

Army Regulation 690–950–4

Civilian Personnel

**Military
Intelligence
Civilian
Excepted
Career
Program**

**Headquarters
Department of the Army
Washington, DC
21 January 2022**

UNCLASSIFIED

SUMMARY of CHANGE

AR 690–950–4

Military Intelligence Civilian Excepted Career Program

This major revision, dated 21 January 2022—

- o Outlines the objectives of the Military Intelligence Civilian Excepted Career Program to account for increasing mission support requirements (para 1–7).
- o Revises roles and responsibilities (chap 2).
- o Clarifies that U.S. Army Intelligence and Security Command establishes provisions on conditions of employment for program employees (para 3–5).
- o Adds a paragraph on the selection procedures for hiring program employees (para 3–7).
- o Specifies performance management procedures for program employees (chap 4).
- o Outlines the channels of communication that program managers will use to communicate with program employees (chap 5).
- o Adds a chapter on the provisions on professional and career development (chap 8).
- o Adds a chapter on assignments and tour lengths (chap 9).
- o Updates the list of references (app A).
- o Revises the internal control evaluation (app B).
- o Revises the regulation to conform to Defense Civilian Intelligence Personnel System terminology and requirements (throughout).

Civilian Personnel

Military Intelligence Civilian Excepted Career Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



MARK F. AVERILL
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History. This publication is a major revision.

Summary. This regulation establishes special criteria and procedures for the referral and selection, registration, training, career development, assignment, and appraisal of Military Intelligence Civilian Excepted Career Program members engaged in human intelligence and counterintelligence functions worldwide. It describes the Military Intelligence Civilian Excepted Career Program as an Army program for civilian personnel in sensitive defense intelligence positions, engaged in intelligence and counterintelligence investigations and activities, offensive counterintelligence operations, and other

intelligence missions deemed appropriate for inclusion in the program by the Deputy Chief of Staff, G-2.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. This regulation applies to Department of the Army Civilians.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-2. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the

policy proponent. Refer to AR 25-30 for specific requirements.

Army internal control process. This regulation contains internal controls and provides an internal control evaluation for use in evaluating key internal controls (see app B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-2 (DAMI-ZA), 1000 Army Pentagon, Washington, DC 20310-1000.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-2 (DAMI-GXH), 1000 Army Pentagon, Washington, DC 20310-1000.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1

General Provisions

1–1. Purpose

This regulation prescribes policy and procedures for the recruitment, employment, development, career management, performance management, assignment, and retention of Military Intelligence Civilian Excepted Career Program (MICECP) employees. MICECP currently covers certain civilian personnel in the counterintelligence (CI), human intelligence (HUMINT), and specialized technical fields, as well as certain civilian personnel performing operational support functions. This regulation supplements the policies and requirements of AR 690–950, Army Defense Civilian Intelligence Personnel System (DCIPS) policies (available at <https://www.dami.army.pentagon.mil/site/dcips/>), and other applicable Army regulations on civilian personnel management.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

See chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Authority

Public Law 104–201 (codified in Title 10, United States Code, Chapter 83 (10 USC Chapter 83)), known as the DoD Civilian Intelligence Personnel Policy Act of 1996, authorizes the Secretary of Defense to establish an excepted service personnel management system for civilian defense intelligence employees. This regulation prescribes Department of the Army (DA) policy and procedures to support the personnel and career management of Army DCIPS employees in MICECP.

1–7. Position coverage

a. MICECP covers the following Army positions:

(1) All DCIPS positions in the 0132 series which are in the professional and supervision/management work categories in the entry/developmental through the expert work levels that are reflected on the U.S. Army Field Support Center (USAFSC) table of distribution and allowances (TDA).

(2) Other DCIPS positions designated in writing by the Deputy Chief of Staff (DCS), G–2.

b. The use of MICECP assets to fill operational and critical operational support requirements is a key aspect of the program and provides a method to integrate a wide range of skills and abilities from within DoD and other federal agencies to meet evolving intelligence requirements and missions. These positions generally perform one or more of the following activities: CI, to include the functions of investigations, collection and reporting, analysis and production, operations (both offensive and defensive), and technical services (technical surveillance countermeasures, intelligence polygraph, and CI cyber activities); HUMINT collection, interrogation, strategic debriefing, and HUMINT operations; and other specialized and technical intelligence and related activities in support of DoD and U.S. national security objectives.

c. Units and activities will identify the need for MICECP positions.

(1) MICECP personnel perform sensitive intelligence duties in both nonforeign areas and foreign areas locations. In general, MICECP employees will be rotated approximately every 3 to 5 years, for the needs of the Army, and duty location will determine actual tour lengths. Absent an exception, standard tours of duty for employees assigned foreign areas are 36 months under initial service agreements and 24 months under renewal service agreements. In addition,

MICECP employees may deploy to other than assigned geographic areas in support of military operations, as required. A MICECP employee who fails to accept a rotational assignment or deployment may be subject to administrative action, to include removal from federal service.

(2) To serve as CI special agents, MICECP employees assigned to CI functional positions must successfully complete the Counterintelligence Special Agent Course (CISAC) or the Counterintelligence Officer Course (CIOC) conducted at the U.S. Army Intelligence Center of Excellence (USAICoE). MICECP employees assigned to nonfunctional CI positions, such as overt debriefers, are generally authorized to attend the CISAC or CIOC but completion of such courses is not a prerequisite for performance of their duties.

(3) MICECP employees assigned to HUMINT operational positions must be graduates of the appropriate course that certifies them to the level of HUMINT operation to which they will be assigned (see para 8-4a). Employees assigned to nonfunctional HUMINT positions are not precluded from attending HUMINT training, if space is available.

(4) Commander, U.S. Army Intelligence and Security Command (INSCOM) or his or her designated representative will approve the establishment of all MICECP positions.

1-8. Program objectives

a. The MICECP is an intelligence personnel management program designed to provide highly qualified and motivated intelligence professionals to fill sensitive and critical CI, HUMINT, and other specialized intelligence positions worldwide in direct support of Army commanders, intelligence community agencies, and joint commands. Commander, INSCOM or his or her designated representative conducts continuous review of Army and DoD intelligence personnel requirements to assist in providing qualified personnel to both traditional and emerging intelligence disciplines. To help maintain currency of experience and professional competence, Commander, USAFSC will appoint and supervise the Director, MICECP, who will administer an orderly rotation program with alternating assignments in primary specialties and staff assignments in both nonforeign areas and foreign areas.

b. The objectives of the MICECP are to:

(1) Recruit, hire, develop, assign, and retain technically skilled CI, HUMINT, and other intelligence specialists to meet the operational and strategic requirements of Army intelligence organizations.

(2) Provide flexibility and continuity in the management of a civilian intelligence career program in order to deploy highly qualified and specialized intelligence professionals in a wide range of intelligence and intelligence support disciplines to designated user (supported) organizations throughout the Army and the intelligence community.

