

<sup>1</sup> Career program unique central referral system

<sup>2</sup> No central referral. Vacancies announced on the Army Civilian Personnel Online (CPOL) website.

<sup>3</sup> No central referral. Vacancies announced on CPOL and OPM web sites. (See AR 690-13, CIPMS.)

## **Chapter 2**

### **Merit Placement and Outside Recruitment**

#### **2-1. Introduction**

This chapter prescribes policy for—

- a.* Promotions, reassignments, and other internal placement actions involving DA-wide CPs.
- b.* Outside recruitment and other placement actions such as transfers and reinstatements.

#### **2-2. Filling positions below the mandatory referral level**

Positions at grades below the mandatory referral level will usually be filled under local merit promotion plans or through an established career intern program (locally or centrally funded).

#### **2-3. MACOM referral**

MACOMs may establish inventories of employees eligible for referral to positions at grades below the DA-wide referral level. This may be desirable to alleviate recruitment difficulties such as isolated location or small numbers of competing employees at the activity. MACOMs will coordinate coverage and registration requirements of any inventories they establish with the FCR and MCPM. They will broadly publicize coverage and registration requirements with other MACOMs and Field Operating Agencies (FOA). Employees from other MACOMs or FOAs who complete the appropriate registration will be given the same referral consideration as CP employees within the MACOM.

#### **2-4. Filling positions at the DA mandatory referral level**

*a.* Federal employees on career or career-conditional appointments (regardless of agency), or applicants with personal competitive status will be considered for promotion in DA CP vacancies at the grades indicated in table 1-2. The primary means of consideration for such employees will be through registration in the appropriate DA centralized referral inventory.

*b.* Vacant positions at the mandatory DA referral grade levels are generally filled through DA CRO competitive referral procedures unless using one of the exceptions listed in paragraph 2-12 and paragraph 2-13. In addition, see the individual CP policies in chapter 6 for exceptions to this requirement.

*c.* Functional Chief Representatives may authorize concurrent use of merit promotion announcements to recruit for mandatory ACCES referral level positions. The area of consideration for these merit promotion announcements must be at least DA-wide. An ACCES register must be requested to ensure that ACCES registrants receive referral consideration for the position. Selection may be made from any appropriate recruitment source.

*d.* When recruiting for a position in a broadband level (for example a demonstration project) that encompasses both mandatory and non-mandatory referral grades, there are two options.

(1) If recruit is only at a salary that is lower than the representative rate of the mandatory referral grade, there is no requirement to request a CRO list. Local recruitment methods may be used.

(2) If the salary equals or exceeds the representative rate of the mandatory referral grade, recruitment must follow the mandatory referral procedures. When requesting a referral list, the CPAC/CPOC will enter the appropriate equivalent GS grade on the referral request. Local recruitment methods may also be used in conjunction with the mandatory CP procedures to supplement the recruitment effort. Selections may be made from either source. When using local recruitment, the minimum area of consideration will be DA-wide; the “best qualified” criteria used for both lists will be substantially equivalent; and the closing date of a referral list for the local recruitment announcement will coincide with the suspense date for applicants to respond to CRO referral notification.

*e.* HQDA conducts outreach for high quality candidates from diverse groups. However, managers and supervisors, working with their servicing personnel advisors, have ultimate responsibility for outreach, including high quality women, minorities, and individuals with disabilities. Managers and supervisors will encourage potential candidates to register with DA CRO, DEU, or with the appropriate OPM office.

*f.* Addresses of DA CROs are in DA Pam 690-950.

#### **2-5. Recruitment policies**

*a.* Recruitment should be implemented consistent with the following merit system principles:

(1) Recruitment should be for qualified individuals from appropriate sources in an endeavor to achieve a work force from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge and skills, after fair and open competition which assures that all receive equal employment opportunity.

(2) All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to non-merit factors including political preference, race, color, religion, national origin, sex, marital status, age, disability, or sexual orientation.

*b.* Applicants in broadband systems will have their eligibility determined IAW Title 5, Code of Federal Regulations, part 300.605 (5 CFR 300.605) and OPM qualification standards. Their current salary will be compared to the GS

system using the Step 4 Rule. The applicant's rate of basic pay will be compared with the representative rate (as defined in 5 CFR 351.203). The equivalent GS grade is determined by identifying the representative rate that equals the applicant's rate of basic pay. When the candidate's rate of basic pay falls between the representative rates of two grades, it will be credited at the higher grade.

c. Status (Army and Non-Army) applicants eligible and interested in reinstatement or transfer to vacancies of a higher grade than previously held on a permanent basis in the competitive service must be considered under competitive procedures. For vacancies at the DA-wide mandatory referral levels, registration is with the DA CRO. Forms and instructions are available from the CRO.

d. Grades achieved in other personnel systems that have interchange agreements may be credited when determining highest grade previously held.

e. OPM registers, delegated examining authority, or special appointing authority procedures may be used without requesting a career referral list.

## **2-6. Registration and evaluation**

a. *Registration.* Career referral registration is the primary method employees or applicants request referral consideration for positions at the mandatory referral levels within the CP. Registration procedures may be found in DA Pam 690-950.

(1) Family members immediately appointable to federal competitive service positions may register in the appropriate CP inventory to receive referral consideration. Other family members may apply through the OPM or an appropriate delegated examining unit.

(2) Eligible candidates will be considered for positions IAW this regulation and individual CP instructions contained in DA Pam 690-950.

(3) Military spouse preference eligibles (or potential eligibles) are encouraged to register early to ensure prompt referral upon relocation.

b. *Evaluation.* Job analysis and development of evaluation instruments are necessary to measure the knowledge and abilities required for CP positions.

(1) Rating elements and crediting plans will be developed or reviewed by CPOD, ASA(M&RA) with input from functional officials.

(2) Methods used to develop and apply evaluation instruments will comply with merit system requirements.

## **2-7. Recruitment sources**

Recruitment sources include but are not limited to:

a. Status candidates eligible for transfer, reassignment, or reinstatement to positions at grades no higher than the grade previously held.

b. Candidates eligible for noncompetitive and/or excepted appointments under special authorities (for example, Veteran's Employment Opportunity Act (VEOA), Defense Civilian Intelligence Personnel System (DCIPS), or individuals with disabilities)

c. Competitive referral procedures.

d. Candidates from an OPM register, a register established under delegated examining authority, or direct hire authority.

e. Operation of a special placement assistance program such as the DOD Priority Placement Program (PPP).

## **2-8. Voluntary registration**

a. Registration in a central referral inventory is available to qualified employees whose current positions are —

(1) Outside CP coverage, or

(2) Employed in a different CP from that in which registration is desired.

b. Voluntary registrants receive the same consideration as CP employees.

c. Voluntary registrants follow the procedures below:

(1) Prepare the registration and appraisal forms according to the instructions established for registrants within the CP.

(2) Contact the appropriate CRO to ensure that all CP unique requirements are met. In some CPs, the reviewer evaluating the appraisal of a voluntary registrant must have been appointed by the FCR for that CP. (See DA Pam 690-950.)

## **2-9. Referral**

a. A reasonable number of best qualified (BQ) candidates are referred for promotion. BQ candidates are those who rank at the top of the list of eligibles when compared with other candidates.

b. A separate group of candidates who have indicated interest in reassignment or change to lower grade (CLG) may be referred. Employees may request consideration for reassignment or CLG through the referral process.

- c. Selecting officials should receive enough data about the candidates referred to be able to make a sound selection.
- d. Military spouses (who are seeking to exercise preference for reassignment, CLG, or repromotion to a grade previously held) will be considered for referral with other eligible candidates. (See Department of Defense Instruction (DODI) 1404.12 for guidance.)
- e. Stated availability is interpreted literally. Applicants who state an interest in travel and identify locations of interest are expected to be available and to accept a job when offered. CP candidates will be considered only in job categories (or functions) for which they have requested referral.

## **2-10. Selection**

- a. Selection interviews are optional. They are particularly useful when considering candidates for top-level managerial positions. When authorized, candidates asked to travel for interviews will be compensated IAW the Joint Travel Regulations (JTR).
- b. Selecting officials may choose any candidate referred on a noncompetitive referral list. The selection may be made without regard to spouse preference.
- c. If the selecting official chooses to select from a competitive list (promotion list) then military spouse preference requirements apply. (See DODI 1404.12 for specific procedures.) If among the best qualified and available, a spouse preference eligible must be selected unless HQDA grants an exception. When more than one BQ spouse preference eligible is referred, the selecting official may select any one of them.
- d. If management selects from a competitive (promotion) referral list, reasons for the selection must be written. The reasons must document the relationship of the specific job requirements to the selectee's capability to perform them successfully.

## **2-11. Completing the selection process**

- a. The servicing CPOC/CPAC of the gaining activity is responsible for verifying the selectee's qualifications, notifying the selectee, providing information on benefits and entitlements, negotiating a release date, and completing all administrative procedures to include employment in-processing.
- b. Army employees will be released for new assignments as early as feasible. Employees who are selected for promotion should be released at the beginning of the second pay period following the official notification of selection. The losing and gaining activities may negotiate a later date, particularly when a permanent change of station (PCS) is involved.
- c. PCS costs may be authorized for central referral selections. However, management can determine, in regard to a specific vacancy, whether it is in the interest of the Government to pay PCS costs. Management has the discretion IAW the JTR to decline to authorize PCS costs. If management intends not to pay PCS allowances, this decision will be advertised in the central referral notice. If the central referral notice is silent, there is an assumption that PCS allowances will be paid.
- d. Candidates who were considered available but not selected will be sent timely notification of their non-selection and provided the name of the person who was selected.
- e. Referral lists will be completed and returned in a timely manner IAW instructions provided in DA Pam 690-950. Generally, backup material on individual candidates is not returned to the DA CRO. However, backup material on CP-33 referrals will be returned to the CP-33 CRO.
- f. Disclosure of race and national origin (RNO) information by applicants is voluntary and is compiled for statistical purposes only. CROs will keep records of RNO information to assist in evaluating progress in the AEP and to determine areas needing improvement.
- g. DA CROs will also maintain records of referral workload and timeliness.

## **2-12. Position changes as exceptions to referral requests**

- a. Position changes involving reassignment or CLG may be made without requesting a referral list if—
  - (1) The position has no greater promotion potential than the employee's current position.
  - (2) The position change has the concurrence of the employee and the gaining activity.
  - (3) The position is not a "key position" requiring competitive action or FCR approval (see DA Pam 690-950).
- b. Management directed reassignments are not subject to the provisions of this regulation. Involuntary reassignments are subject to the provisions of AR 690-300, chapter 335, appendix A.

## **2-13. Exceptions to competitive procedures**

- a. Competitive procedures do not apply to the following:
  - (1) Non-competitive promotion of an employee resulting from the upgrading of an occupied position (without any major change in duties and responsibilities) because of—
    - (a) Issuance of a new classification standard, or
    - (b) An initial classification error, or

(c) A classification change based on unique qualifications and ability of the employee. (See OPM Introduction to the Position Classification Standards.)

(2) A position change made under the reduction-in-force (RIF) regulations.

(3) Promotion resulting from special consideration for repromotion. (See para 2-14.)

(4) Promotion after failure to receive proper consideration (priority consideration). (See para 2-15.)

(5) Actions taken in response to a decision from an appropriate authority, such as an arbitrator, an administrative judge with the Equal Employment Opportunity Commission or Merit Systems Protection Board, or a federal court judge.

b. DA-wide or MACOM referral procedures will not apply to the actions listed below. Subject to 5 CFR 335.103, the personnel and functional officials will decide where it is appropriate to apply local competitive procedures to these actions.

(1) Details to higher graded positions.

(2) Temporary promotions.

(3) Position changes to avoid adverse actions under RIF, transfer of function (TOF), or discontinuance of activities. Assignments to positions of higher grade or to positions with known promotion potential will not be included under this provision.

(4) Non-competitive promotion of an employee when his or her position is reclassified to a higher grade because of added duties and responsibilities.

(5) Assignment from a position having known promotion potential to a position having no higher potential.

(6) Promotion of an employee following graduation from a formal development program when—

(a) The program includes noncompetitive promotion as one of its features;

(b) Initial competition for the program was through the CRO (or a DA-wide area of consideration for CP with no central referral); and

(c) All potential competitors were aware of the noncompetitive promotion option.

c. Competitive procedures need not apply to the actions listed below.

