

~~ADMINISTRATIVE - INTERNAL USE ONLY~~~~ADMINISTRATIVE - INTERNAL USE ONLY~~(b) (2)  
(b) (3)**Date:** 11/06/2001**Category:** 20 - Human Resources      **OPR:** HR**Title:** AR 20-10    POSITION MANAGEMENT AND PERSONNEL  
CONTROLS

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**REVISION SUMMARY:** 06 November 2001 (0571)

This regulation supersedes AR 20-10, dated 12 May 1997.

AR 20-10 is revised to update organizational and position titles. This revision reflects the Agency's organizational restructure that resulted from the D/CIA's decision, effective 4 June 2001, to abolish the Directorate of Administration and establish the Mission Support Offices (MSO's).

*Boldfaced text in this regulation indicates revisions.*

*This regulation was written by the Policy Team, Human Resources Strategy & Planning Staff, HRM Policy @ DA.*

**10. POSITION MANAGEMENT AND PERSONNEL CONTROLS**

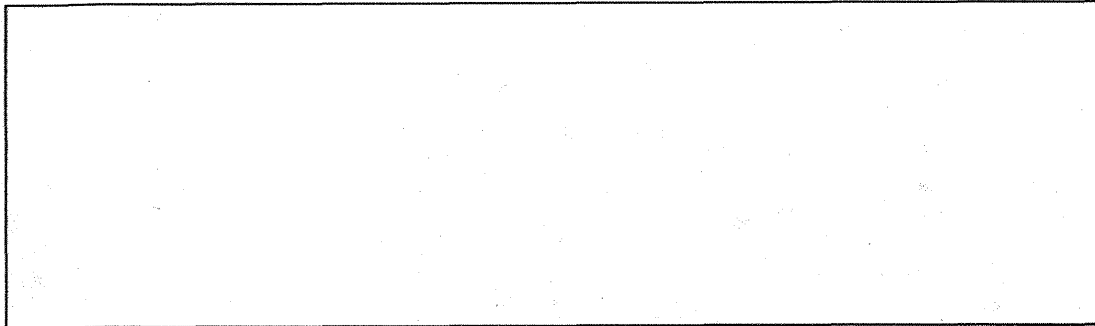
**SYNOPSIS.** This regulation states Agency policy, authority and responsibilities for the Agency's decentralized position management and personnel controls program.

- a. **AUTHORITY.** Section 8 of the Central Intelligence Agency Act of 1949, as amended (50 U.S.C. 403j).
- b. **POLICY.** The Agency conducts a decentralized position management and personnel controls program to ensure the efficient and effective use of personnel.
- c. **DEFINITIONS**
  - (1) **COMPONENT.** Any major unit that submits a budget to the **Director of Budget** (for example, Independent Offices and organizations headed by Operating Officials).

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- (2) **POSITION MANAGEMENT.** The process by which managers, assisted by component Human Resource (HR) officers, organize work and align positions under managers' jurisdictions to accomplish missions and further career development of employees through efficient and effective use of position and personnel resources.
- (3) **POSITION AVERAGE GRADE.** The average of the grades of General Schedule (GS) ceiling positions on a component's staffing complement.
- (4) **CEILING.** The number of positions authorized by the Director of the Central Intelligence Agency (D/CIA) for a component.
- (5) **CEILING AND NONCEILING POSITIONS.** Ceiling positions count and nonceiling positions do not count against components' authorized personnel ceilings. Ceiling positions are established for the assignment of full-time permanent (FTP) count employees. The purpose of nonceiling positions is described in paragraph f(3) below; employees assigned to these positions count against authorized personnel ceilings (FTP and/or full-time equivalent (FTE)), except as noted in paragraph e(2) below.
- d. **PROGRAM.** The Agency's position management and personnel controls program is flexible and decentralized to enable managers to change organizational structures and shift positions to meet changing work requirements. The program includes:
- (1) Continuing managerial review of organizational structures, positions, and personnel use.
  - (2) Annually forecasting each component's personnel requirements on the basis of the annual program plans and budget estimates.
  - (3) Establishment, by fiscal year, of a personnel ceiling (as explained in paragraph e below) for each component consistent with the Agency ceiling approved in the budget process.
  - (4) Long-range projection of personnel requirements by numbers, skills, and occupational categories.
  - (5) Distinction between personnel working or in training for career and skills development or on Leave Without Pay (LWOP).
  - (6) Adherence to the position average grade in the Agency's approved annual budget.
- e. **PERSONNEL CEILING**
- (1) The Agency controls employment levels by ceilings on FTP positions and on FTE employment. Position and FTE ceilings are allocated to the D/CIA and further allocated to independent offices, **Mission Support Offices (MSOs)**, directorates and their components. The ceilings are as follows:
    - (a) FTP position ceiling is the maximum number of FTP employees the Agency is authorized to employ. FTP position ceiling includes full-time permanent Agency staff and contract employees, reimbursable detailees to the Agency from other Federal agencies, and nonreimbursable detailees from the Agency to other Federal agencies.
    - (b) FTE ceiling is the total employee work years authorized, excluding overtime and holiday time, for the two constituents of FTE employment:

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- (2) Total employment ceiling excludes personnel in the following statuses: LWOP for more than 30 calendar days, extended sick leave pending approved disability retirement, reimbursable detailees from the Agency to other Federal agencies, nonreimbursable detailees to the Agency from other Federal agencies, and appointed foreign nationals charged to a separate allocation.