(3) Seek to maintain high standards and constantly improve the quality of MICECP personnel to assure the preservation of the program's credibility, integrity, and professional expertise throughout the DoD and the intelligence community.

(4) Provide a centrally managed civilian career development and assignment program to meet requirements to support authorized operational and strategic intelligence activities at all echelons of the Army.

(5) Establish, develop, and maintain a specialized and centrally managed career development and assignment program for operational and strategic intelligence professionals, to include mechanisms and procedures for appropriate career progression and transition.

(6) Develop and maintain a mobilization capability which will ensure the availability and continued utilization of MICECP personnel in the event a national command authority declares mobilization, national emergency, or open hostilities directed against the United States or its allies.

(7) Identify, in conjunction with INSCOM and supported commands and activities, those positions which will be designated as Emergency Essential, Noncombat Essential, and/or key in accordance with DoDD 1200.7.

Chapter 2 Responsibilities

2-1. Deputy Chief of Staff, G-2

a. DCS, G-2 will—

(1) Oversee INSCOM's management of the MICECP.

(2) Exercise responsibility for MICECP planning, programming, resourcing, and policy.

(3) Coordinate with DCS, G-1, as appropriate, on MICECP matters.

(4) Approve all assignments of GG-15 MICECP positions.

b. Director, Army G-2X will—

(1) Exercise Army staff responsibility for oversight and accountability of the MICECP Program and assign a person on the DCS, G-2 staff to coordinate policy and programming for MICECP.

- (2) Participate in the development of individuals to GG-14 and GG-15 positions in MICECP.
- (3) Approve the assignments of MICECP personnel to the Army staff.
- c. Commander, INSCOM will—
 - (1) Manage the MICECP.
 - (2) Ensure that the MICECP Division, USAFSC, is organized and resourced for the purpose of providing effective, centralized management of MICECP.
 - (3) Implement and maintain DCS, G-2 directed standards, policies, and requirements for the program.
 - (4) Approve the creation of and monitor the allocation of MICECP manpower spaces.
 - (5) Develop procedures for the utilization of MICECP employees in cover positions as specified by classified publication AR 381-102.
 - (6) Provide oversight of MICECP activities through command inspections and the review of the policies and procedures specified in this regulation.
 - (7) Ensure that the Assistant Chief of Staff, Resource Management, INSCOM, conducts annual budget and resource reviews to ensure the fiscal soundness of the program.
 - (8) Establish procedures for management of the program that are consistent with policies and practices used in the DCIPS enterprise and that support the unique needs of the MICECP.
 - (9) Serve as the DCIPS Command Performance Management Performance Review Authority (PM PRA) for all MICECP employees.
 - (10) Through the INSCOM Reserve Program, manage individual mobilization augmentation positions, to include those filled by MICECP employees.
 - (11) Review all assignments to GG-14 MICECP positions and recommend approval of GG-15 position assignments.
 - (12) Validate results of civilian high grade selection panels.
- d. Commander, USAFSC will—
 - (1) Consistent with guidance from INSCOM, allocate manpower spaces currently in the program and ensure accurate resource documentation for all additional assets integrated into MICECP.
 - (2) Centrally manage MICECP personnel assignments and career development in accordance with INSCOM guidelines. Subject to the review and approval by the Commander, INSCOM required under this regulation, approve all MICECP assignments.
 - (3) Serve as the DCIPS Organizational PM PRA for all MICECP employees.
 - (4) Ensure the completion of annual performance appraisals using the DCIPS Performance Appraisal Application (PAA) or the manual DD Form 2906D (Defense Civilian Intelligence Personnel System (DCIPS) Performance Appraisal) and exercise oversight to ensure that rating officials effectively manage the performance of assigned MICECP employees.
 - (5) Serve as the selecting official when filling vacant MICECP positions. This authority can be delegated to the MICECP Director.
 - (6) Subject to coordination with the gaining supported command or activity, reassign employees from MICECP positions into non-MICECP positions for which they qualify, based upon the needs of the MICECP program.
 - (7) Serve as the deciding official on proposed disciplinary and adverse actions for all MICECP employees except individuals assigned to support DCS, G-2; Headquarters, DA; other INSCOM units; or the 650th Military Intelligence Group.
 - (8) Report derogatory information concerning MICECP personnel to INSCOM, appropriate security manager(s), and, as required, to the DoD Consolidated Adjudications Facility.
 - (9) Select the Director, MICECP Division.
- e. Director, MICECP Division will—
 - (1) Advise DCS, G-2; Commander, INSCOM; Commander, USAFSC; and MICECP supported units and activities on MICECP career management and assignments.
 - (2) Coordinate with USAFSC and the commanders of MICECP supported organizations to determine annual MICECP Division staffing requirements.
 - (3) Ensure the policies of this regulation and procedures established by INSCOM and USAFSC on management of MICECP personnel are effectively implemented.
 - (4) Recruit, hire, compensate, develop, assign, utilize, train, and retain an effective MICECP workforce.
 - (5) Establish and maintain the MICECP career development and management system consistent with the guidelines developed by INSCOM and based on input from MICECP users and USAFSC.

(6) Assist supervisors in providing information to employees on career paths, career progression, the requirements and benefits of mobility and developmental assignments, and career expectations based upon such factors as employee desires, level of performance, and availability of MICECP positions.

(7) Monitor training programs for quality assurance.

(8) Coordinate the capabilities of the MICECP with the USAFSC and commanders of supported units and activities, as required, to assist supervisors on such matters as DCIPS, MICECP training, career development, and career opportunities.

(9) Manage MICECP employee assignments and reassignments subject to approval of the Commander, USAFSC.

(10) Manage career development, formal training, and education programs for the MICECP.

(11) Assist INSCOM and USAFSC with the development, documentation, and implementation of appropriate procedures pertaining to the effective administration of the MICECP.

(12) Ensure supported commands, activities, and MICECP personnel receive appropriate civilian human resource advice and assistance in conjunction with the servicing Civilian Human Resources Agency (CHRA) Personnel Advisory Center.

(13) Oversee the implementation of all facets of DCIPS for MICECP and ensure compliance with DCIPS policies and guidelines.

(14) Maintain personnel data records for employees not covered by the Defense Civilian Personnel Data System in a database of record. This database will contain, at a minimum, the data fields based on the reporting requirements of the Central Personnel Data File, Enterprise Human Resources Integration, and Office of Personnel Management. For that portion of the MICECP, the Director, MICECP will—

(a) Establish procedures for the participation of MICECP employees in required DoD registrations and provide the necessary MICECP interface with other DA and DoD career programs such as Career Program 35 (Intelligence and Security) or the Intelligence Community Joint Duty Program.

(b) Coordinate DA and DoD registration related program issues with the DCS, G-2.

(c) Use internally established procedures to maintain and fill positions affected by the restrictions of AR 381-102.

(15) Manage the program consistent with the merit system principles and controlling law, regulations, and policies.

(16) Manage the civilian high grade selection panels, ensure panels are convened in accordance with INSCOM guidelines, and submitted to INSCOM for proper validation.