(1) Reassignment or CLG to a position with no greater promotion potential than the potential of the position the employee currently holds.

(2) Promotion without current competition when an employee was selected earlier for a position classified at a lower grade for recruitment purposes, provided—

(a) The efforts to fill the position at the higher grade had an inadequate number of promotion candidates available and local merit promotion procedures were used to recruit below full performance level.

(b) The area of consideration for recruitment at the lower grade was at least as broad as the DA-wide referral level for recruitment at the full performance level.

(c) The promotion potential was made known to potential applicants.

(d) The recruitment plan was documented to show the intended career ladder.

(e) The needs of sound position management were considered. For example, manager, supervisor, and expert positions are normally not filled at a lower grade. Such positions are established to manage operations, to supervise subordinates, to have a good span of control, and to enhance career progression.

(3) Promotion, transfer, or reinstatement to the highest grade held without current competition when the employee previously held a position on a permanent basis in the competitive service at a higher grade than, or at the same grade as, the vacancy being filled provided the employee was not demoted or separated from that grade for performance deficiencies or "for cause."

(4) Reinstatement or transfer of eligible, non-Army, status applicants to positions no higher than previously held as a non-temporary employee in the competitive service.

## **2-14. Special consideration for repromotion**

### *a. General.*

(1) Employees eligible for special consideration for repromotion are considered before employees due priority consideration (see paragraph 2-15) and before a competitive referral list is issued to selecting officials.

(2) Placement of eligible employees at the employing activity may take precedence over DOD PPP registrants in priorities 1, 2, or 3. (See DOD 1400.20-1-M.)

### *b. Eligibility.*

(1) Special consideration for repromotion will be given to employees who have been involuntarily placed in lower graded positions—

(a) Without personal cause. Personal cause is employee misconduct or inefficiency.

(b) Not at their request. Acceptance of a lower graded position in lieu of RIF, TOF, or demotion because of classification error is not demotion at the employee's request.

(2) For purposes of this special consideration, involuntary placement at a lower grade may be caused by—

- (a) RIF.
  - (b) Correction of a classification error.
  - (c) Return from overseas. (See paragraph 2-14b(5) below.)
  - (d) Declination of reassignment outside the commuting area or under TOF.
  - (e) Disabling condition.
- (3) A repromotion candidate must be a current Army employee and within the area of consideration for the position.
- (4) If the employee is qualified and interested, special consideration must be given for positions—
- (a) At or below the grade from which demoted.
  - (b) In the pay group or schedule that covered the employee before placement in the lower graded position.
- (5) An employee who has returned from an overseas area is eligible if he or she has—
- (a) Been placed in a lower graded position by exercising reemployment rights.
  - (b) Not been offered another position in the continental United States (CONUS) that would have retained the employee's grade.
  - (c) Completed an overseas assignment under terms of a pre-set agreement.
  - (d) Not returned to CONUS early for personal reasons.
- (6) Eligibility will not be granted to an employee demoted to correct a procedural, regulatory, or program violation.
- (7) An employee will not be given special repromotion consideration for a position that offers promotion potential beyond the grade held at demotion.
- (8) An employee who has been involuntarily reduced in grade and who is receiving pay or grade retention benefits will be granted repromotion consideration for either—
- (a) Two years from the date of the change to lower grade (CLG); or
  - (b) Until pay retention benefits cease whichever period of time is longer.
- (9) An employee who has been involuntarily reduced in grade on or after January 15, 1981 and is not receiving pay, grade, or salary retention benefits will be granted special consideration for repromotion for 2 years from the date of the CLG.
- (10) If an employee declines a valid job offer, entitlement to this consideration will end for grades at and below the grade level of the position declined. A valid job offer is an offer of a full-time continuing position at a grade level for which the employee has expressed interest and availability. Valid job offers do not include—
- (a) An offer that, in the opinion of the employee's servicing CPOC/CPAC, would create an unreasonable difference in working conditions, such as excessive travel, hazardous work, or extreme physical requirements.
  - (b) An offer of a position to which another person has re-employment or return rights.
  - (c) An offer of a position at any activity that has been identified for closure, major RIF, or relocation.
  - (d) An offer that requires a mobility agreement when the employee is not serving under a mobility agreement.
- c. Registration.* An employee who has been involuntarily placed in a lower graded position must request special consideration for repromotion by completion and maintenance of the required registration IAW the instructions in DA Pam 690-950.

## **2-15. Priority consideration**

*a.* Priority consideration will be given to an employee if the employee was not properly considered in a previous competitive promotion action. For example, the employee's name was not referred and should have been, or the selecting official did not receive accurate information from the CRO about the candidate. The employee referred for priority consideration by a CRO will be considered for the vacancy before referring the competitive list to the selecting official. An employee is given one priority consideration for each time he or she failed to receive proper consideration.

*b.* Consideration must be bona fide as described in AR 690-300, chapter 335. Priority consideration provides no guarantee of selection, promotion, or reassignment.

*c.* Priority consideration must be given for the "next appropriate vacancy." An appropriate vacancy must meet the following conditions:

- (1) The priority consideration will be to a vacancy in the same CP as the missed consideration.
  - (2) The grade level and the promotion potential of the position must be the same as the one in which consideration was lost.
  - (3) The screening criteria match the applicant's CP registration application and geographical availability.
  - (4) The applicant is considered to be among the best qualified candidates for the vacancy.
- d.* Entitlement to priority consideration ceases when—
- (1) The employee does not maintain current CP registration in the CP where the consideration was lost.
  - (2) The employee is promoted to the grade level for which the priority consideration was granted.
  - (3) The priority consideration was granted by a MACOM CRO and the employee moves to another MACOM.
- Priority consideration does not transfer.

## **2-16. Senior civilian affirmative outreach and recruitment**

*a.* The FC will review outreach, referral, and selection activities for all GS-15 competitive selections. This will include:

(1) Advising selecting officials, in writing, to ensure that they understand their accountability for EEO and responsibility for reporting requirements.

(2) Reviewing all GS-15 referral lists and supporting recruitment/outreach plans prior to referral of candidates to the selecting official.

(3) Participating in the selection process by serving on interview or selection panels, when appropriate.

*b.* The FC may delegate this review authority to the FCR or to a senior executive service (SES) or general officer (GO) at either the MACOM level or at local sites of hire. If an SES or GO is unavailable at the local site, documents will be reviewed and forwarded to the FC by an SES or GO in the selecting official's chain of command.

## **Chapter 3 Career Intern Program**

### **Section I General Policy**

#### **3-1. Introduction**

This chapter sets the policies and program requirements for the intake, training, education and development, evaluation, promotion, and placement of Army interns. It also covers the manpower forecasting, resource allocations, and funding for ACTEDS centrally funded interns. The main objectives of the Army intern program are to—

*a.* Establish planned intake of personnel with high potential to meet Army-wide CP staffing needs.

*b.* Give these employees the knowledge, skills, and abilities required to advance to and successfully perform in target level positions in a specific CP.

#### **3-2. Coverage**

The individual CPs covered by this regulation may establish intern programs in specified occupational position series and functional areas (see table 1-2). These intern programs will be administered according to the provisions and authorities in this chapter.

### **Section II Army Civilian Training, Education and Development System (ACTEDS) Intern Allocations**

#### **3-3. Manpower planning process**

CPOD administers the manpower planning process for determining ACTEDS centrally funded intern requirements with civilian personnel and functional participation at all levels of Army. An automated intern forecasting system predicts current and future CP intern needs. The system takes into consideration past employment patterns and expected changes in Army end strength to predict out year intern requirements by command and CP. Intern requirements reported by MACOMs, HQDA staff support activities and IRAs are considered in the allocation process as follows:

*a.* ACTEDS centrally funded intern manpower requirements will be identified by CP on a fiscal year (FY) basis. MACOMs, HQDA staff support activities, and IRAs will prepare annual requests for ACTEDS centrally funded interns (see DA Pam 690-950). Intern requests will be based on documented needs, training capability, future staffing needs, and the ability to place graduate interns into permanent positions. Requests for ACTEDS centrally funded interns will identify mission changes or other factors that will affect intern requirements. The requirements will be coordinated with CPMs and other functional officials before submission. Requests will be sent to CPOD, OASA(M&RA) not later than February 15 of the preceding fiscal year. CPOD will develop proposed allocations and take into consideration forecasting predictions, MACOM, HQDA staff support activity, and IRA documented requirements and justifications, intern graduate placement capabilities, as well as ACTEDS funding levels.

*b.* The proposed ACTEDS centrally funded intern allocation for each CP will be staffed with the appropriate FCR. Upon receipt and review of FCR comments, CPOD will incorporate recommendations into the ACTEDS centrally funded intern allocation proposal for presentation to the CPPC.

*c.* The DASA(CPP) considers ACTEDS centrally funded intern allocation recommendations from the CPPC, approves final allocations in terms of work years, and distributes those allocations (by CP) to the MACOMs, HQDA staff support activities, and IRAs. Commands may adjust their allocations to meet changing mission needs. The shift of allocations between CPs may not exceed 20 percent of the CP work year allocation and must be coordinated, in writing, with CPOD and each FCR affected by the loss of work years.

### **3-4. Policy**

*a.* ACTEDS intern positions may be announced at any or all intern entry levels. The entry levels are grade GS-5 or GS-7 for regular interns. While it is not a requirement, advertising to include the highest level entry grade will ensure that applicants qualified for the entry series can enter the intern program at the highest level for which they are BQ. The highest level entry grade is GS-7, except for Presidential Management Interns and in the Librarian Career Area in the Information Technology Management (ITM) CP where the highest level entry grade is GS-9. Intermediate and target level position descriptions should be developed and classified at the same time the entry-level intern position is established or filled. The area of consideration on the internal vacancy announcement for career intern positions will exclude a current DA employee who is already fully qualified in the field of the position. Under delegated examining, an eligible can be eliminated from consideration if he or she is already serving under the same appointing officer, in the same type of position, in the same or higher grade, in the same duty location, and under the same type of appointment as that for which the certificate was issued.

*b.* Voluntary acceptance of a CLG to enter an intern program is not considered a demotion at the request of the employee for pay retention purposes. Employees entering the intern program at a lower grade are entitled to pay retention as stated in 5 CFR Part 536 if all other eligibility requirements have been met.

*c.* To minimize relocation costs of ACTEDS centrally funded interns, selectees should be assigned to a nearby training site when possible.

## **Section III**

### **Types of interns**

#### **3-5. Regular interns**

A regular intern is an intern who meets governing qualification standards for entry into a CP series at the GS-5 or GS-7 level (an exception is the Librarian Career Area of the ITM CP that allows entry at the GS-9 level). Regular interns take part in a training program for a maximum of three years. Intern graduates are placed in permanent GS-9 or GS-11 target level positions depending on the CP and the grade structure of the activity where the intern is assigned. A regular intern may be locally or centrally funded.

#### **3-6. Presidential management intern**

A presidential management intern (PMI) is an intern with an advanced degree in public administration or a similar degree focus. The PMI enters at the GS-9 grade level in the excepted service. A designated CPOD official acts as a coordinator between DA and OPM to develop and issue DA policies and procedures for PMIs and coordinate PMI appointments. After satisfactory completion of a two-year training program, PMIs will be converted to the competitive service and may be noncompetitively promoted to target grade GS-12 permanent positions when conditions outlined in paragraph 3-20 are met. PMI internships may be extended to meet training requirements or performance standards for up to one year in the excepted service with the approval of OPM. Requests for such extensions will be forwarded through command channels to the PMI coordinator at CPOD for approval. (See DA Pam 690-950 for details on preparing the request.) PMIs on an extended program may be noncompetitively converted to a career or career-conditional appointment and promoted to the target position if the conditions in paragraph 3-20 are met. Failure to meet any of these conditions will normally result in the PMI not being converted and being separated.

#### **3-7. Intelligence interns**

Interns in the Intelligence CP (CP-35) are appointed under Title 10 excepted service provisions and remain in excepted service upon completion of training.

#### **3-8. ACTEDS intern positions in foreign areas**

Commands in foreign areas are authorized to fill U.S. citizen intern positions with candidates described in (a) through (d) below. Candidates must meet qualifications and other eligibility requirements—

*a.* Persons having career or career-conditional status or reinstatement eligibility.

