

ADMINISTRATIVE - INTERNAL USE ONLY

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(b) (3)**Date:** 06/13/2002**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-1 HUMAN RESOURCES ADMINISTRATION**REVISION SUMMARY:** 13 June 2002 (0674)

This regulation supersedes AR 20-1, dated 07 November 2000.

AR 20-1 is revised to update organizational titles. The organizational restructuring is a result of the D/CIA's decision to abolish the Directorate of Administration and establish the Mission Support Offices effective 4 June 2001.

Boldfaced text in this regulation indicates revisions.

This revision was written by the Policy Team, Human Resources Strategy & Planning Staff, at HR Policy @ DA.

1. (U) HUMAN RESOURCES ADMINISTRATION

SYNOPSIS. This regulation states the authorities, policies, objectives, and responsibilities of the Agency's human resources system.

a. (U) AUTHORITIES

- (1) The Central Intelligence Agency Act of 1949, as amended (50 U.S.C. 403a et seq.); the National Security Act of 1947, as amended (50 U.S.C. 401 et seq.); and other applicable law.
- (2) Notice is hereby given that nothing contained in this regulation or in any procedures promulgated pursuant to this regulation is intended to or shall be construed to confer upon or create for any employee or applicant any property or other interest or privilege in his or her employment or prospective employment.

- b. (U) POLICY.** It is Agency policy to have a human resources system responsive to the changing needs of the Agency and the intelligence profession. The Agency's human resources

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system seeks to:

- (1) Recognize and reward employees commensurate with their knowledge, talents, skills, abilities, and contributions.
- (2) Foster open communications on human resource issues.
- (3) Provide timely human resource assessment and feedback.
- (4) Train and develop employees consistent with Agency requirements.
- (5) Separate from employment poor performers, those who are unsuitable, or those whom the Agency declares excess to its needs.

c. **(U) OBJECTIVES.** The following are basic objectives:

- (1) Recruit, in full compliance with applicable provisions of equal employment opportunity policies, qualified candidates who demonstrate the ability or potential to fulfill present and future human resource requirements.
- (2) Maintain standards of conduct under which employees uphold the highest standards of integrity, honesty, and conduct, both on and off the job, work to their full ability, maintain a spirit of cooperation in their work, and serve the Agency's needs wherever and whenever required.
- (3) Provide employees with:
 - (a) Opportunities to use their training, experience, and skills to the fullest.
 - (b) Avenues for employment and opportunities for advancement on the basis of knowledge, talents, skills, abilities, contributions, performance, and interests.
 - (c) Equal pay for substantially equal work within Agency pay systems.
- (4) Reward employees whose performance clearly exceeds work requirements, retain employees who meet performance and suitability standards, and separate employees when deemed in the interest of the United States.
- (5) Operate within each Career Service a program to evaluate employees' performance in accordance with Agency performance appraisal guidelines and a program to identify employees with the greatest potential for advancement and to identify those employees who fail to meet performance, potential, or suitability standards.
- (6) Foster full and open communications between management and employees.

d. **(U//AIUO) RESPONSIBILITIES.** The Director of the Central Intelligence Agency (D/CIA) is responsible for human resource management, which is an integral part of overall Agency management. Human resource management is a primary responsibility of all individuals who plan, direct, or supervise the work of Agency employees. The D/CIA has delegated authority in accordance with applicable law and Agency regulations as follows:

- (1) The Executive Director (EXDIR) oversees the human resources system and, except as reserved for the D/CIA, develops HR goals, approves major proposals concerning

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human resource management objectives, programs, and recommendations.

- (2) The Executive Board (see AR 1-2d for definition) serves as a review panel, convening to examine human resource issues and results in such areas as hiring, training and development, progress on glass ceiling issues, and retention. The Executive Board ensures that human resource requirements meet the corporate objectives set out in the Strategic Direction, identify and spread best practices, enhance leadership development and succession planning, and promote diversity.
- (3) The **Chief Human Resources Officer** is responsible for the formulation of Agency human resource policies, and programs. The **Chief Human Resources Officer** leads efforts to improve the effectiveness and flexibility of human resource management and ensure consistency among the Agency's various Career Services while considering their different needs.
- (4) The EXDIR, the Deputy Directors, **the Chief, Mission Support Offices, and the Deputy Director, National Reconnaissance Office (DD/NRO)** are Heads of the Career Services (AR 20-3). They are responsible for managing and monitoring the Agency's human resources program within their Career Services. Heads of Career Services exercise specific responsibilities as outlined in AR 20-3.
- (5) Managers are responsible for monitoring the work performance of their employees, responding to changes in their behavior, and reporting matters that raise security or suitability concerns. Managers are also responsible for evaluating trial period employees for continued employment, evaluating and counseling all employees on performance, and recommending training.