2-2. Director, Civilian Human Resources Agency

The Director, CHRA will—

a. Execute civilian human resource management authority for MICECP personnel as delegated by the Commander, INSCOM.

b. Administer the full spectrum of CHRA-provided services to support MICECP in accordance with applicable, laws, regulations, and policies.

2-3. Commanders of organizations with supporting Military Intelligence Civilian Excepted Career Program personnel

The commanders of organizations supported by MICECP employees—

a. Identify and request the transfer of billets from their organizations to the USAFSC TDA.

b. Ensure the completion of mid-point reviews, close out evaluations and annual performance evaluations for MICECP employees as required, and provide copies of the reports to Director, MICECP using DD Form 2906D.

c. Provide input to USAFSC regarding requirements of the unit that may impact USAFSC manning documents, such as changes in locations, unit restructure, or foreign language requirements.

d. Afford MICECP members the opportunity to use all reasonably available means to communicate with the Director, MICECP and MICECP Division staff.

e. Provide and program funds for specialized job unique training and education of MICECP personnel.

f. Exercise control and supervision over the MICECP employees supporting their organizations.

g. Provide the Director, MICECP with an accurate position description using Optional Form (OF) 8 (Position Description), foreign language requirements, and DCIPS performance plans for each MICECP employee within established timelines.

h. Develop individual development plans (IDPs) with the employee and MICECP Division.

i. Implement MICECP personnel management policies, such as mentoring and incentive awards, as disseminated by INSCOM and MICECP Division.

j. Justify to the DCS, G-2 and INSCOM, through USAFSC, all proposed assignments or duties for MICECP employees that require support as specified in AR 381-102.

- k.* Ensure compliance with the annual health assessment requirements for employees assigned to emergency essential and noncombat essential positions.
- l.* Report derogatory information in accordance with AR 380–67 and provide Commander, USAFSC with an information copy. Matters that involve CI concerns will be identified to supporting CI units prior to making entries into the Joint Personnel Adjudication System.
- m.* Ensure memorandum of agreements are in place with MICECP Division that clearly define the roles and responsibilities of assigned MICECP employees.

Chapter 3

Employment and Placement

3–1. Recruitment

- a.* MICECP recruits to fill specialized positions that support the intelligence community. MICECP recruitment and placement is intended to provide maximum flexibility within statutory and regulatory guidelines to recruit high-quality, diverse candidates from both internal (federal) and external (nonfederal) sources. Consistent with merit system principles, MICECP recruitment and placement procedures may include any combination of internal and external recruitment sources, allowing concurrent consideration of all sources identified and selection from any appropriate source.
- b.* In accordance with 10 USC 422, MICECP is authorized to purchase promotional items of nominal value to aid in recruitment of potential employees.
- c.* MICECP employees will be fully integrated into MICECP to meet and maintain operational requirements designed to identify and counter the foreign threat and the vulnerabilities of emerging technologies or activities. The current established work levels are entry and developmental to expert (GG–07 to GG–15) for MICECP employees in the professional work category and full performance to expert (GG–11 to GG–15) for employees in the supervision and management work category.
- d.* MICECP will use the authority granted by 10 USC 1601 to structure recruitment and appointment programs that provide the most direct access to local or national sources of high-quality, diverse candidates.
- e.* All MICECP employees are assigned to positions on the USAFSC TDA, but most will perform duties at other supported organizations.
- f.* All MICECP applicants must have a verified language per the Defense Language Proficiency Test, or have a passing Defense Language Aptitude Battery score.

3–2. Estimating and reporting

- a.* Supported organizations will provide appropriate manpower supporting data to USAFSC as requested.
- b.* USAFSC will determine total program recruitment requirements on a continuing basis. These requirements will be validated in accordance with available manpower resources for the development of appropriate staffing plans.
- c.* USAFSC will report recruitment requirements, available resources, and recruitment plans to the Assistant Chief of Staff, G–1, INSCOM.

3–3. General

- a.* Consistent with merit system principles and the policies implemented by INSCOM and USAFSC, MICECP Division will recruit, screen, interview, and assess, applicants to identify high-quality, diverse candidates who possess the requisite qualifications, competencies, and aptitude to fill MICECP positions.
- b.* MICECP Division will establish and maintain an external accessions officer (EAO) capability by utilizing the greater MICECP workforce to assist in its accessions function. EAOs will conduct interviews and draft reports under the direction of the Chief, MICECP Accessions.
- c.* When MICECP Division solicits employment applications and public notification and advertising are used, the announcements will contain the information required by DoDI 1400.25.
- d.* For placements commonly made through college recruitment programs or in conjunction with established DCIPS or INSCOM special employment programs, the announcements used in support of those programs will qualify as public notice or publication of vacancy notices. Records for these types of external recruitment actions must include documentation to ensure compliance with merit system principles and applicable veterans' preference procedures.

3-4. Personal attributes

The successful performance of the duties of MICECP positions requires distinct personal attributes, interpersonal skills, and talents. Successful applicants for MICECP positions will have:

- a.* Unquestioned loyalty to the United States.
- b.* Honesty and integrity of the highest order and an acute sense of duty.
- c.* A compelling interest in and the aptitude to perform the missions for which MICECP personnel are assigned.
- d.* Intelligence, common sense, and self-discipline.
- e.* Maturity, good judgment, an even temperament, and the ability to understand and carry out direction from supervisors.
- f.* Respect for authority and the ability to lead, follow, and exercise tact, diplomacy, and discretion.
- g.* The ability to get along with all types of people and to inspire confidence.
- h.* Self-confidence and respect for the opinions of others.
- i.* The desire and ability to learn and to enhance knowledge.
- j.* Excellent communications skills.
- k.* Flexibility in handling potentially difficult and emerging situations.

3-5. Conditions of employment

- a.* Applicants are required to sign a mobility agreement and statement indicating they understand the conditions of employment that apply to the position and acknowledge the consequences of failing to meet required conditions. Applicants who do not meet applicable conditions of employment will not get appointed and failure to accept the specified conditions of employment may be grounds for withdrawal of an employment offer. Employees who do not meet or maintain a condition of employment may be denied assignment to a position or may be removed from a position requiring a condition of employment, by reassignment, demotion, or removal from the position or Federal service in accordance with law and applicable regulations.
- b.* MICECP conditions of employment will be established by INSCOM.
- c.* MICECP conditions of employment will be reviewed periodically by USAFSC and INSCOM.
- d.* Employees must successfully complete all required certification and training applicable to their discipline, position, and grade as outlined in applicable Army regulations and policies.

3-6. Application procedures

- a.* Individuals applying for positions under a vacancy announcement will follow the procedures described in that announcement.
- b.* A MICECP Division recruiter may contact qualified applicants to schedule an interview, if appropriate.
- c.* Subsequent to the closing of a job announcement, the selection process will proceed in accordance with procedures established by INSCOM.
- d.* All MICECP employees will complete a trial period as required by DoDI 1400.25. During the trial period, an employee may be separated with no right of appeal outside the DoD (except as provided for preference eligible defined as “employees” in 5 USC 7511(a)(1)(B)) at any time if it is determined that the employee’s conduct or performance is unsatisfactory.