*b.* Employees on excepted appointments leading to civil service (for example, Veterans Readjustment Act (VRA) and severely disabled appointments) within the constraints of the excepted appointment authority.

*c.* Veterans with 30 percent disability who are eligible for conversion from temporary appointment to career-conditional appointment under 5 CFR 315.707.

*d.* Nonstatus family members who are eligible for a local hire appointment (nonpermanent excepted appointment under Schedule A 213.3106(b)(6)) or who can be appointed under an appropriate civil service register).

## **Section IV**

### **Intern Funding**

The types of interns described in section IV can be either centrally funded by ACTEDS or funded by the local installation or activity.

### **3-9. ACTEDS centrally funded interns**

ACTEDS centrally funded interns will be assigned to the ACTEDS student detachment Table of Distributions and Allowances (TDA) which is managed by the CPOD. ACTEDS funds all costs incurred in employing and training these interns for a maximum of 24 months, not to exceed the length of the MITP. Costs include salary, benefits, training, travel, and per diem. Within the allocated resources, ACTEDS can be used to fund training as stated in the MITP of each ACTEDS plan. An ACTEDS Intern hired in a 36-month program must be reassigned to a permanent position on local mission rolls upon expiration of the 24-month ACTEDS funding limitation.

### **3-10. Locally funded interns**

A local intern occupies a space on the TDA of the employing activity. The MACOM or the local activity funds all costs to support a local intern.

### **3-11. Functional trainees**

A functional trainee is an employee occupying a local TDA position that has been re-engineered from a target level to a lower level and announced with indication of promotion potential. The employee receives OJT and whatever other training is deemed necessary to learn how to perform a specific job rather than the broad OJT and formal training outlined in a DA MITP. A functional trainee will usually be classified in a specific job series. Usually, a functional trainee is hired at the GS-5 or GS-7 level with a target grade of GS-9 or GS-11. A functional trainee is not reported as an intern, is not subject to the MITP, and is not required to sign an intern mobility agreement.

### **3-12. Capitalization of ACTEDS interns**

Capitalization is the transfer of ownership, command and control of people, and resources involved in performing DOD functions, from DA to DOD. When an ACTEDS centrally funded intern is capitalized during a FY, the remaining allocated ACTEDS funds for that FY will be transferred to DOD. After the year of capitalization, the intern, the space, and the funding become the responsibility of DOD.

### **3-13. Intern travel, per diem, and moving entitlements**

a. Costs will be kept to a minimum and will be processed IAW the JTR. Essential TDY to formal training courses and on-the-job training (OJT) prescribed in MITPs will be supported within the allocated resources. Travel for interns attending training of more than 30 calendar days will be authorized IAW the JTR, volume 2, Per Diem for Courses of Instruction. ACTEDS funding is limited to one PCS move per intern, either at the beginning or at the end of the two-year funding limitation. This rule does not apply to graduating ACTEDS centrally funded interns that require placement assistance outside their training command (see para 3-13b below).

b. When a graduating ACTEDS centrally funded intern cannot be placed at the training site or within the training command, the losing activity will pay PCS costs from mission, not ACTEDS, dollars.

c. Payment of PCS costs for interns will not be authorized at government expense when the move is primarily for the benefit of the intern or at the request of the intern. (See 5 USC section 5724.)

### **3-14. Overtime funding**

CPOD will fund all overtime for ACTEDS centrally funded interns that meets the criteria in subparagraphs (1) and (2) below. Local funds must be used to fund all other overtime. Requests for an exception to the overtime policy for situations deserving special consideration will be submitted in writing to CPOD at least two weeks prior to the expected use.

a. *Overtime enroute to training.*

(1) Interns nonexempt under the Fair Labor Standards Act (FLSA) 29 USC § 20-219. Consistent with OPM guidance, employees are entitled to overtime pay for travel time away from the official duty station on non-workdays when travel is performed during hours that correspond with the employees' regular working hours.

(2) Interns exempt under FLSA. Employees are entitled to overtime pay for travel time away from the official duty station on non-workdays only when the purpose or the condition for the travel meets the criteria set forth in section 5542 (b), title 5, United States Code.

b. *Overtime during training.* Interns, both exempt and nonexempt under FLSA, are entitled to overtime pay for time spent during training outside regular duty hours when productive work is performed. Overtime pay for training scheduled under these conditions must be approved in advance by CPOD or must be paid from local funds. Requests will be submitted in writing to CPOD at least two weeks prior to expected use.

### **3-15. Unauthorized funding expenses for ACTEDS centrally funded interns**

a. *Pre-employment interview expenses.* ACTEDS funding will not be used for pre-employment interview expenses. However, a command or functional official may fund these expenses using their mission, not ACTEDS, dollars. (See JTR chapter 6, Pre-employment Interview Travel.)

b. *Rental cars and local transportation in and around the training site.* ACTEDS funding will not be used for rental

cars and local transportation in and around the training site. However, use of local or command mission funds may be authorized. Training sites should be located where public transportation can be easily accessed.

## **Section V Training**

### **3-16. Master intern training plan (MITP)**

*a.* MITPs will be published in individual CP ACTEDS plans. The plans specify the length and type of training needed to qualify the intern, regardless of funding source, for the target position. Interns will attend only those courses deemed essential and directly related to performance in their target positions. When applicable, interns will complete a continued service agreement prior to training, as specified by AR 690-400, chapter 410.

*b.* Training programs for regular interns may be lengthened up to six months over the total internship, and any promotions delayed, if an intern has not successfully completed the prescribed training or fails to fully meet all conditions of employment required by a specific intern program. Examples include absence on approved leave, illness, inability to grasp the subject matter, delay in obtaining a security clearance or entry into a Personnel Reliability Program. Each request must be fully justified and forwarded through command channels to CPOD at least 60 days before the normal promotion or graduation date. ACTEDS resources may be used for centrally funded interns.

*c.* Provisions for shortening the training program. Regular or PMI interns may be promoted in less than the time normally required when BOTH of the following conditions apply:

- (1) Time-in-grade restrictions have been met.
- (2) Minimum qualification requirements for the next higher grade have been met.

### **3-17. Individual development plan (IDP)**

The intern's supervisor and the intern will prepare an IDP within 30 days of the intern's entrance on duty. The requirements of the MITP and the background of the intern will be used to formulate the IDP. The IDP must be approved by the ACPM and may be used in conjunction with the intern's performance evaluation, paragraph 3-21.

### **3-18. Training sites**

Any activity designated as a training site must be able to furnish quality OJT in the major aspects of the career field as outlined in the MITP. The site will have a quality program in the specific career field (as evidenced by surveys, reports, on-site visits, and other means of evaluation). The MCPM will approve each training site within the command.

### **3-19. Outside Continental United States (OCONUS) training**

When ACTEDS centrally funded interns, with duty stations in CONUS, are scheduled for training outside the 50 states, prior approval by CPOD must be obtained (see AR 690-400, chapter 410).

### **3-20. Promotion requirements**

The intern's supervisor will ensure timely submission of all promotion paperwork when the intern meets all of the conditions stated below. Failure of the intern to meet any of these conditions may result in the intern's reassignment or CLG at the training site or removal from the federal service.

- a.* Time-in-grade requirements are met or waived by an OPM approved training agreement.
- b.* Performance is at successful level III or above.
- c.* All training requirements as stated in the MITP have been successfully completed and certified by the ACPM and CPAC.

## **Section VI Evaluation of Intern Progress**

### **3-21. Performance evaluation**

- a.* AR 690-400, chapter 4302, will be used to rate career interns.
- b.* Special evaluations will be prepared to keep track of intern performance if the intern rotates from one supervisor to another. These evaluations are maintained by the supervisor and not submitted to the CPOC.

### **3-22. Performance requirements**

Raters will establish critical objectives to document the training to be accomplished based on the MITP, the IDP, and input from the intern. Requirements will be developed for the semi-annual and annual rating period. All raters who will be training the intern during the rating period should participate in developing the objectives. The ACPM is the senior rater.

### **3-23. Performance recognition**

Recognizing interns for performance is permissible. However, not all awards available to other Army employees are suitable for interns. Guidance on qualifying criteria, appropriateness of awards, or recognition instruments are in AR 672-20, Incentive Awards. ACTEDS funds will not be used for intern monetary awards.

### **3-24. Intern mobility agreements**

*a.* An employment and mobility agreement is required as a condition for appointment for all ACTEDS centrally funded interns. The mobility agreement must be completed prior to entrance on duty. Use of mobility agreements allows management to place graduating interns in available permanent target positions DA wide. Local interns may also be required to complete employment and mobility agreements.

*b.* ACTEDS centrally funded interns who fail to meet the terms of the DA employment and mobility agreement may be separated from the federal service unless a waiver of the agreement has been approved. CPOD delegated the approval authority to MACOMs, HQDA staff support activities and IRAs. When separation is warranted, adverse action procedures will be followed (see 5 USC, chapter 75). ACTEDS centrally funded interns will be removed from ACTEDS student detachment rolls no later than 60 days after refusing a valid placement offer.

### **3-25. Placement of ACTEDS centrally funded interns**

*a.* The MACOM, HQDA staff support activity, or IRA that trained the intern will place the graduating intern, unless the intern was being trained for placement elsewhere. Resources for ACTEDS centrally funded interns are programmed for 24 months per intern; thus, to graduate the planned number of interns annually, MACOMs, HQDA staff support activities, and IRAs must place each intern on local rolls after 24 months. If difficulty in placing a graduating ACTEDS centrally funded intern is anticipated, the MACOM, HQDA staff support activity, or IRA will notify CPOD no later than 90 days prior to the intern's graduation date. CPOD will initiate an Army-wide search for a permanent position, while the reporting MACOM, HQDA staff support activity or IRA continues their efforts to place the intern. CPOD has the authority to direct the placement of graduating interns who cannot be placed to any appropriate vacancy Army-wide. Directed placements will be coordinated with the FCRs. Payment for placement of the graduating interns will be IAW paragraph 3-12. Failure of the intern to accept the directed reassignment may result in separation. When no permanent vacancies exist, graduating interns will remain on ACTEDS rolls until suitable vacancies occur, provided the intern was reported to CPOD for placement assistance within the prescribed time frame. These interns will be promoted to their target grades on schedule if all requirements have been met. Recruitment against these spaces will not be authorized until placement of the graduating intern is accomplished.

*b.* Activities are encouraged to place ACTEDS centrally funded interns against local TDA permanent spaces before the intern completes the training. This will ensure a permanent position for the intern upon graduation, and will free the centrally controlled space for recruitment of another intern. ACTEDS funds, for training expenses only, are authorized for ACTEDS centrally funded interns placed early against local permanent TDA spaces.

### **3-26. Intern reduction-in-force policy**

All ACTEDS centrally funded interns will be placed in a separate competitive area for RIF purposes (see 5 CFR Part 351 and AR 690-351-1). The performance evaluation given at the end of the first year, 12-month rating, will be the rating of record for the year. The evaluations given after 24 and 36 months will be the ratings of record for the second and third years.

### **3-27. Intern sponsor**

A sponsor will be named for each intern facing a new employment situation. The ACPM is responsible for appointing someone in the CP to perform this function (see DA Pam 690-950).

## **Chapter 4**

### **The Army Acquisition Workforce/Army Acquisition Corps (AAW/AAC)**

#### **4-1. Introduction**

The Army's Acquisition Workforce (AAW) includes personnel performing or supporting acquisition program management; contracting; industrial/contract property management; purchasing; research, development and engineering; test and evaluation; logistical support; manufacturing, production and quality assurance; communications-computer systems; business, cost estimating and financial management.

#### **4-2. Governing regulations**

Army acquisition workforce policy, IAW chapter 87, Title 10 United States Code, Defense Acquisition Workforce Improvement Act, is found in AR 70-1. The policy governs the accession, education, training, and career development of the military and civilian members of the AAW. DA Pam 70-3, contains the procedures for the career management of

the workforce. The regulation and pamphlet can be found on the Assistant Secretary of the Army (Acquisition, Logistics and Technology) web site at <http://www.sarda.army.mil> or the United States Army Acquisition Corps (AAC) web site at <http://dacm.sarda.army.mil>.