**f. STAFFING COMPLEMENT**

- (1) The staffing complement is an official record of a component's organizational structure, distribution, and identification of positions, and assignment of full-time and part-time staff and contract personnel as well as military and civilian personnel on reimbursable details from other Federal agencies. Components will assign military and civilian nonreimbursable detailees to nonceiling positions (as defined below). The component's staffing complement lists positions within suborganizations by schedule, grade, position title, geographic location, Career Service or Career Subgroup indicator, and planned incumbency.
- (2) The planned incumbency of each position is one and components normally assign only one person to each position. However, components may assign more than one person to a position when work requirements fluctuate. The total number of personnel assigned may not exceed the component's authorized position ceiling.
- (3) **NONCEILING POSITION.** A nonceiling position is a category for the assignment of individuals who are not performing the duties of an Agency full-time ceiling position. Employees in nonceiling assignments include part-time and temporary personnel; full-time term employees awaiting reassignment to ceiling positions when those positions are currently filled; and personnel on extended training, LWOP in excess of 30 calendar days, extended sick leave pending approved disability retirement, or reimbursable detail to another agency. Employees in nonceiling positions count against personnel ceiling (FTP and/or FTE), except as noted in paragraph e(2) above.

- g. CAREER SERVICE GRADE AUTHORIZATION (CSGA).** The CSGA is a numerical comparison of a Career Service's authorized positions at each GS grade against the number of on-duty employees at that grade. The numerical difference is the component's available headroom, or number of employees that the Career Service can promote or hire at each grade. Employee rotational assignments to other Career Services or mismatches in employee/position subcategories (professional, technical, or clerical) and schedules (GS personnel in non-GS positions or vice versa) affect the CSGA. HR issues a CSGA for each Career Service and Career Subgroup.

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**h. RESPONSIBILITIES**

**(1) THE D/CIA OR DESIGNEE WILL:**

- (a) Establish guidelines for Deputy Directors, **Chiefs of MSOs**, and Heads of Independent Offices to determine personnel requirements for program and budget submissions.
- (b) Allocate Agency personnel ceiling among directorates, **MSOs**, and independent offices.
- (c) Approve proposals from Deputy Directors, **Chiefs of MSOs**, and Heads of Independent Offices or designees (see paragraph (2)(g) below) for increases in the directorate's, **MSO's** or independent office's authorized position average grade with the advice and guidance of the Comptroller.

**(2) DEPUTY DIRECTORS, CHIEFS OF MSOS, AND HEADS OF INDEPENDENT OFFICES OR DESIGNEES WILL:**

- (a) Administer a position management and personnel controls program within their jurisdictions.
- (b) Include proposed personnel requirements in program and budget submissions according to D/CIA or Comptroller guidelines.
- (c) Allocate D/CIA-issued personnel ceiling among subordinate components on the basis of program priorities and objectives.
- (d) Within 60 calendar days of D/CIA or **Director of Budget** approval of revised personnel ceiling allocations, identify positions to be cut when personnel ceiling decreases or new positions to be established when personnel ceiling increases.
- (e) Advise the **Director of Budget** within 30 days at the latest of any FTE adjustments required by **Director of Budget** changes in the directorate's, **MSO's** or independent office's FTE ceiling, and any internal adjustments made within the directorate's, **MSO's** or independent office's existing FTE ceiling. The Office of **Budget** will promptly notify HR of any FTE adjustments.
- (f) Plan the directorate's, **MSO's** or independent office's composition by grades and occupational skills.
- (g) Submit proposals for significant organizational changes or changes in ceiling through the **Director of Budget** to the D/CIA for approval. Significant organizational changes include establishment or closure of a station or base; the establishment, deletion, or merger of office-level components and independent offices; and changes that increase the directorate's, **MSO's** or independent office's authorized position average grade.
- (h) Determine the need for and make other internal adjustments in personnel ceiling allocations without prior approval. Notify the **Director of Budget** in writing of these adjustments.

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- (i) Develop and propose new or revised staffing complements to the **Director of Budget** as required by the Agency Annual Program and Budget.
- (3) **OFFICIALS RESPONSIBLE FOR BUDGET SUBMISSIONS WILL:**
- (a) Include proposed personnel requirements in program and budget submissions using Deputy Director, **Chief of MSO**, or **Director of Budget** guidelines.
  - (b) Submit to the appropriate Deputy Director or **Chief of MSO** proposed component staffing complements consistent with the approved Annual Program and Budget. Except under temporary situations approved by the D/CIA, the total number of ceiling positions will not exceed the personnel ceiling of the component concerned. A component chief will advise the Head of another Career Service of any proposal to establish, abolish, or change the Career Service or Career Subgroup indicator or grade of a position with the other career service's designation on the staffing complement.
  - (c) Prioritize personnel requirements by function and organizational structure.
- (4) **THE CHIEF HR OFFICER OR DESIGNEE WILL:**
- (a) Monitor entrance on duty and transfers of personnel between components to ensure components manage on-duty strength within personnel ceiling.
  - (b) Publish CSGAs as guidelines for Career Services and Career Subgroups to determine promotion and hiring headroom.
  - (c) Coordinate with the **Director of Budget** to monitor the Agency's personnel controls program.
  - (d) Project long-term personnel requirements by numbers, skills, and occupational fields on the basis of information from the **Director of Budget**, directorates, MSOs, and components.
- (5) **THE DIRECTOR/BUDGET OR DESIGNEE WILL:**
- (a) Review and submit recommendations to the D/CIA on proposals for significant organizational changes; changes in ceiling that have budgetary, personnel, or program implications; and actions that would increase the Agency's authorized position average grade.
  - (b) Notify the **Chief HR Officer** or designee of D/CIA-approved organizational and personnel ceiling changes.
  - (c) Ensure a continuing review of personnel levels among Agency components on the basis of program objectives and personnel resource requirements.
  - (d) In concert with the **Chief HR Officer** or designee, develop and recommend to the D/CIA policies and procedures to ensure the effective operation of a systematic program of personnel controls and reporting.