3-7. Selection procedures

- a.* Selections for employment will be made consistent with the merit system principles. Selections will be made from among qualified applicants based solely on valid job-related criteria. Selections may not be based on race, color, religion, sex (including gender identity or sexual orientation), national origin, age, disability, reprisal, or genetic information. Selections also may not be based on nonmerit factors such as marital status or political affiliation.
- b.* Selectees must meet the minimum qualification requirements established for the work category, occupation, work level, and pay grade of the position.
- c.* MICECP crediting plans generally will emphasize quality of experience over the duration of experience, and will assess whether the experience reflects the knowledge, skills, abilities, and competencies necessary for successful job performance in the DCIPS occupational structure and MICECP position.
- d.* Commander, USAFSC will be the selecting official for all MICECP positions.

Chapter 4

Performance Management and Management–Employee Relations

4–1. General

- a.* Performance plans, midpoint performance reviews, and performance evaluations for MICECP employees should focus on mission priorities and employee contributions and impact.
- b.* While commanders and rating officials in the supported units and activities are responsible for assigning work and evaluating performance, the MICECP Division has primary responsibility for career counseling to promote employee development. The MICECP Division and the rating officials will share responsibilities for career development of employees.
- c.* Appraising intelligence professionals in the various specialties in MICECP is a process that takes into consideration a variety of factors. To facilitate a consistent appraisal process, MICECP employees will be evaluated in accordance with the intelligence community performance standards promulgated by the Director, National Intelligence; the Under Secretary of Defense (Intelligence and Security); and DA policy.
- d.* All MICECP employees, rating officials and reviewing officials will use the automated DCIPS PAA in accordance with Army DCIPS policy. The DCIPS PAA will be used for all MICECP performance plans, midpoint performance reviews and performance evaluations. The DCIPS PAA will be used to generate a completed report of the DD Form 2906D, which will be included in the official Employee Performance File for MICECP employees.

4–2. Performance management goals

- a.* The goals of MICECP performance management include:
 - (1) Alignment of individual performance objectives to the intelligence goals and objectives of MICECP and supported units.
 - (2) Ongoing feedback between employees and supervisors on progress toward accomplishment of those objectives.
 - (3) Providing a basis for measuring and assigning accountability for individual and organizational performance in the accomplishment of those objectives.
 - (4) Providing a fair and equitable process for appraising and evaluating MICECP employee performance.
 - (5) Identifying the career development needs of MICECP employees.
- b.* MICECP performance plans and performance management will facilitate effective career management and enhance the professional development of individual employees. Leveraging the results of the formal performance evaluation process, the employee's supervisor can work with the employee and MICECP Division to arrange for appropriate training through the IDP process.
- c.* MICECP Division will consider the supervisor's training recommendations and the individual employee's requests for training. Training will be based on MICECP mission needs, the employee's demonstrated potential, and approved and prioritized IDPs. Employee performance evaluations and IDPs must be prepared in a timely manner, reflect a candid and accurate evaluation of the employee's performance, and give consideration to the employee's capabilities and future potential.
- d.* The Director, MICECP through the Chief, MICECP Career Management Branch, will prepare an individual career assessment plan (ICAP) for each employee. The ICAP is an assessment of where the employee currently stands from a career perspective, and details potential future assignments with associated training. The ICAP will be used by the MICECP Division to stimulate career planning and discussions.

4–3. Disciplinary and adverse actions

- a.* All disciplinary and adverse actions will be processed through the CHRA servicing civilian personnel office in accordance with DCIPS policies, AP–V 2009, and AR 690–700.
- b.* First line supervisors in the supported organization are normally responsible for initiating prompt corrective action, including issuance of written reprimands where appropriate, and for serving as the proposing officials for disciplinary and adverse actions against MICECP employees, in accordance with the due process procedures provided under AP–V 2009.
- c.* The deciding official on proposed disciplinary and adverse actions for MICECP employees will depend upon which organization the employee is supporting and will normally be the head of the INSCOM Staff; the commander of an INSCOM brigade or group; the Commander, 650th Military Intelligence Group; or the chief of the DCS, G–2 directorate or division, if the employee is assigned to support an element of one of these organizations. If the MICECP employee is not assigned to one of the specified organizations, the deciding official on proposed disciplinary and adverse actions ordinarily will be the Commander, USAFSC.

d. MICECP is a centrally managed program. As such, supervisors will keep the Commander, USAFSC and the Director, MICECP informed of the status of conduct or performance issues that may form the basis for a performance-based disciplinary or adverse action.

Chapter 5

Channels of Communication

5–1. General

The various communication channels are designed to establish a method for MICECP employees and their supervisors to seek assistance from MICECP Division or to relay information to MICECP Division. MICECP Division will also use these channels to communicate with employees and their leadership.

5–2. Channels of communication

a. *Command.* This method enables USAFSC to forward all matters pertaining to USAFSC command policy and personnel matters pertaining to the assignment or reassignment, utilization, or discipline of MICECP employees. This method also enables the Commander, USAFSC, as the Organizational PM PRA, to communicate information necessary to maintain the integrity of the DCIPS performance management process.

b. *Servicing civilian human resources organization.* CHRA provides the full spectrum of human resources advisory services to the MICECP. CHRA personnel will coordinate directly with supervisors and MICECP employees on personnel actions and regulatory guidance. This channel can also be used to transmit files, records, reports, and other administrative information.

c. *Functional.* MICECP Division will distribute information to supported units and MICECP employees on program development and objectives, career management and developmental opportunities, assignments and reassignments, and other related information on a regular basis. If budget and mission allow, the Director, MICECP; Chief, MICECP Career Management; and USAFSC leadership may meet periodically with MICECP employees at a central location to communicate directly with employees. The Director, MICECP will also disseminate information, address problems and concerns, and otherwise maintain communication with senior MICECP employees and supported unit commanders.

d. *Point of Contact.* The senior MICECP employee at each supported activity will serve as a local career manager, and communications conduit for MICECP employees in the organization. MICECP Division may use this channel to relay career management guidance and highlight information disseminated through the other channels in this paragraph. Employees may be designated as liaison to support program administrative and communication requirements on behalf of the Director, MICECP.

e. *Individual.* MICECP employees may communicate directly with the Director, MICECP and Chief, MICECP Career Management. Employees are encouraged to attempt to resolve matters at the lowest level in accordance with established procedures before contacting the Director, MICECP or Chief, MICECP Career Management.