## **Chapter 5**

### **Defense Civilian Intelligence Personnel System (DCIPS)**

#### **5-1. Overview**

*a.* DCIPS is a statutory Defense-wide excepted personnel management system established under Title 10, United States Code, Section 1601, (10 USC 1601) to serve the human resource needs of the DOD intelligence community. DCIPS was formerly known as the Civilian Intelligence Personnel Management System (CIPMS) established within the Military Department under 10 USC 1590. DOD Civilian employees who perform intelligence-related work are covered by DCIPS. In addition, organizations and occupations that support the intelligence mission may also be covered by DCIPS. DCIPS positions are evaluated by a separate Title 10 classification system. DCIPS has separate qualifications standards for intelligence (0132) and security (080) positions. OPM qualifications standards are used as guides for DCIPS positions in other series/occupations.

*b.* There is no spouse preference given for DCIPS/CIPMS positions. Also, veteran's preference is applied differently for covered positions.

#### **5-2. Governing regulations**

Until superseded by a DCIPS manual, AR 690-13, CIPMS, continues to establish policy for civilian positions and employees of the Army intelligence community. It implements the requirements of DOD Directive 1400.34 and DOD Manual 1400.34-M (see 5-5c).

#### **5-3. Coverage of DCIPS positions**

DCIPS professional and administrative positions are covered by the DA CP most appropriate for the occupation and the work to be performed. (See chap 6 for specific series coverage of each CP.)

#### **5-4. Registration of DCIPS personnel**

*a.* Employees in positions covered by an Army-wide CP must register in that CP to receive referral consideration for other than CP-35 positions. To register in another CP, DCIPS careerists must have either personal competitive status or interchange eligibility.

*b.* Registration in the Acquisition Corps may be required for employees occupying positions identified by the Army Acquisition Executive as acquisition positions (see chap 4).

#### **5-5. Career program referrals**

*a.* Army-wide referral levels (see chap 6) apply to filling DCIPS/CIPMS positions when competitive procedures are used. Exceptions to competition for DCIPS/CIPMS positions can be found in AR 690-13 and apply to all CPs.

*b.* In addition to the normal CP referral procedures outlined in DA Pam 690-950, positions filled competitively and open to all sources will normally be published through CPOL, OPM web sites, and intelligence community links. A CP referral list is required when competitive procedures are used to fill DCIPS/CIPMS positions (other than CP-35) at DA-wide referral levels. However, all sources, to include vacancy announcement applicants, may be considered concurrently. Selection of qualified candidates, including current Army employees, properly referred through any source is authorized. Review and selection criteria must be based on relevant KSA requirements for the position and must comply with merit principles, be consistent for all sources, and include any required ACCES factors. Key positions designated by individual CPs may require coordination with that CP's FCR.

*c.* CP-35 positions at grade 14 and above filled through competitive procedures will be announced to all sources through CPOL, OPM web sites, and intelligence links. The announcements must remain open for at least 30 calendar days.

## **Chapter 6**

### **Career Program Unique Policies**

#### **Section I**

#### **Introduction**

#### **6–1. Civilian Human Resource Management (CHRM)(CP-10)**

This chapter describes unique policies and responsibilities for individual CPs.

#### **6–2. Coverage**

CP-10 covers DA positions in the occupational series listed below:

- a.* 0201 - Personnel Management.
- b.* 0212 - Personnel Staffing.
- c.* 0221 - Position Classification.
- d.* 0230 - Employee Relations.
- e.* 0233 - Labor Relations.
- f.* 0235 - Employee Development.

Excluded from the provisions of this regulation are Army Reserve Technicians, members of the National Guard Bureau, and members of other Departments such as the Department of Defense or non-Army members of joint activities. Such positions are excluded even if personnel servicing is provided by an Army activity.

#### **6–3. Functional officials**

The ASA(M&RA) is the FC for the Career Program. The DASA(CPP) is the FCR for the Career Program.

#### **6–4. CP planning board**

The CHRM Career Program Planning Board will assist the FC in managing and evaluating the CHRM career program. The FCR will select members for the planning board that can contribute both a MACOM-unique and DA-wide perspective to deliberation of issues affecting the CP. Planning board meetings are held “as needed” at the discretion of the FCR, who usually chairs the board.

#### **6–5. DA staff career program managers and MACOM career program managers**

- a.* The Assistant DASA(CPP) is designated the CPM for all CHRM career program positions in OASA(M&RA).
- b.* The Director of the Civilian Personnel Operations Center Management Agency is designated as the CPM for that agency.
- c.* MACOM CPDs or equivalent positions are designated as MACOM CPMs in the CP-10. They may redelegate MCPM authorities and responsibilities to CPDs at major subordinate commands (MSC) or comparable command levels as required by the circumstances within their commands.
- d.* Career Program Managers will—
  - (1) Take action to support accomplishment of the objectives of career management.
  - (2) Ensure all career management activities are based on merit system principles including equal employment opportunity.
  - (3) Establish a process that ensures all CP-10 careerists receive career counseling as appropriate.
  - (4) Evaluate the effectiveness of career management activities within their area of responsibility against the objectives outlined in this regulation and the Civilian Human Resources ACTEDS Plan.

#### **6–6. Managers, supervisors and employees**

- a.* The key to success of career management in CP-10 is the concept that career management is a shared responsibility. Managers and supervisors counsel, evaluate performance, coach, mentor, and provide opportunities to careerists, including ensuring fulfillment of equal employment opportunity objectives. Careerists are responsible for quality performance, setting their own career goals, and taking advantage of available professional development opportunities.
- b.* Careerists at all levels are responsible for their own careers and must provide the personal interest and initiative necessary if they want to advance in CP-10. It is their obligation and responsibility to—
  - (1) Perform productively.
  - (2) Assess their aptitudes, strengths, and weaknesses.
  - (3) Identify their career goals.
  - (4) Accept developmental assignments and take advantage of opportunities for growth and advancement.
  - (5) Pursue a program of continuing professional development on and off the job.

(6) Review at least annually and revise, if necessary, their ACCES registration documents, including availability statements, to ensure their accuracy.

### **6-7. GS-15 placement policy**

For lateral reassignments to GS-15 vacancies covered by the CP, the FCR will notify all permanent GS-15s within CP-10. Interested and available candidates are responsible for complying with the instructions provided in the FCR notification.

### **6-8. Special selection policy**

*a.* The FCR will participate in the selection process of CP-10 GS-15 positions, MACOM CPDs, and CPOC directors. MACOM CPDs will participate in the selection process of all MSC CPDs and CPAC chiefs/directors within their respective command. During the recruitment process, it will be the responsibility of selecting officials to contact and coordinate with the FCR, who provides advice, guidance, and assistance. The selecting official has the ultimate authority and responsibility for the selection.

*b.* Although SES positions are not generally covered by this regulation, recruitment or reassignment to SES positions within CP-10 will be coordinated with the FCR prior to commitment of the position. The FCR provides advice, guidance, and assistance regarding the selection.

### **6-9. Intern policy**

*a.* The normal target level for locally and centrally funded interns is GS-11. A target level below that may be established for local interns under unique circumstances, but no target above GS-11 will be established without prior approval of the FCR.

*b.* Local and centrally funded interns are required to follow the MITP.

*c.* Local and ACTEDS centrally funded interns are required to sign the prescribed mobility agreement as a condition for selection. The mobility agreement must be completed prior to entrance on duty.

## **Section II**

### **Comptroller (CP-11)**

#### **6-10. Coverage**

CP-11 covers DA positions in the occupational series listed below:

*a.* 0343 - Management and Program Analysis, where the preponderance of duties are within the Comptroller functional area.

*b.* 0501 - Financial Administration and Program.

*c.* 0505 - Financial Management.

*d.* 0510 - Accounting.

*e.* 0511 - Auditing.

*f.* 0560 - Budget Analysis.

*g.* Cost Analysis - positions in the series listed below with a preponderance of duties in cost analysis.

(1) 0110 - Economist.

(2) 0343 - Management and Program Analysis.

(3) 0510 - Accounting.

(4) 0896 - Industrial Engineering.

(5) 1515 - Operations Research.

(6) 1520 - Mathematics.

(7) 1530 - Statistician.

#### **6-11. Functional officials**

The Assistant Secretary of the Army (Financial Management & Comptroller) is the FC for CP-11. The Principal Deputy Assistant Secretary of the Army (Financial Management & Comptroller) is the FCR for CP-11.

#### **6-12. CP planning board**

The Comptroller CP executive council serves as the CP planning board. The CP's senior advisory body assists the FC and the FCR in matters of career planning and oversight. The council meets quarterly and is comprised of SES representatives from the Army's largest commands plus SES and senior officials for each functional series in the career field.

### **6-13. Placement and promotion policy**

Candidates requesting reassignment, promotion or CLG to AAC critical positions must be registered in ACCES (see chap 4).

### **6-14. Intern policy**

The training plan for a Comptroller CP intern may be a 24-month plan or a 36-month plan. The target grade may be GS-9 or GS-11, depending on the grade structure at the employing organization.

## **Section III**

### **Safety and Occupational Health Management (CP-12)**

#### **6-15. Coverage**

CP-12 covers DA positions in the occupational series listed below:

- a. 0018 - Safety and Occupational Health Management.
- b. 0803 - Safety Engineering.
- c. 1306 - Health Physics.
- d. 1815 - Air Safety Investigating.

#### **6-16. Functional officials**

The Deputy Assistant Secretary of the Army for Environment, Safety, and Occupational Health, Office of the Assistant Secretary of the Army (Installations and Environment) is the FC for CP-12. The Assistant for Safety, Office of the Assistant Secretary of the Army for Installation & Environment is the FCR for CP-12.

#### **6-17. CP planning board**

a. The planning board membership consists of the FCR, who serves as chairperson, the Director of Army Safety, all MACOM safety and occupational health program managers, and functional representatives for the GS-0018, GS-0803, and GS-1306 career series. The career series functional representatives are selected by the FCR based on MACOM nominations. In addition, at least one person designated by CPOD will provide the board with personnel advice and guidance. The Career Management Officer serves as the planning board's recorder.

b. The planning board meets at least twice each year (normally in the spring and fall).

#### **6-18. Placement and promotion policy**

a. Full performance level for all CP-12 program positions is GS-11. All positions GS-05 through GS-11 (except interns) will be filled through local merit procedures using the guidance contained in chapter 2 of this regulation. Positions will be announced Army-wide and will remain open at least 30 days. The servicing CPOC will forward a copy of the vacancy announcement a minimum of 10 working days prior to the opening date to: U.S. Army Safety Center, Building 4905, 5th Avenue, ATTN: Career Program, Fort Rucker, Alabama 36362. The announcement will be broadcast on the CP list server for maximum dissemination to careerists.

b. All GS-12/15 CP-12 positions will be filled through referral from the mandatory DA central referral registry IAW merit recruitment and placement policies in this regulation.

#### **6-19. Lateral reassignments**

The FCR will be the approving authority for all lateral reassignments of non-CP-12 candidates into CP-12 GS 09 through 15 positions. If approved by the FCR, training and/or skills may be required. The required training development plan (designated by the FCR) must be completed within six months of the lateral assignment.

#### **6-20. Key position concept**

a. Key positions in CP-12 are as follows:

(1) Safety directors of MACOMs, MSCs, installations, USACE Divisions and Laboratories, Army Corps and Division Headquarters, medical centers, and medical activities.

(2) Senior safety positions (GS-14 or 15) at HQDA and the U.S. Army Safety Center.

(3) MACOM safety positions designated as key by the MCPM.

b. Position descriptions of key positions will be annotated to identify such positions.

c. To assist selecting officials in choosing the best candidate for a key position, a special SME selection panel of three to five members will be convened to review the candidate's qualifications and provide recommendations. The FCR will designate and convene the SMEs for MACOM safety director and senior positions at HQDA and the U.S. Army Safety Center. MCPMs will designate and convene the SME selection panel for all other key positions.

## **6-21. Intern policy**

The target grade for interns is GS-11.

## **Section IV**

### **Supply Management (CP-13)**

#### **6-22. Coverage**

CP-13 covers DA positions in the occupational series listed below:

- a.* 0301 - Miscellaneous Administration and Program.
- b.* 0340 - Program Management.
- c.* 0346 - Logistics Management (See para 6-72b).
- d.* 2001 - General Supply.
- e.* 2003 - Supply Program Management.
- f.* 2010 - Inventory Management.
- g.* 2030 - Distribution Facilities and Storage Management.
- h.* 2032 - Packaging.
- i.* 2050 - Supply Cataloging.