Chapter 6

Career Development

6–1. General

a. Career development in MICECP is an individualized process geared toward specified career paths as well as alternate or developmental assignments to increase professional experience. MICECP assignments will be based on the qualifications of the employee, program requirements, and the needs of the Army. The goal is to have intelligence professionals capable of working effectively within their specialty while meeting the requirements of the supported organizations.

b. MICECP employees may be provided programmed opportunities to cross train or acquire new skills. Through this managed training process employees can continue to increase their personal skills and broaden their experience. Career advancement in MICECP will be subject to fulfilling qualifications and training requirements. Employees should make their own individual efforts to increase their competitive profile. Lateral moves from one specialty or discipline to another will be managed by the Director, MICECP based on the interests of the program and the requirements of supported organizations.

c. Actual career paths vary for each employee based upon the level of expertise and skills already acquired at the point of integration and the level of additional training required for subsequent assignment. In addition, the program

has several specialized technology related career paths which require additional training based upon the needs of supported units and the availability of positions in the intelligence community requiring these skills.

d. The provisions of AR 381–102, when applicable, will impact the career management, development, and advancement of MICECP employees.

e. Army regulations and program guides for specific intelligence disciplines will provide information on career paths and mandatory training.

6–2. Work levels

a. Subject to the approval of Commander, INSCOM, the MICECP Division will develop MICECP position descriptions using OF 8 before the positions are included in the program and prior to the positions being filled. MICECP positions will be described in terms of mission category, occupational series, title, work category, work level, and DCIPS grade according to the DCIPS occupational structure.

b. In general, career progression may be viewed from a work level perspective as follows:

(1) *Entry/developmental work level.*

(a) Work at this level includes learning and applying basic procedures and acquiring competencies through training or on-the-job experience. Employees recruited for MICECP as entry level ordinarily have little, if any, formal training or experience in the career specialty. These individuals are recruited for specialized skills or experience, such as particular educational background, linguistic abilities, specialized training, or related work experience.

(b) The factors for determining initial grade include the level of formal education and expertise in specialized skills or other significant qualifications warranting entry into MICECP at a higher grade level. Entry at a higher grade level will normally be limited to those applicants who have received formal intelligence training or specialized experience in functional disciplines required by MICECP.

(c) Entry-level employees generally will be placed in career ladder positions, with formal training and experience in a specific intelligence discipline occurring as soon as possible following entry into MICECP. As these employees reach their training and experience milestones, they will become eligible for grade advancement and will be provided with increasingly more complex on-the-job duties in their assigned discipline.

(2) *Full performance work level.*

(a) Work at this level involves independently performing the full range of nonsupervisory duties assigned to the employee. Employees at this level have successfully completed required entry-level training or developmental activities either within the employing organization or prior to joining the organization. Employees at this work level have a full understanding of the technical or specialty field; independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Within established priorities and deadlines, full performance employees exercise independent judgment in selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Actions at this level may have impact beyond the work unit and, as a result, employees at this level typically collaborate internally and externally with their peers.

(b) Applicants who enter MICECP at this level ordinarily will have already received formal intelligence training in one or more disciplines managed by MICECP or will have demonstrated a capability to perform specialized tasks in support of these disciplines. MICECP employees advanced to this level will have already completed required formal training and have considerable on-the-job orientation, training, and experience. MICECP employees who have reached the, full performance level will have attained a high level of competence in one or more of the functional disciplines managed in MICECP.

(c) At this work level, MICECP employees are generally considered to be fully qualified for assignment to the complex and sensitive duties. They are considered to be an intelligence technical professional with full utilization capabilities. Further training will emphasize career development opportunities, management skills, and additional language skills or specialized training to prepare the employee for additional assignments. Training opportunities provided to full performance level employees will focus on employees who have demonstrated high potential for higher levels of work.

(3) *Senior work level.*

(a) Work at this level involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in the technical or specialty field. Receiving broad objectives and guidelines from the supervisor, senior employees independently handle a wide range of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Following broad objectives and guidelines, employees act independently to establish priorities and deadlines within expectations established by the supervisor and exercise individual judgment to choose alternative guidelines to complete assignments. Employees

may lead and coordinate special projects, teams, tasks, and initiatives and may be required to build and utilize collaborative networks with key contacts within and outside of their immediate organization. Actions at this level are likely to have an impact beyond the employee's immediate organization.

(b) Advancement to and assignments as a senior work level MICECP are based on documented experience, proven capabilities, and recognition as a subject matter expert within the employee's career specialty.

(4) *Expert work level.*

(a) Work at this level involves an extraordinary degree of specialized knowledge or expertise to perform highly complex and ambiguous assignments that normally require integration and synthesis of a number of unrelated disciplines and disparate concepts. Employees at this level set priorities, goals and deadlines, and make final determinations on how to plan and accomplish the work. The Army relies on employees at this level for the accomplishment of critical mission goals and objectives and, as a result, employees may lead the activities of senior and other expert employees, teams, projects, or task forces. Employees at this level create formal networks involving coordination among groups across the intelligence community and other external organizations.

(b) MICECP employees at this level are assigned to demanding and sensitive positions. Advancement to and assignments as an expert work level MICECP are based on documented experience, and proven capabilities as a subject matter expert within the intelligence community in one or more intelligence or specialized technical disciplines.

(c) Expert-level MICECP employees can be expected to be assigned to positions which afford maximum latitude in judgment and independence of action. Additional training opportunities for expert-level MICECP members will focus on joint duty assignments, experiential training, Civilian Education System for Senior Leaders, attending senior staff college, and increasing professional skills. Training opportunities provided to expert-level employees will also focus on those employees who have demonstrated high potential for increased responsibilities.

(5) *Applying Defense Civilian Intelligence Personnel System work levels to the supervision/management work category.*

(a) *Supervision.*

1. Work of this type involves planning, directing, assigning, leading, and monitoring the work of the unit; hiring or selecting employees; and managing and appraising employee and organizational performance; disciplining employees; resolving employee complaints; and supporting the development of employees.

2. MICECP supervisors make decisions that impact the resources (people, budget, and material) of the work unit, ensure the technical quality and timeliness of the work produced by employees in the unit, and collaborate with supervisors across the organization in unstructured situations.

3. Promotions and assignments as a MICECP supervisor are based on a proven record of exemplary experience and sound judgment in handling difficult and complex situations. Training opportunities provided to supervisors will focus on leadership, coaching and mentoring, and resource management.

(b) *Management.*

1. Work of this type involves supervision of other subordinate managers and supervisors and direction of units, functions, or projects that may be staffed by civilian or military personnel. Managers are responsible for justification, direction, and allocation of resources (people, budget, material) across the organization through one or more levels of supervision, and for setting organizational goals, objectives, and priorities. They handle highly complex, sensitive, or ambiguous challenges facing the organization; interact with, influence, and persuade high-ranking officials within and outside the organization, agency, and other external organizations; and make decisions that have an impact within and outside of the immediate organization and agency.

2. MICECP managers are responsible for integrating the work of the unit into broader organizational contexts and obtaining the resources necessary to perform the mission of the work unit (people, money, equipment).

6-3. Career progression

a. *General.* Career progression in MICECP is accomplished through the competitive job announcement process. To be eligible for promotion, MICECP employees must be able to meet the conditions of employment and satisfy the requirements laid out in the specific job announcement. It is the responsibility of every MICECP employee to make themselves as competitive as possible for progression. Through its Career Management Branch, MICECP Division will assist employees by providing career development guidance related to assignments and training.

b. *Lateral movements.* The Director, MICECP; a functional discipline manager; or individual employees may initiate requests for lateral moves from one specialty or discipline to another. The Director will manage all lateral movements across disciplines and will assess whether the employee has acquired the requisite training, education, and experience to meet the qualifications established for the functional discipline under consideration. Employees may prepare for lateral moves by requesting optional training courses and developmental assignments as they become available.

c. Career ladder progression. Advancement in career ladder is determined by the employee's ability to meet formal training milestones and performance. Employees who successfully meet the performance, training, and development milestones of the career ladder positions may be noncompetitively advanced as allowed by DoD and Army policy. The Director, MICECP is responsible for overseeing and monitoring the certification and promotion of MICECP employees in career ladder positions.

Chapter 7

Assignment Inventory Files

7-1. General

a. All MICECP assignments are rotational; as such, USAFSC will maintain a rotation roster for the purpose of administering and managing MICECP assignments. The Director, MICECP will oversee and review the status of each MICECP employee on a regular basis and will propose all MICECP assignments and reassignments to the Commander, USAFSC, for approval.

b. The Director, MICECP will ensure the assignment of MICECP employees is conducted in accordance with the provisions of AR 381-102, where applicable.

7-2. Assignment inventory files

a. The Director, MICECP will maintain an employee competencies inventory file on all MICECP personnel. The director will use this file as a management tool for developing future assignments, training, and promotional eligibility status based upon individual qualifications.

b. The Director, MICECP will maintain a foreign language qualification database. This database will contain current data on each employee's verified capabilities in one or more modern foreign languages, language training already provided, or projected language training. This database will also contain the latest results of the employee language proficiency test. In the case of any employee who does not currently possess documentation of language skills, the results of their Defense Language Aptitude Battery test will be included in the file.

c. Proficiency in one or more modern foreign languages is a criteria for some foreign area assignments. If records maintained by the Director, MICECP indicate previous experience or qualification in a foreign language, refresher training may be used to elevate those skills to acceptable standards or to increase current skills to greater proficiency. Employees who fail to maintain required language skills may be reassigned or may be removed from a MICECP position or federal service.

Chapter 8

Professional Development and Training

8-1. General

a. Professional development of employees is a cornerstone of MICECP. Supervisors, in conjunction with the Director, MICECP and Chief, MICECP Career Management, will proactively seek to provide professional development opportunities and experiences to MICECP employees. Such opportunities should consist primarily of on-the-job experience, coaching, and mentoring, which may be augmented by formal training.

b. Training may include DoD and other governmental agency courses of instruction.

c. Actual career paths vary for each employee based upon the level of expertise and skills already acquired at the point of integration and the level of additional training required for subsequent assignment. In addition, the program has several specialized technology related career paths which require additional training based upon the needs of supported units and the availability of positions in the intelligence community requiring these skills. MICECP Division may choose to use nongovernment institutions or programs to accomplish training goals, including enrollment of MICECP employees in technical or professional courses offered by commercial organizations.

d. MICECP will emphasize professional development and training to ensure that employees are competent to meet the operational needs of Army military intelligence. The Director, MICECP and supported organizations will identify operational needs.

e. As necessary, MICECP Division may identify certain positions for specialized management and control, to include training requirements, under the provisions of AP-V 2010.

8–2. Overall career development plan

a. Satisfactory completion of a basic intelligence discipline course of training is the foundation of career development and is a requirement for continued assignment to MICECP. Subsequent formal and on-the-job training will be used to build upon the basic discipline training, to maintain currency of specialized skills, and to prepare the employee for increased responsibilities and higher level work. Employees failing to complete required training in a satisfactory manner or who fail to master or maintain required skills in technical support roles may be subject to removal from the position, the MICECP program or federal service.

b. Operational training is vital at all levels of MICECP employment. Additionally, leadership and staff training is necessary to better equip employees for more responsibilities as they progress through their careers. The Director, MICECP will develop and maintain long-range training plans (5-year IDPs) for each employee based on career discipline and grade. The Director, MICECP will develop these IDP in coordination with the employee and with consideration for the requirements of the supported organization.

c. INSCOM will facilitate academic training in languages, advanced technical and specialized skills, and social, geographic, and historic studies of regions of special interest to Army intelligence. While Army, DoD, and other government training facilities may be capable of providing some training, MICECP may use nongovernment schools, colleges, and universities to satisfy some technical and specialized training needs.

d. Employees will report and authenticate the successful completion of any related Reserve or National Guard training courses to the Director, MICECP to ensure the maintenance of complete career personnel file.

e. MICECP will ensure that Annual Training Needs Surveys are distributed to each supported command.

8–3. Training facilities

a. MICECP employees may be assigned to intelligence functions or duties requiring specific skills and capabilities involving highly specialized or technical backgrounds. The MICECP program will endeavor to maintain the proper mix of traditional intelligence skills and specialized intelligence support skills.

b. Specific training requirements may surface as essential in the development or expansion of an operational activity or as a general expansion of the role of the MICECP. The Director, MICECP will coordinate with operational organizations to determine future requirements, either long term or short term, and arrange for necessary training. Such training may be provided at government or nongovernment training facilities. In either case, training will be sponsored by MICECP only when it is in the interests of the Army. Supported organizations may sponsor and fund additional training at government or commercial facilities that is in the interest of their organization.

8–4. Training program

The general requirements and concept for training for MICECP employees are as follows:

a. Entry/developmental work level.

(1) The foundation training course for MICECP employees in the CI career path is the CISAC or CIOC. For MICECP employees in the HUMINT career path, the foundation training is the DoD Strategic Debriefing Course. This training does not certify a graduate to conduct intelligence interrogations; civilian 0132 series personnel with the mission and authority to conduct intelligence interrogations must be trained and certified to the DoD standards for intelligence interrogation. USAICoE at Fort Huachuca, AZ conducts the CISAC and CIOC courses. MICECP employees must complete the required training for the appropriate career path.

(2) MICECP employees with other technical skills or specialties may be considered for attendance at the CISAC or the CIOC on space available basis. These employees will receive appropriate levels of technical and orientation training to enable them to perform their assigned duties.

(3) Entry/developmental level employees may attend government or commercial language training based on current and future assignment considerations. Employees with documented language skills will, under most circumstances, take refresher language training as needed as determined by MICECP Division to maintain language proficiency in mission critical foreign languages.

(4) MICECP career ladder employees will generally undergo several years of orientation and on-the-job training to prepare them for increased responsibilities. The employees' time in career ladder positions will include formal training courses as appropriate. The organization the employee is supporting will mentor the employee and provide on-the-job training.

b. Full performance work level.