#### **6-23. Functional officials**

The Deputy Chief of Staff for Logistics (DCSLOG) is the FC for CP-13. The Associate Director, Supply & Maintenance, ODCSLOG is the FCR for CP-13.

#### **6-24. CP planning board**

Planning board meetings are held "as needed" at the discretion of the FCR, who usually chairs the board.

#### **6-25. Intern policy**

The target grade for locally and centrally funded interns may be GS-09 or GS-11, depending on the grade structure of the employing organization. No target grade above GS-11 will be established without prior approval of the FCR and CPOD.

## **Section V**

### **Contracting and Acquisition (CP-14)**

#### **6-26. Coverage**

CP-14 consists of four career tracks: contracting, purchasing, industrial property management, and manufacturing and production. CP-14 covers DA positions in the occupational series listed below:

- a.* 1101 - General Business and Industry.
- b.* 1102 - Contracting.
- c.* 1103 - Industrial Property Management.
- d.* 1150 - Industrial Specialist.

#### **6-27. Functional officials**

The Assistant Secretary of the Army for Acquisition, Logistics, and Technology is the FC for CP-14. The Deputy Assistant Secretary of the Army for Procurement is the FCR for CP-14.

#### **6-28. CP planning board**

- a.* In CP-14, the planning board is referred to as the "Contracting and Acquisition Career Program Advisory Council."
- b.* The FC or FCR will chair the council, or will designate a chairperson.

#### **6-29. Placement and promotion policy**

Candidates requesting reassignment, promotion or CLG to AAC positions should follow the guidance in chapter 4 of this regulation.

#### **6-30. Intern policy**

The target grade for locally and centrally funded interns is GS-11.

## **Section VI**

### **Quality and Reliability Assurance (CP-15)**

#### **6-31. Coverage**

CP-15 covers DA positions in the occupational series GS-1910, Quality and Reliability Assurance.

#### **6-32. Functional officials**

The Commander, U.S. Army Materiel Command (USAMC) is the FC for CP-15. The Chief, Quality Management Division, Engineering Directorate, Aviation and Missile Research Development, Engineering Center, U.S. Army Aviation and Missile Command is the FCR for CP-15.

#### **6-33. CP planning board**

Planning board meetings are held "as needed" at the discretion of the FCR who chairs the meetings.

#### **6-34. Placement and promotion policy**

*a.* All CP-15 positions GS-05 and above will be filled through local merit promotion procedures using guidance provided in chapter 2 of this regulation. An Army-wide minimum area of consideration is required for announcing positions at grades GS-13 through GS-15.

*b.* Employees interested in reassignment, promotion, or CLG to positions, which are AAC critical, must apply IAW specific vacancy announcement procedures. Applicants may be required to become members of the Corps IAW chapter 4.

#### **6-35. Intern policy**

The target grade for CP-15 interns is GS-09.

## **Section VII**

### **Engineers and Scientists (Non-Construction) (CP-16)**

#### **6-36. Coverage**

CP-16 is comprised of technically oriented professionals who share a common capability of synthesis, analysis, experimentation, design materials, processes, and products. This program has the responsibility for supplying the soldier in the field with advanced materials ranging from missiles, tanks, ammunition, and software, along with design, research, development, and production responsibilities. CP-16 may cover DA positions in the occupational series listed below:

- a.* 0062 - Clothing Design.
- b.* 0101 - Social Science.
- c.* 0150 - Geography.
- d.* 0180 - Psychology.
- e.* 0401 - General Biological Science.
- f.* 0403 - Microbiology.
- g.* 0405 - Pharmacology.
- h.* 0408 - Ecology.
- i.* 0410 - Zoology.
- j.* 0413 - Physiology.
- k.* 0414 - Entomology.
- l.* 0430 - Botany.
- m.* 0434 - Plant Pathology.
- n.* 0435 - Plant Physiology.
- o.* 0437 - Horticulture.
- p.* 0487 - Animal Science.
- q.* 0493 - Home Economics.
- r.* 0602 - Medical Officer.
- s.* 0801 - General Engineering.
- t.* 0806 - Materials Engineering.
- u.* 0810 - Civil Engineering.
- v.* 0819 - Environmental Engineering.
- w.* 0830 - Mechanical Engineering.
- x.* 0840 - Nuclear Engineering.
- y.* 0850 - Electrical Engineering.

- z. 0854 - Computer Engineering.
- aa. 0855 - Electronics Engineering.
- ab. 0858 - Biomedical Engineering.
- ac. 0861 - Aerospace Engineering.
- ad. 0871 - Naval Architecture.
- ae. 0892 - Ceramic Engineering.
- af. 0893 - Chemical Engineering.
- ag. 0894 - Welding Engineering.
- ah. 0896 - Industrial Engineering.
- ai. 1301 - General Physical Science.
- aj. 1306 - Health Physics.
- ak. 1310 - Physics.
- al. 1313 - Geophysics.
- am. 1320 - Chemistry.
- an. 1321 - Metallurgy.
- ao. 1340 - Meteorology.
- ap. 1382 - Food Technology.
- aq. 1384 - Textile Technology.
- ar. 1515 - Operations Research.
- as. 1520 - Mathematics.
- at. 1529 - Mathematical Statistician.
- au. 1530 - Statistician.
- av. 1550 - Computer Science.

#### **6-37. Functional officials**

The Commander, USAMC is the FC for CP-16. The Principal Deputy for Technology, USAMC is the FCR for CP-16.

#### **6-38. CP planning board**

The FC, FCR, or a designated representative will chair the board which meets annually at the call of the FCR. Each Deputy FCR, key personnel from HQDA, MACOMs, installations, and a personnel representative from CPOD will participate on the planning board.

#### **6-39. Placement and promotion policy**

a. All positions GS-05 and above will be filled through local merit promotion procedures using guidance provided in chapter 2 of this regulation. An Army-wide minimum area of consideration is required for announcing positions at grades GS-13 through GS-15.

b. Employees interested in reassignment, promotion, or CLG to positions, which are AAC critical, must apply IAW instructions contained in the specific vacancy announcement. Applicants may be required to become members of the AAC IAW chapter 4.

#### **6-40. Intern policy**

GS-11 is the normal target grade for locally and centrally funded interns. Target levels below that may be established for local interns under unique circumstances, but no target above GS-11 will be established without prior approval of the FCR and CPOD.

### **Section VIII**

#### **Materiel Maintenance Management (MMM)(CP-17)**

#### **6-41. Coverage**

CP-17 covers DA positions in the occupational series listed below:

- a. 0301 - Miscellaneous Administration and Program.
- b. 0340 - Program Management.
- c. 0346 - Logistics Management Specialist (see para 6-72b).
- d. 0802 - Engineering Technician.
- e. 0856 - Electronics Technician.
- f. 0895 - Industrial Engineering Technician.
- g. 1101 - General Business and Industry.
- h. 1152 - Production Control.

- i.* 1601 - General Facilities and Equipment .
- j.* 1670 - Equipment Specialist.

#### **6-42. Functional officials**

The Deputy Chief of Staff for Logistics (DCSLOG) is the FC for CP-17. The Director, Aviation, Munitions, and War Reserves, ODCSLOG is the FCR for CP-17.

#### **6-43. CP planning board**

Planning board meetings are held “as needed” at the discretion of the FCR, who usually chairs the board.

#### **6-44. Intern policy**

The target grade in CP-17 for locally and centrally funded interns is GS-09 or GS-11, depending on the grade structure of the employing organization. No target grade above the GS-11 will be established without prior approval of the FCR and CPOD.

### **Section IX**

#### **Engineers and Scientists (Resources and Construction) (CP-18)**

#### **6-45. Coverage**

Positions covered by CP-18 are primarily involved with planning, design, construction, operation, maintenance, and repair of military facilities; cartography and geodesy; and in planning, design, construction, operation and maintenance of civil works projects; hazardous toxic waste remediation and installation restoration programs; and management of land, water, and related natural resources for public purposes and research in such fields. CP-18 covers DA positions in the occupational series listed below:

- a.* 0020 - Community Planning.
- b.* 0023 - Outdoor Recreation Planning.
- c.* 0025 - Park Manager.
- d.* 0028 - Environmental Protection Specialist.
- e.* 0101 - Social Science (Water Resources Management).
- f.* 0110 - Economist.
- g.* 0150 - Geography.
- h.* 0184 - Sociology.
- i.* 0193 - Archeology.
- j.* 0401 - Biology.
- k.* 0408 - Ecology.
- l.* 0414 - Entomology.
- m.* 0430 - Botany.
- n.* 0460 - Forestry.
- o.* 0470 - Soil Science.
- p.* 0471 - Agronomy.
- q.* 0480 - General Fish and Wildlife Administration.
- r.* 0482 - Fishery Biology.
- s.* 0486 - Wildlife Biology.
- t.* 0801 - General Engineering.
- u.* 0804 - Fire Prevention Engineering.
- v.* 0806 - Materials Engineering.
- w.* 0807 - Landscape Architecture.
- x.* 0808 - Architecture.
- y.* 0810 - Civil Engineering.
- z.* 0819 - Environmental Engineering.
- aa.* 0830 - Mechanical Engineering.
- ab.* 0840 - Nuclear Engineering.
- ac.* 0850 - Electrical Engineering.
- ad.* 0855 - Electronics Engineering.
- ae.* 0871 - Naval Architecture.
- af.* 0880 - Mining Engineering.
- ag.* 0881 - Petroleum Engineering.
- ah.* 0893 - Chemical Engineering.

- ai.* 0896 - Industrial Engineering.
- aj.* 1008 - Interior Design.
- ak.* 1301 - General Physical Science.
- al.* 1310 - Physics.
- am.* 1313 - Geophysics.
- an.* 1315 - Hydrology.
- ao.* 1320 - Chemistry.
- ap.* 1330 - Astronomy and Space Science Statistician.
- aq.* 1350 - Geology.
- ar.* 1360 - Oceanography.
- as.* 1370 - Cartography.
- at.* 1372 - Geodesy.
- au.* 1373 - Land Surveying.
- av.* 1520 - Mathematics.
- aw.* 1529 - Mathematical Statistician.

#### **6-46. Functional officials**

The Chief of Engineers & Commander, USACE is the FC for CP-18. The Deputy Director, Military Programs, USACE is the FCR for CP-18.

#### **6-47. CP planning board**

The CP-18 Career Program Planning Board will assist the FC/FCR in managing and evaluating the CP-18 career program. The FCR will select members for the planning board that will provide appropriate representation from HQDA, MACOM, and installation levels. Planning board meetings are held “as needed” at the discretion of the FCR, who usually chairs the board.

#### **6-48. Professional registration**

Professional registration is not a mandatory requirement for entry or journey-level positions, or for most senior-level positions. However, certain positions require professional registration (see DA Pam 690-950).

#### **6-49. Placement and promotion policy**

*a.* Positions at the GS 5-7 entry level will be filled as interns IAW chapter 3 of this regulation. Exceptions must have prior approval of the FCR.

*b.* Positions at the GS-9-12 levels will be filled IAW local merit promotion plans.

*c.* Positions at the GS-13 - 15 levels will be announced Army-wide and will be open to all eligible candidates and VEOA applicants.

*d.* The FCR will review all GS-15 selections prior to finalization. Use of selection panels is recommended. Selection packages must be forwarded to the FCR prior to making an offer. They must contain information on composition of candidate pool, selection criteria used to develop the referral list, selection criteria used to determine candidates to be interviewed, names of selection panel members, and rationale for selection. Information must be provided which will show the consideration provided to minority and female candidates. Candidates must not be advised of selection recommendation until advisory is received from the FCR. The selecting official has the ultimate authority and responsibility for the selection.

*e.* Non-competitive reassignments to key positions listed in DA Pam 690-950 may not be made without prior written approval of the FCR. Requests for exception are not encouraged and will be approved only for extenuating circumstances such as encumbered positions after reorganization or overriding mission requirements. Requests for exception should be coordinated through the CPM chain to HQ USACE, CEHR-D, Washington, DC 20314-1000.

#### **6-50. Intern policy**

*a.* Positions at the GS-5-7 levels in CP-18 will be designated as interns. The target grade for CP-18 interns is GS-11. A GS-9 target level may be established for local interns under unique circumstances, but no target above GS-11 will be established without prior approval of the FCR.