(1) Full performance level employees will complete single discipline courses and all other training directed by MICECP Division or requested and justified by supported organizations. If a full performance level employee is laterally transferred from one discipline to another, MICECP Division will ensure the requisite training is provided to the employee to enable him or her to assume these new duties.

(2) MICECP employees may be required to take other or specialized training when directed by the Director, MICECP, or as required by the supported unit or activity.

(3) Employees will take refresher language training as required by the Director, MICECP.

(4) Leadership training may be provided to full performance level employees to help prepare them for assignments of increasing difficulty.

(5) Employees involved in nontraditional intelligence or technical intelligence support functions at the full performance level will be afforded opportunities to maintain these proficiencies. This training may include attendance at technical seminars and expositions for the purpose of updating skills and knowledge.

c. Senior and expert work levels.

(1) These employees provide the institutional knowledge and subject matter base for the MICECP Program. The goal is that they will be assigned to positions where their background and experience can be maximized to support Army intelligence missions.

(2) MICECP members at this level must have completed all the training required to function capably at all levels of operation or in staff positions to which they may be assigned in MICECP.

(3) Training for members at these levels will emphasize leadership, coaching and mentoring, senior management, and strategic planning. MICECP Division will review the career profiles of these members to ensure that assignments are focused on increasing their value to the intelligence community.

Chapter 9

Assignments and Tour Lengths

9–1. General

a. In most circumstances MICECP assignments, initial and rotational, will be 3 to 5 years in duration. Mobility is necessary to enhance employee career progression and to improve MICECP mission effectiveness. Rotational assignments are invaluable to the program because they provide employees with a broader view of the worldwide operations of DoD and the Army. The rotational assignment policy ensures that MICECP management has the necessary flexibility to regulate the ever-changing workforce requirements while providing a continuous flow of assignments and career-enhancing experiences for employees.

b. Consistent with program needs, MICECP Division will seek to provide employees who have less than 10 years of experience in the program with back to back operational assignments within their career track and specialty. MICECP Division will seek to assign employees who have more than 10 years of experience in the program with alternating operational and staff assignments. Qualifying experience for these purposes may also include prior related military experience. Whenever possible, MICECP Division will make staff assignments at increasingly higher organizational levels.

c. MICECP Division will assign employees to both United States and foreign duty stations, alternating between United States and foreign assignments.

d. Where practicable, MICECP will attempt to assign employees to multiple theaters of operation over the course of their careers. For the purposes of slating, theaters of operation are defined as the United States, Europe-Africa, Asia, the Middle East, and Central and South America.

e. MICECP will generally assign employees who are in an entry/developmental or full performance work level positions, or who are newly assigned to the senior work level, to positions in the same career path (for example, HUMINT or CI) and will generally assign employees who are at the expert work level or who have had multiple tours at the senior level to positions for which they are qualified in other career paths.

f. MICECP Division will seek to assign employees to positions which consolidate sequential training and progressive levels of responsibility to the maximum extent practicable.

g. Assignments will be made using a fair and transparent slate process that takes into consideration factors that include the employee's personal desires, professional development, qualifications, previous assignment history, and the needs of the program. Employees will be assigned without regard to color, race, religion, sex (including gender identity) national origin or ethnic background, age, disability, sexual orientation, marital status, parental status or political affiliation. This policy applies to both permanent and term hire assignments.

h. To ensure that MICECP employees in the CI or HUMINT career path have the broadest, MICECP Division generally will not rotate an employee to an assignment in the same command unless it is for promotion to GG–14 or GG–15.

9–2. Rotational assignments

a. All MICECP employees are subject to mandatory mobility as a condition of employment and will be rotated as necessary to meet employees' career development needs, improve mission effectiveness, or otherwise achieve program objectives.

b. Subject to the approval of the Commander, USAFSC, the Director, MICECP will manage MICECP rotations and tour lengths. In managing employee rotations, the Director will generally seek to rotate employees between assignments in operational positions and non-operational or staff positions. The Director, MICECP will publish and periodically review the MICECP policy on tour lengths and guidelines to ensure consistency with this regulation and other controlling authorities.

c. Under the direction of the Commander, USAFSC, the Director, MICECP will establish and maintain processes and procedures for rotational assignments to the GG–15 and select GG–14 MICECP positions that are subject to higher level review or approval under this regulation.

9–3. Tour lengths

a. The typical tour length for all MICECP operational assignments is 3 to 5 years, whether in the United States/non-foreign area or foreign area locations. The employee's rotation begins its count down when the tour of duty starts (as defined in the Joint Travel Regulations (JTR)).

b. The Director, MICECP will ensure the actual tour length does not exceed 5 years. For career development purposes, a tour will be considered successfully completed after 36 months on station.

c. In accordance with DoDI 1400.25, foreign area assignments for MICECP employees are limited to 5 continuous years or less. The requirement for civilian employees to rotate back to a United States/nonforeign area assignment ensures increased experience, development of additional knowledge and skills, reduced exposure to foreign adversary targeting, and increased opportunities for foreign area work experience throughout the civilian workforce. The 5-year foreign area service is computed by counting all foreign area service in a DoD position not interrupted by at least 2 years of physical presence in the United States or nonforeign area.

d. MICECP employees assigned to foreign areas will have an initial tour length of 36 months, which may be extended for an additional 24 months for a total of 5 years. Any additional requests for a foreign area tour extension must be submitted as an exception to policy to the DCS, G–2 or his or her designee. If an employee accepts a new position within the same theater, regardless of whether the new assignment involves a permanent change of station, the employee's tour length may not exceed 5 years total in foreign area assignments.

e. MICECP employees assigned to a foreign area and selected for promotion to another foreign area position will be authorized a 2-year tour with the rotation beginning when the new tour of duty starts (as defined in the JTR). Requests for extension beyond 2 years must be submitted as an exception to policy to the DCS G–2 or his or her designee.

f. The Director, MICECP will normally provide the employee and losing supported command a minimum of 60 days' notice of a pending rotation; however, the MICECP goal is to provide 180 days' advance notice.

Appendix A

References

Section I

Required Publications

AR 380–67

Personnel Security Program (Cited in para 2–3*l*.)

AR 381–102

Army Cover Program (Cited in para 2–1*c*(5).) (Classified; contact proponent for access.)

AR 672–20

Incentive Awards (Cited in para B–4*c*(9).)

AR 690–700

Personnel Relations and Services (General) (Cited in para 4–3*a*.)

DoDI 1400.25

DoD Civilian Personnel Management System (Cited in para 3–3*c*.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website (<https://armypubs.army.mil>). AP–V material is available at <https://www.dami.army.pentagon.mil/site/dcips/>. DoD issuances are available at <https://www.esd.whs.mil/dd/>.