*b.* Functional trainees are not appropriate within this CP. They will be used only in situations where journey-level positions are designated as “hard to fill” and are downgraded to GS-05 or GS-07 for recruitment purposes. Prior FCR approval is required. If approved, formal training plans will be established to provide the employee the opportunity to acquire the knowledge, skills, and abilities to perform effectively in the target position.

*c.* Local and centrally funded interns are required to sign the prescribed mobility agreement as a condition for selection. The mobility agreement must be completed prior to entrance on duty.

## **Section X**

### **Physical Security and Law Enforcement (CP-19)**

#### **6-51. Coverage**

a. CP-19 covers DA positions in the occupational series listed below where the preponderance of duties and functions are related to physical security, law enforcement, criminal investigations, or force protection and the position grade is equal to or greater than GS-09. Some series covered by CP-19 may also be in other CPs. Personnel should refer to the appropriate CPs for training, education, and development information based on position duties/functions. CP-19 does not cover either Inspector General or general intelligence positions. Although covered by a career field, Inspector General positions are not currently covered under a CP.

- (1) 0080 - Security Administration (Physical Security).
- (2) 0083 - Police.
- (3) 0085 - Security Guard.
- (4) 0301 - Miscellaneous Administration and Program.
- (5) 1801 - General Inspection, Investigation and Compliance.
- (6) 1810 - General Investigating.
- (7) 1811 - Criminal Investigating.

b. In addition to the series listed above, the following CF series are entry level contributors to the CP: 0006, Correctional Institution Administration; 0007, Correctional Officer; 0072, Fingerprint Identification; 0086, Security Assistant; 1802, Compliance Inspection and Support; 1812, Game Law Enforcement; 1890, Customs Inspection; and 1897, Customs Aid.

#### **6-52. Functional officials**

The Commander, USAMC is the FC for CP-19. The Command Provost Marshal, USAMC is the FCR for CP-19.

#### **6-53. Placement and promotion policy**

All positions will be filled through local merit promotion procedures using the guidance contained in chapter 2 of this regulation. Positions at GS-11 through GS-15 will be announced DA-wide and will remain open at least 30 days. The CPOC will forward a copy of the announcement to the CP-19 FCR.

#### **6-54. Intern policy**

ACTEDS centrally funded interns follow a 24-month intern training plan. The target grade is GS-11. Local intern positions may be established only with coordinated approval of the FCR. The target grade for local intern positions will be GS-09 or GS-11 depending on the employing organization's structure.

#### **6-55. CP planning board**

The CP-19 planning board assists the FCR with managing and evaluating the CP. The FCR selects members from HQDA, MACOM, and installation levels to ensure proper representation. The planning board meets at the discretion of the FCR, who usually chairs the board.

#### **6-56. Lateral reassignments**

All lateral reassignments of non-CP-19 careerists into CP-19 positions must be approved by the CP-19 FCR. If approved, the careerist must complete a training development plan approved by the FCR.

#### **6-57. Key positions**

Generally, all civilian manager, chief, and deputy chief positions at directorates and/or division within staff elements at HQDA and MACOM headquarters are designated as key positions. Below these levels, CP-19 positions that report directly to a commander of an MSC or the senior civilian or technical advisor to a command may also be considered "key." Appendix F of the CP-19 ACTEDS plan lists all key positions.

## **Section XI**

### **Quality Assurance Specialist (Ammunition Surveillance)(QASAS) (CP-20)**

#### **6-58. Coverage**

CP-20 covers DA positions in occupational series GS-1910, Quality Assurance, dealing with ammunition surveillance.

#### **6-59. Functional officials**

The Commander, USAMC is the FC for CP-20. The FCR is the Deputy to the Commander, U.S. Army Industrial Operations Command.

### **6-60. CP management committee**

The FCR appoints members to the QASAS CP management committee. Appointments will be primarily from among MACOM and senior level employees assigned to Army installations or activities. A civilian personnel representative from HQ, USAMC will be appointed to assist and advise the board. The committee will meet at least annually to assess the total effectiveness of the program and to consider recommendations made to the CP by careerists.

### **6-61. Placement and promotion policy**

*a. Directed placement.* All positions are filled by directed placement through the Ammunition Civilian Career Management Office.

*b. Duration of assignment.* The length of assignments will depend on various factors such as promotion opportunities, mission expansion or contraction, overseas requirements, and the demands of special projects.

### **6-62. Special provisions**

*a. Mandatory rotation.* As a condition of employment, careerists must agree to and sign a directed rotation agreement (see DA Pam 690-950).

*b. Physical requirements.* Careerists must meet the program's physical requirements and the Personnel Reliability Program requirements of AR 50-6.

*c. Careerists selection.* Careerists selection will be selected for promotions based on the rating and ranking lists developed at least annually by the QASAS CP screening panel. The FCR appoints panel members from all QASA careerists in grades GS-11 through 15.

### **6-63. Intern policy**

The CP-20 intern spends approximately 14 months in formal classroom training and an additional 10 months OJT. The target grade for interns is GS-09.

## **Section XII**

### **Public Affairs and Communications Media (PACM)(CP-22)**

#### **6-64. Coverage**

CP-22 covers DA positions in the occupational series, GS-1035, Public Affairs.

#### **6-65. Functional officials**

The Chief of Public Affairs is the FC for CP-22. The Senior Civilian Advisor to the Chief of Public Affairs is the FCR for CP-22.

#### **6-66. CP planning board**

The FCR convenes an annual planning board.

#### **6-67. Placement and promotion policy**

The FCR will participate in the selection process of all GS-15 positions in PACM to assure that equal employment goals have been considered. The FCR may require additional recruitment efforts to attract qualified women and minorities.

#### **6-68. Intern policy**

The target grade for locally and centrally funded interns is GS-09.

## **Section XIII**

### **Transportation Management (CP-24)**

#### **6-69. Coverage**

CP-24 covers DA positions in the occupational series listed below:

- a.* 0301 - Transportation Administration.
- b.* 0346 - Logistics Management (see para 6-72b).
- c.* 2101 - Transportation Specialist.
- d.* 2130 - Traffic Management.
- e.* 2150 - Transportation Operations.
- f.* 2161 - Marine Cargo

### **6-70. Functional officials**

The DCSLOG is the FC for CP-24. The Assistant Director for Transportation is the FCR.

### **6-71. CP planning board**

Planning board meetings are held "as needed" at the discretion of the FCR.

### **6-72. Placement and promotion policy**

*a.* The CRO for vacancies at grades GS-12 through GS-15 in occupational series 301, 2101, 2130, 2150, and 2161 is the Office of the Chief of Transportation, Fort Eustis, VA. Central referral is accomplished using a resume-based system. The policies and procedures can be found at [www.eustis.army.mil/ocot/civilian.htm](http://www.eustis.army.mil/ocot/civilian.htm).

*b.* Logistics management positions (346 series) cross CP lines, requiring knowledge in more than one of the CPs in the Logistics management area (Supply Management, Materiel Maintenance Management, or Transportation Management). An employee interested in referral for Logistics Management Specialist positions at grades GS-13 through GS-15 will be considered if registered in ACCES in CP-13, CP-17, or CP-24 and his or her referral desires (on the ACCES registration form) indicate interest in, and eligibility for, these positions. This does not apply to positions in Ammunition Management (CP-33).

*c.* Candidates requesting reassignment, promotion, or CLG to AAC critical positions must be registered in ACCES to be considered. (See chapter 4.)

### **6-73. Intern policy**

The target grade for locally and centrally funded interns is GS-09 or GS-11. The FCR will determine the target grade of ACTEDS centrally funded interns. The recruitment, hiring, training, and placement of ACTEDS centrally funded interns are managed by the Office of the Chief of Transportation, Fort Eustis, VA.

## **Section XIV**

### **Manpower and Force Management (CP-26)**

#### **6-74. Coverage**

CP-26 covers DA positions in the occupation series listed below:

- a.* 0301 - Miscellaneous Administration and Program (Manpower and Force Management)
- b.* 0343 - Management and Program Analysis.
- c.* 0896 - Industrial Engineer.

#### **6-75. Functional officials**

The ASA(M&RA) is the FC for CP-26. The Deputy Assistant Secretary of the Army (Force Management, Manpower & Resources) is the FCR for CP-26.

#### **6-76. Placement and promotion**

The CP-26 FCR will review all GS-15 referral lists prior to release of list to the CPAC and again prior to an offer being made. As a minimum, the review will include all material used by the CPO/CPOC/CPAC in the recruitment process before the job offer is made. This includes the DA referral list along with all attachments. The FCR may require additional recruitment efforts to attract well-qualified women and minorities.

#### **6-77. Intern policy**

The training plan for a CP-26 intern will normally be 24 months. The target grade for interns may be either GS-09 or GS-11 depending on the structure of the employing organization.

## **Section XV**

### **Housing Management (CP-27)**

#### **6-78. Coverage**

CP-27 covers DA positions in the occupational series, GS-1173, Housing Management.

#### **6-79. Functional officials**

The Assistant Chief of Staff for Installation Management is the FC for CP-27. The Chief, Army Housing Division is the FCR for CP-27.

#### **6-80. CP planning board**

The CP-27 planning board meets at the call of the FCR. All MCPMs are voting members.

### **6–81. Intern policy**

The target grade for interns in CP-27 is GS-09.

## **Section XVI**

### **Equal Employment Opportunity (EEO)(CP-28)**

#### **6–82. Coverage**

CP-28 covers DA positions in the occupational series GS-260, EEO.

#### **6–83. Functional officials**

The ASA(M&RA) is the FC for CP-28. The Director, Equal Employment Opportunity Agency is the FCR for CP-28.

#### **6–84. CP planning board**

The FCR convenes an annual planning board. All MACOM/IRA EEO Directors are voting members.

#### **6–85. MACOM/IRA career program managers**

MACOM/IRA EEO Directors are designated as MACOM career program managers in the CP-28. They will—

- a. Support the accomplishment of career management objectives.
- b. Ensure that career management actions are based on merit principles.
- c. Establish a process to ensure that all EEO careerists receive career counseling as appropriate and equal access to career development.
- d. Evaluate the effectiveness of career management activities IAW the objectives outlined in this regulation and in the EEO ACTEDS plan.

#### **6–86. Placement and promotion**

a. The ACCES referral system will normally be used to fill EEO permanent positions. Promotions will be through ACCES referral only. If there are insufficient candidates available for a given location, merit promotion procedures can be used only with the approval of the FCR.

b. The FCR will participate in the selection process of all key positions. Key positions are defined as MACOM and IRA EEO Director positions. As a minimum, participation will include contacting the selecting officials to provide guidance and assistance in defining selection criteria and recommending candidates for selection. MACOM EEO Directors will participate in the selection process of EEO Officers within their commands. The selecting official has the ultimate authority and responsibility for the selection. Only fully qualified candidates will be placed in EEO Officer positions.

#### **6–87. Intern policy**

The training plan for CP-28 interns is usually 24 months. The target grade level is GS-11.

## **Section XVII**

### **Education Services (CP-31)**

#### **6–88. Coverage**

CP-31 covers DA positions in the occupational series GS-1740, Education Services, and 1701, General Education and Training Series. For definitions of job categories, refer to the CP-31 ACTEDS Plan.

#### **6–89. Functional officials**

The Deputy Chief of Staff for Personnel is the FC for CP-31. The Director, Army Continuing Education System (ACES) is the FCR for CP-31.

#### **6–90. CP steering committee**

The CP-31 steering committee serves as the career program planning board. Membership consists of all HQDA CP-31 GS-14s and 15s, MACOM Directors of Education, and the senior CP-31 officials for U.S. Army Recruiting Command, U.S. Army Reserves, and U.S. Military Entrance Processing Command. The FCR will chair the committee which will meet twice annually at the call of the FCR. An executive board may be convened to act as an agent for the full board to respond to requirements of the FCR when it is not feasible to convene the entire planning board. The executive board will be chaired by the FCR and will be composed of the MACOM and ACES Headquarters CP-31 GS-14s and 15s, and the senior CP-31 officials indicated above.

#### **6–91. Placement and promotion policy**

a. The FCR will review all GS-15 selections prior to offers being made in CP-31. As a minimum, the review will include all material used by the CPOC/CPAC in the recruitment process before the job offer is made. This includes the

DA referral lists along with all attachments. The FCR may require additional recruitment efforts to attract well-qualified women and minorities.

*b.* MACOM Directors of ACES/Recruiting Program Administrators/Test Program Administrators/Education Services Officer will review requests for referral and participate in the selection process for all Education Services Officer/Education Specialists vacancies. As a minimum, participation will include contacting the selecting official to provide advice, guidance, and assistance in the definition of selection criteria and recommendation of candidates for selection. The selecting official has the ultimate authority and responsibility for the selection. The FCR will perform the same function for MACOM Director of Education vacancies.

#### **6-92. Intern policy**

The target grade for interns in CP-31 is GS-09 for counselor positions and GS-11 for all others.

### **Section XVIII**

#### **Training (CP-32)**

#### **6-93. Coverage**

*a.* CP-32 covers DA positions in the occupational series listed below where the preponderance of duties are related to training, new equipment training, or other training support functions:

- (1) 0301 - Miscellaneous Administration and Program.
- (2) 1701 - General Education and Training.
- (3) 1702 - Education and Training Support.
- (4) 1712 - Training Instruction.
- (5) 1750 - Instructional Systems Specialist.

*b.* Positions in series other than those listed above may also be covered when the preponderance of the duties are related to training, new equipment training or other training support functions. This includes interdisciplinary positions such as GS-180.

#### **6-94. Functional officials**

The Commander, U.S. Army Training and Doctrine Command (TRADOC) is the FC for CP-32. The Assistant Deputy Chief of Staff for Training is the FCR for CP-32.

#### **6-95. CP planning board**

In CP-32, the planning board is known as the Advisory Board. Membership consists of a representative from each major functional area, which includes the following:

- a.* New equipment training - USAMC.
- b.* AMC specialty schools - USAMC.
- c.* Health services training - Medical Command.
- d.* Training and audiovisual support centers - Forces Command.
- e.* Higher education and academic instruction - War colleges.
- f.* Headquarters administration - TRADOC.
- g.* Training development - TRADOC.
- h.* Training evaluation - TRADOC.
- i.* Staff and faculty training - TRADOC.
- j.* Training program administration - TRADOC.
- k.* Technical-vocational specialists - TRADOC (Two members - one to represent training specialists and one to represent instructors.)
- l.* U.S. Army Corps of Engineers training.
- m.* Army Signal Command training.

#### **6-96. Executive committee**

An executive committee of the Advisory Board may be established to act as an agent for the board to respond to requirements of the FC when it is not feasible to convene the entire Advisory Board. The executive committee will be chaired by the FCR, and will be composed of two voting members selected by the Advisory Board. The FCR will invite such additional board members as are required to attend meetings.

#### **6-97. Placement and promotion policy**

*a.* All CP-32 positions at grades GS-12 through GS-15 are filled through a DA-wide centralized referral system (ACCES) maintained and administered at HQ TRADOC. Registration and referral requirements are contained in DA Pam 690-950.

b. The FCR will review all GS-15 selections in CP-32. As a minimum the review will include all materials used by the CPOC/CPAC/CRO in the recruitment process before the job offer is made.

### **6-98. Intern policy**

The target grade for CP-32 interns is GS-11. They have a 24-month training plan and are trained at one of the designated regional training centers listed in the CP-32 ACTEDS plan.

## **Section XIX**

### **Ammunition Management (CP-33)**

#### **6-99. Coverage**

CP-33 covers DA positions in the occupational series listed below when the position's predominant duties and responsibilities are in the ammunition logistics functions:

- a. 0301 - Miscellaneous Administration and Program.
- b. 0340 - Program Manager.
- c. 0346 - Logistics Management Specialist (paragraph 6-71 is not applicable).
- d. 0802 - Engineering Technician.
- e. 0895 - Industrial Engineering Technician.
- f. 1101 - General Business and Industry.
- g. 1150 - Industrial Specialist.
- h. 1152 - Production Controller.
- i. 1601 - General Facilities and Equipment.
- j. 1670 - Equipment Specialist.
- k. 2001 - General Supply.
- l. 2003 - Supply Program Management.
- m. 2010 - Inventory Management Specialist.
- n. 2030 - Distribution Facilities and Storage Specialist.
- o. 2050 - Supply Cataloger.
- p. 2101 - Transportation Specialist.
- q. 2130 - Traffic Management.

#### **6-100. Functional officials**

The Commander, USAMC is the FC for CP-33. The Assistant Deputy Chief of Staff for Ammunition (ADCSA) is the FCR for CP-33.

#### **6-101. Special provisions**

- a. *Mandatory mobility.* Mandatory mobility is a requirement to ensure timely staffing of critical vacancies in hard-to-fill geographic areas.
- b. *Security clearance requirement.* Security investigations will be processed as outlined in AR 381-20. A SECRET clearance based on the requirements of the Personnel Reliability Program (PRP) and a successful background investigation) is required.

#### **6-102. CP planning board**

- a. *Membership.* The FC will appoint planning board members from installations and MACOMs in CONUS and OCONUS.
- b. *Responsibilities.* The board will meet at least annually to assess the total effectiveness of the CP and recommend desirable or necessary program changes.

#### **6-103. Placement and promotion policy**

All CP-33 positions at grades GS-11 through GS-15 are filled through a DA-wide centralized referral system maintained and administered by the Ammunition Management Career Program Office. (AMCPO), Defense Ammunition Center.

#### **6-104. Intern policy**

The training plan for CP-33 interns is 24 months. The target grade for interns is GS-09. Interns that successfully complete the program will qualify for positions in one of the following areas:

- a. GS-1150 - Industrial Specialist.
- b. GS-1670 - Equipment Specialist.
- c. GS-2001 - General Supply.

- d. GS-2130 - Transportation Management.

## **Section XX**

### **Information Technology Management (ITM)(CP-34)**

#### **6-105. Coverage**

CP-34 covers DA positions in the occupational series listed below. These series are clustered into groupings called career areas. The CP areas and their related series are as follows:

- a. GS-301-I Information Management career area: A GS-301-I, Information Management Specialist, typically involves competencies in more than one series or career area within ITM.
- b. Computer Career Area: GS-0334, Computer Specialist.
- c. Telecommunications Career Area: GS-0391, Telecommunications Specialist.
- d. Visual Information Career Area as follows:
  - (1) GS-1001, General Arts and Administration Specialist.
  - (2) GS-1020, Illustrator.
  - (3) GS-1060, Photographer.
  - (4) GS-1071, Audio-visual Production.
  - (5) GS-1084, Visual Information Specialist.
- e. Publishing Career Area as follows:
  - (1) GS-1082, Writer/Editor.
  - (2) GS-1083, Technical Writer/Editor.
  - (3) GS-1654, Printing Management.
  - (4) GS-0301, Printing/Publishing Specialist.
- f. Library Science Career Area: GS-1410, Librarian.
- g. Records Management Career Area: GS-0343, Management Analyst (when the preponderance of duties involve Records Management functions).

#### **6-106. Functional officials**

- a. The Director of Information Systems for Command, Control, Communications and Computers is the FC for Information Technology Management (ITM).
- b. The Director for Army Information Management is the FCR for ITM. The FCR carries out the duties described in chapter 1 of this regulation.
- c. The FCR will designate one or more Deputy Functional Chief Representative (DFCR) for each career area within the ITM CP. The FCR delegates duties to the DFCR's as they relate to the ITM CP.
- d. MACOM commanders will designate an ITM MCPM and one or more Deputy MCPMs. The MCPM will have a multi-disciplined background within ITM and will perform duties related to the ITM CP.
- e. Activity commanders will designate an ITM ACPM and Deputy ACPM. They will have a multi-disciplined background within ITM and will perform duties related to the ITM CP.

#### **6-107. CP planning board**

CP-34 appoints a CP planning board entitled the "ITM Advisory Council." The FC or the FCR chairs the ITM Advisory Council and may convene the council to seek Army-level guidance for a broad range of activities associated with the planning, development, and implementation of CP programs and services. The council consists of the DFCRs, senior HQDA and MACOM ITM civilians, ITM MCPMs, a CPOD representative, and may include other officials.

#### **6-108. Placement and promotion policy**

- a. CP-34 vacancies at the CP mandatory referral levels in the following career areas are filled using ACCES:
  - (1) Computer - GS-0334.
  - (2) Telecommunications - GS-0391.
  - (3) Visual Information - GS-1001, GS-1020, GS-1060, GS-1071 and GS-1084.
  - (4) Publishing - GS-1082, GS-1083, and GS-1654.
  - (5) Library Science - GS-1410.
  - (6) Records Management - GS-0343.
- b. Positions in GS-301-I, Information Management Specialist, and GS-1654, Printing Specialist, are excluded from ACCES. Merit promotion announcements for vacancies in these career areas must be announced Army wide.
- c. Candidates requesting reassignment, promotion, or CLG to AAC critical positions must be qualified for the appropriate CP track in ACCES. Refer to chapter 4 for more information.
- d. The FCR will review all GS-15 selections in ITM before the job offer is made. As a minimum, the review will include all material used by the CPOC/CPAC/CRO in the recruitment process. Supporting documentation will include

the career referral list, vacancy announcement, recruitment sources, job description, crediting plan with evaluation criteria, and the interview panel results and scores. The FCR may require additional recruitment efforts to attract well-qualified women and minority candidates.

#### **6-109. Intern policy**

The target grade level for locally and centrally funded interns is GS-11, with the exception of the Librarian, Visual Information, and Publishing Career Areas which is GS-09.

### **Section XXI**

#### **Intelligence (CP-35)**

##### **6-110. Coverage**

CP-35 includes all DA DCIPS civilian positions and employees in the following occupational series from grades 5 to Defense Intelligence Senior Level and Defense Intelligence Senior Executive Service.

- a. Intelligence specialist.
- b. Security specialist positions that perform intelligence related security functions for at least 51 percent of their time, as defined in AR 690-13.
- c. Scientific and technical positions engaged in production and or analysis of intelligence.
- d. Intelligence education and training positions.
- e. Positions classified in 301 when the predominate knowledge, skills, and abilities are intelligence or intelligence-related.
- f. Additional series or positions approved by the Office of the Deputy Chief of Staff for Intelligence and ASA(M&RA).

##### **6-111. Functional officials**

The Deputy Chief of Staff, Intelligence is the FC for CP-35. The Assistant Deputy Chief of Staff for Intelligence is the FCR for CP-35.

##### **6-112. CP planning board**

The planning board assists the FC as outlined in chapter 1. The board is composed of CP managers and selected representatives from the various CP-35 career areas. Planning board meetings are held on an "as needed" basis at the discretion of the FCR who usually serves as chairperson.

##### **6-113. Placement and promotion policy**

CP-35 uses vacancy announcements posted on the Army Civilian Personnel Online and Office of Personnel Management websites for its referral system. Organizations competitively filling intelligence specialist, security specialist, education and training, or engineer and scientist vacancies at the GS-14 level and above will open the vacancy to all sources for 30 days. Organizations filling CP-35 key or key leadership positions at any level must also post a vacancy announcement on the Army Civilian Personnel Online and OPM websites open to all sources for 30 days. Key positions are identified in the CP-35 ACTEDS plan.

##### **6-114. Intern policy**

The target grade for CP-35 interns must fall with the professional/administrative career path, full-performance grade band (10-13). The length of the training period varies from 24 months to 36 months. Interns are not subject to OPM time-in-grade requirements but must meet type, quality and quantity of qualification requirements specified in the applicable qualifications standards.

### **Section XXII**

#### **Military Personnel Management (CP-50)**

##### **6-115. Coverage**

CP-50 covers DA positions in the occupational series 0205 - Military Personnel Management Specialist.

##### **6-116. Functional officials**

The Commander, U.S. Total Army Personnel Command is the FC for CP-50. The Chief, Operations Management Division, Enlisted Personnel Management Directorate, is the FCR for CP-50.

##### **6-117. Placement and promotion policy**

All GS-205 positions in grades GS-11 through GS-15 are covered under CP-50. If covered positions are to be filled on a permanent basis through competitive promotion/selection procedures, they must be filled by referral of candidates who are registered in the CP-50 ACCES registrant database. However, on a case-by-case basis, such positions may be

engineered downward for recruitment purposes at the GS-205-7/9/11 grade levels. In such cases, the FCR's approval for exception must be obtained.