AP–V 2005

Defense Civilian Intelligence Personnel System Employment and Placement

AP–V 2009

Defense Civilian Intelligence Personnel System Disciplinary, Performance-Based, and Adverse Action Procedures

AP–V 2010

Defense Civilian Intelligence Personnel System Professional Development

AP–V 2014

Defense Civilian Intelligence Personnel System Employee Grievance Procedures

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 140–145

Individual Mobilization Augmentation Program

AR 380–5

Department of the Army Information Security Program

AR 381–10

U.S. Army Intelligence Activities

AR 381–12

Threat Awareness and Reporting Program

AR 381–20

The Army Counterintelligence Program

AR 381–47

Offensive Counterintelligence Operations

AR 381–100

Army Human Intelligence Collection Programs

AR 570–4

Manpower Management

AR 690–11

Department of the Army Expeditionary Civilian Workforce and Civilian Deployments, in Support of Military Contingency and Emergency Operations

AR 690–950

Career Program Management

DA Pam 25–403

Guide to Recordkeeping in the Army

DoDM 5240.01

Procedures Governing the Conduct of DoD Intelligence Activities

Joint Travel Regulations

(Available at <https://www.defensetravel.dod.mil/site/travelreg.cfm>.)

Public Law 104–201

National Defense Authorization Act for Fiscal Year 1997 (Available at <https://www.gpo.gov/fdsys/>.)

10 USC Chapter 83

DoD Civilian Intelligence Personnel Policy Act of 1996 (Available at <https://www.gpo.gov/fdsys/>.)

10 USC 422

Use of funds for certain incidental purposes (Available at <https://www.gpo.gov/fdsys/>.)

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>). DD forms are available on the Executive Services Directorate website (<https://www.esd.whs.mil/directives/forms>). Optional Forms are available on the General Services Administration website (<https://www.gsa.gov/reference/forms>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 2906D**OF 8**

Position Description

Appendix B

Internal Control Evaluation

B-1. Function

The functions covered by this evaluation are the administration and management of the MICECP. They include key controls for the following areas: position, prerequisites, screening and assessment, and selection and integration; assignments, and career management; high grade selection panels; training; and release from the MICECP.

B-2. Purpose

The purpose of this evaluation is to assist Headquarters, DA and its field operating agencies in evaluating the key internal controls outlined below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of internal controls (such as document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

a. Position.

- (1) Are MICECP positions commensurate with the specialized skill set of the program?
- (2) Is a validated job description available for each position?
- (3) Does the job description for the position identify a mandatory language capability requirement? If so, what is the minimum proficiency requirement needed to fill the position and is it documented in the Conditions of Employment section of the job description?
- (4) Are there memorandums of agreement in place that clearly define the roles and responsibilities of MICECP employees assigned to various commands, of commanders utilizing MICECP employees, and of the MICECP Division?

b. Prerequisites, screening and assessment, and selection and integration.

- (1) Did all applicants provide all necessary application paperwork?
- (2) Were all applications for employment screened in accordance with approved guidelines and merit system principles?
- (3) Were interviews conducted with applicants, if required?
- (4) Is a record of the interviews maintained on file?
- (5) Is a record of the basis for selection maintained?
- (6) Was the necessary security clearance paperwork processed and validated?
- (7) Was pre-employment drug testing accomplished, as required?
- (8) Did each employee execute an oath of office and sign the required conditions of employment and mobility agreement?
- (9) Were supported commands notified in a timely manner concerning inbound personnel?
- (10) Do all applicants have a verified language per the Defense Language Proficiency Test, or a passing Defense Language Aptitude Battery score, as appropriate?

c. Assignments, and career management.

- (1) Are employees assigned and reassigned in accordance with current policy and the regulation?
- (2) Are employees treated equitably with respect to rotational assignments?
- (3) Are DD Form 2906Ds processed for each employee each year, as required?
- (4) Are policy time limits for establishing, changing, and closing out (in other words, completing annual evaluations) performance plans met?
- (5) Are JTR allowances paid only when authorized by travel orders, approved prior to the expense being incurred?
- (6) Are discretionary JTR allowances approved and documented in writing and paid only when in the interest of the Government?
- (7) Are entry/developmental level employees properly advanced in accordance with the career ladder program?
- (8) Are INSCOM guidelines for timekeeping, overtime, and compensatory time adhered to?

(9) Are civilian awards properly approved at appropriate monetary levels in accordance with DoDI 1400.25 and AR 672–20?

d. High grade selection panels.

- (1) Are high grade vacancy announcements distributed worldwide?
- (2) Are high grade selection panels convened in accordance with INSCOM guidelines?
- (3) Are high grade selection panel results properly validated by INSCOM?

e. Professional development.

- (1) Is the Annual Training Needs Survey distributed to each supported command each year as required?
- (2) Are IDPs received from each employee, as required, in a timely fashion?
- (3) Are training requirements being properly prioritized by command?
- (4) Is a record of training received being properly maintained?
- (5) Is the training received relevant to the mission and operational requirements?
- (6) Does each employee have the requisite training (formal and/or on-the-job) for their appropriate discipline or job?

f. Assignment changes.

- (1) Are release dates properly coordinated for lateral transfers?
- (2) Is “75” information received or sent for lateral transfers, as appropriate?
- (3) Is a “resignation 52” completed for those employees who resign from MICECP positions?
- (4) Are policies in place and followed for any employee who is removed or terminated?

B–5. Supersession

This evaluation replaces the evaluation previously published in AR 690–950–4, dated 20 February 2008.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–2 (DAMI–CD), 1000 Army Pentagon, Washington, DC 20310–1000.

Glossary

Section I

Abbreviations

AP–V

Army policy volume

AR

Army regulation

ARIMS

Army Records Information Management System

CFR

Code of Federal Regulations

CHRA

Civilian Human Resources Agency

CI

counterintelligence

CIOC

Counterintelligence Officer Course

CISAC

Counterintelligence Special Agent Course

DA

Department of the Army

DA Form

Department of the Army form

DA Pam

Department of the Army pamphlet

DCIPS

Defense Civilian Intelligence Personnel System

DCS

Deputy Chief of Staff

DD Form

Department of Defense form

DoD

Department of Defense

DoDI

Department of Defense instruction

EAO

external accessions officer

HUMINT

human intelligence

ICAP

individual career assessment plan

IDP

individual development plan

INSCOM

U.S. Army Intelligence and Security Command

JTR

Joint Travel Regulations

MICECP

Military Intelligence Civilian Excepted Career Program

OF

Optional Form

PAA

Performance Appraisal Application

PM PRA

Performance Management Performance Review Authority

TDA

table of distribution and allowances

USAFSC

U.S. Army Field Support Center

USAICoE

U.S. Army Intelligence Center of Excellence

USC

United States Code

Section II**Terms****Foreign areas**

Areas outside the contiguous United States that are not identified as nonforeign areas in Section 205, Part 591, Title 5, Code of Federal Regulations (5 CFR 591.205). See DoDI 1400.25, Volume 1230.

High grade selection panel

A panel created to select GG–14 and GG–15 grade levels.

Nonforeign areas

Those areas listed in 5 CFR 591.205. See DoDI 1400.25, Volume 1230.

UNCLASSIFIED

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