**6-118. Intern policy**

Interns may enter the program at the GS-5 or GS-7 level. Based on command needs, the functional official will determine the target grade of GS-9 or GS-11 for the intern. Interns may be acquired through merit system placement, co-op program placement, or through external hiring.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 50-6**

Chemical Surety (Cited in para 6-62.)

#### **AR 70-1**

Army Acquisition Policy. (Cited in para 4-2.)

#### **AR 600-3**

The Army Personnel Proponent System. (Cited in para 1-13.)

#### **AR 690-11**

Mobilization Planning and Management. (Cited in para 1-26.)

#### **AR 690-13**

Civilian Intelligence Personnel Management System (CIPMS) - Policies and Procedures. (Cited in paras 5-2, 5-5a, 6-110, 6-11F3.)

#### **AR 690-300, chapter 335**

Employment (Promotion, and Internal Placement). (Cited in para 2-11).

#### **DA Pam 70-3**

Army Acquisition Procedures. (Cited in para 4-2.)

#### **DA Pam 690-950**

Career Program Referral Registration and Administration. (Cited in paras 1-4, 1-15, 1-17, 1-21, 1-23, 2-4, 2-6, 2-8, 2-10, 2-11, 2-13, 3-3, 3-7, 3-27, 4-2, 5-5, 6-48, 6-49, 6-90, 6-96.)

#### **DODD 1400.34**

DOD Directive Civilian Intelligence Personnel Management System (CIPMS). (Cited in para 5-2.)  
<http://wev7.whs.osd.milcorres.html>

#### **DOD 1400.34-M**

DOD Civilian Intelligence Personnel Management System (CIPMS). (Cited in para 5-2.)

### **Section II Related Publications**

A related publications is merely a source of additional information. The user does not have to read it to understand this regulation.

#### **AR 672-20**

Incentive Awards

#### **AR 690-12**

Equal Employment Opportunity and Affirmative Action

#### **AR 690-200, chapter 250**

General Personnel Provisions, Personnel Management in Agencies

#### **AR 690-300, chapter 351-1**

Employment Civilian Personnel, Reduction in Force

#### **AR 690-400, chapter 410**

Employee Performance and Utilization, Training

**AR 690-400, chapter 413**

Employee Performance and Utilization, Management Development

**AR 690-400, chapter 4302**

Employee Performance and Utilization, Total Army Performance Evaluation System

**AR 690-900**

Civilian Personnel-General and Miscellaneous

**DOD 1400.20-1-M**

DOD Program for Stability of Civilian Employment: Policies, Procedures and Programs Manual

**DOD 1430.10-M-3**

DOD-wide Intelligence Career Development Program (ICDP)

**DOD 5000.52-M**

Acquisition Development Career Program.

**DODD 1400.35**

Defense Civilian Intelligence Personnel System (DCIPS).

**DODI 1404.12**

Employment of Spouses of Active Duty Military Members Stationed Worldwide

**DODI 5000.55**

Reporting Management Information on DOD Military and Civilian Acquisition Personnel and Positions

**DODI 5000.58**

Defense Acquisition Workforce

**Executive Order 12721**

Military Spouse Preference EO. Available online at <http://envirotext.eh.doe.gov/data/eos/bush/1900730.html>

**Joint Travel Regulation, Volume 2**

Available online at <http://www.dtic.mil/perdiem/trulregs.html>

**Qualification Standards Handbook**

Qualification Standards for Positions Under the General Schedule. Available online at <http://www.opm.gov/qualifications/index.htm>

**OPM Introduction to the Position Classification Standards.**

Available online at <http://www.opm.gov/fedclass/html/gclass.htm>

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

This form is available on the Army Electronic Library (AEL) CD Rom (EM 0001) and the USAPA web site ([www.usapa.army.mil](http://www.usapa.army.mil))

**DA Form 11-2**

Management Control Evaluation Certification Statement

## **Appendix B Management Control Evaluation Checklist**

### **B-1. Function**

The function covered by this checklist is Army Civilian Training, Education and Development System (ACTEDS) Funding Control for Training, Salaries and Permanent Change of Station (PCS) Costs for centrally funded interns (AR-690-950).

### **B-2. Purpose**

The purpose of this checklist is to assist managers in evaluating the key management controls listed below. It is not intended to cover all controls.

### **B-3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, interviewing, sampling and simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

### **B-4. Test Questions**

- a.* Is there a written FY Training Plan for each intern which is approved by the career program functional officials and which is based on MITP requirements?
- b.* Are training objectives, plus projected training costs for ACTEDS interns, identified in the activity FY Training Plan?
- c.* Are controls established to track resources?
- d.* Are controls established to ensure that ACTEDS centrally funded interns are reassigned to local spaces upon completion of the 24-month limitation on ACTEDS rolls or upon promotion to the target grade level, whichever occurs first?

### **B-5. Supersession**

This checklist replaces the checklist for Personnel Activities/ACTEDS Management previously published in DA Circular 11-90-2, 28 Sep 90.

### **B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to ASA(M&RA), ATTN: SAMR-CP-CPO, CPOD, 200 Stovall Street, Alexandria, VA 22332-0320.

## **Glossary**

### **Section I Abbreviations**

#### **AAC**

Army Acquisition Corps

#### **AAW**

Army Acquisition Workforce

#### **ACCES**

Army Civilian Career Evaluation System

#### **ACES**

Army Continuing Education System

#### **ACPM**

Activity Career Program Manager

#### **ACTEDS**

Army Civilian Training, Education and Development System

#### **ADCSA**

Assistant Deputy Chief of Staff for Ammunition

#### **AEP**

Affirmative Employment Program/Plan

#### **AMCPO**

Ammunition Management Career Program Office

#### **AR**

Army regulation

#### **ASA(M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

#### **BQ**

best qualified

#### **CFR**

Code of Federal Regulations

#### **CIPMS**

Civilian Intelligence Personnel Management System

#### **CLG**

Change to lower grade

#### **CONUS**

Continental United States

#### **CP**

Career Program

#### **CHRM**

Civilian Human Resource Management

#### **CPAC**

Civilian Personnel Advisory Center

**CPD**

Civilian Personnel Director

**CPM**

Career Program Manager

**CPOC**

Civilian Personnel Operations Center

**CPOD**

Central Program Operations Division

**CPOL**

Civilian Personnel OnLine

**CPPC**

Career Program Policy Committee

**CRO**

Central Referral Office

**DA**

Department of the Army

**DASA(CPP)**

Deputy Assistant Secretary of the Army (Civilian Personnel Policy)

**DCIPS**

Defense Civilian Intelligence Personnel System

**DCS**

Deputy Chief of Staff

**DCSLOG**

Deputy Chief of Staff for Logistics

**DFCR**

Deputy Functional Chief Representative

**DISCAS**

Defense Intelligence Special Career Automated System

**DOD**

Department of Defense

**DODI**

Department of Defense Instruction

**EEO**

Equal Employment Opportunity

**FC**

Functional Chief

**FCR**

Functional Chief Representative

**FLSA**

Fair Labor Standards Act

**FOA**

Field Operating Agency

**FY**

Fiscal year

**HQDA**

Headquarters, Department of the Army

**IDP**

Individual Development Plan

**ITM**

Information Technology Management

**IAW**

in accordance with

**IRA**

Independent Reporting Activity

**JTR**

Joint Travel Regulation

**KSA**

Knowledges, skills, and abilities

**MACOM**

Major Army command

**MCPM**

MACOM Career Program Manager

**MITP**

Master Intern Training Plan

**MMM**

Materiel Maintenance Management

**MSC**

Major Subordinate Command

**MTP**

Master Training Plan

**OASA(M&RA)**

Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs)

**OCONUS**

Outside Continental United States

**OJT**

on-the-job training

**OPM**

Office of Personnel Management

**PACM**

Public Affairs and Communications Media

**PCS**

permanent change of station

**PMI**

Presidential Management Intern

**PPP**

Priority Placement Program

**QASAS**

Quality Assurance Specialist (Ammunition Surveillance)

**RIF**

Reduction-in-force

**RNO**

Race and national origin

**SES**

Senior Executive Service

**SME**

Subject matter expert

**TAPES**

Total Army Performance Evaluation System

**TDA**

Tables of distributions and allowances

**TDY**

Temporary duty

**TOF**

Transfer of function

**TRADOC**

U.S. Army Training and Doctrine Command

**USACE**

U.S. Army Corps of Engineers

**USACPEA**

U.S. Army Civilian Personnel Evaluation Agency

**USAMC**

U.S. Army Materiel Command

**USC**

United States Code

**VEOA**

Veteran's Employment Opportunity Act

**VRA**

Veterans Readjustment Appointment

**Section II****Terms**

**Affirmative Employment Plan for Women and Minorities/Affirmative Action Plan for Individuals with Disabilities**

Action required to achieve appropriate representation of minorities, women, and persons with disabilities at all grade levels within the DA work force.

**Career development**

A method of obtaining additional knowledge, skills, and abilities within a career program through training, assignment, or self-development.

**Career field**

Includes career program positions (professional and administrative) and also functionally related clerical and technical positions which are grouped together for life-cycle management purposes.

**Career program**

Specified occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics.

**Career program employee**

A DA employee whose position has been identified as being covered by an occupational series and functional area in a DA CP.

**Career program registrant**

An employee who files for referral, is rated eligible for a position covered by a CP central referral system, and is within the area of consideration.

**Competitive service**

All civilian positions in the federal government that are not specifically excepted from the civil service laws by or under statute, by the President, or by OPM, and not in the SES.

**Competitive status**

Status acquired after the employee has served a satisfactory probationary period under a career or career-conditional appointment.

**Delegated examining authority**

An agreement between OPM and an agency authorizing that agency to recruit applicants, evaluate their qualifications, establish competitive registers of eligible candidates, and issue certificates of eligibles.

**Department of the Army Central Referral Office**

Offices designated to develop DA-level referral rosters and administer DA career program files for particular career programs.

**Excepted Service**

All positions in the executive branch of the federal government which are specifically excepted from the competitive service by statute, by the President, or by OPM, and which are not in the SES.

**Family member**

Spouses and unmarried children of the DOD civilian or military employee who have not reached their 23rd birthday.

**Functional Trainee**

An employee occupying a local TDA position which has been engineered from a target level to a lower level and announced with indication of promotion potential. The employee receives OJT and whatever other training is deemed necessary to learn how to perform a specific job rather than the broad OJT and formal training outlined in the DA MITP. Functional trainees are not reported as interns.

**Intern**

An employee who has met all entrance requirements for an entry-level position in an established career program. The employee accepts an obligation to complete a highly structured training program and occupies a position with known potential for noncompetitive promotion to the target level. The intern may be centrally or locally funded.

**Key positions**

Positions involved in determining strategy, plans, and, or policy. These positions are the “target positions” for progression within the career program and are reported by ACPMs to the FCR.

**MACOM referral inventories**

Those MACOMs and specifically designated independent IRAs maintaining MACOM referral inventories.

**Master intern training plan**

A detailed training plan issued by HQDA showing on-the-job training and formal courses that will prepare career interns for target-level career program positions DA-wide.

**Next appropriate vacancy**

A vacancy for which the candidate has indicated geographical availability and for which the candidate has been determined to be highly qualified, as defined in AR 690-300, chapter 335.

**Nondisqualifying disability**

Any disability that permits the candidate to perform essential functions of the job safely with allowances for reasonable accommodations, if needed.

**Outside registrant**

Any status applicant for a DA career program position not currently employed by DA who files for referral consideration.

**Priority Placement Program**

A DOD program which promotes stability of employment of DOD civilian personnel. It is a job assistance placement program for civilians affected by base closures, RIF, consolidations, contracting out, position classification decisions, TOFs, rotation from overseas, and movement of military sponsors to new duty stations.

**Referral rosters**

A standing list of candidates for referral to positions of the same, higher, or lower grade on the basis of review and evaluation.

**Reinstatement**

The noncompetitive reemployment into the competitive service as a career or career-conditional employee of a person who acquired eligibility for such action as a result of previous service.

**Spouse preference eligible**

The wife or husband of an active duty military member of the Armed Forces, including a member of the U.S. Coast Guard, relocating because of service under a statutory tour.

**Subject matter expert**

An individual who is, or has been in, or managed the resources of (including a comparable military area of concentration) the career field for which the employee is registering.

**Target position**

The position in which the intern is placed when the training program is completed.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 060007-000**