

~~CONFIDENTIAL~~(b) (1)  
(b) (2)  
(b) (3)**Date:** 02/19/2002**Category:** 20 - Human Resources      **OPR:** HR**Title:** AR 20-12 (U) RECRUITMENT AND APPOINTMENT**REVISION SUMMARY:** 19 February 2002 (0619).

This regulation supersedes HR 20-12 dated 13 March 1991.

HR 20-12 is revised and redesignated\* AR 20-12. This regulation states Agency policy for recruitment, applicant processing, and appointment for staff employment, 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.

\*This redesignation is part of an ongoing conversion to one set of Agency regulations for both headquarters and the field.

*Boldfaced text in this regulation indicates revisions.*

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

**12. (U) RECRUITMENT AND APPOINTMENT**

**(U) SYNOPSIS.** This regulation describes Agency recruitment, applicant processing, and appointment for staff employment.

- a. **(U) AUTHORITY.** Candidates who are selected for staff employment, as defined in AR 20-2<sup>2</sup>, are appointed under the authority granted in the CIA Act of 1949, as amended. Agency appointments are excepted from competitive civil service requirements and do not confer competitive civil service status.

**b. (U) POLICY**

- (1) The Agency identifies and recruits qualified candidates for employment through an

~~CONFIDENTIAL~~

independent nationwide recruitment system. The **Chief, Recruitment Center (C/RC)** conducts or controls all overt recruitment activity in the United States and has authority to make employment commitments to prospective staff personnel. The Agency is an equal opportunity employer and does not unlawfully discriminate against any applicant on the basis of marital status, age, sex, handicap, race, color, religion, or national origin.

- (2) The applicant evaluation process involves an examination of an applicant's background and lifestyle in detail sufficient to determine that the applicant is not, and is not likely to become, an unacceptable security risk and that he or she is otherwise suitable for Agency employment. The Agency considers a number of issues when conducting this examination, including but not limited to integrity, financial responsibility, emotional stability, substance abuse, and criminal conduct. The careful weighing of any adverse incidents in terms of recency, frequency, circumstances, and maturity of the individual is central to an informed decision. The Agency uses this process, called the "whole person" concept, in determining who should or should not be offered employment. Each case is judged on its own merits. Any doubt concerning an individual's ability to properly handle and protect classified information must be resolved in favor of the national security.
- (3) Sexual conduct may be a relevant consideration, particularly in circumstances where it reflects on an individual's stability, indicates a personality disorder, could result in exposure to direct or indirect pressure arising from susceptibility to undue influence or coercion, or could affect an individual's ability to carry out Agency duties. In examining sexual conduct, all facts that may reflect on its nature and character and its relationship to Agency mission requirements are considered. Each case is evaluated individually in light of the totality of the circumstances involved; there is no blanket policy of rejection or automatic disqualification on the basis of sexual conduct.

c. **(U) RECRUITMENT**

- (1) Recruitment requirements for personnel are developed by the Career Services or operating offices, as appropriate, in collaboration with the **Recruitment Center**. In accordance with the objectives of the Agency's personnel system, these requirements include essential qualifications and, in most cases, potential for long-term service and career development.
- (2) Individuals may apply in person or in writing. The recruitment requirements described in paragraph (1) above may be communicated to potential candidates to elicit applications for employment through the Agency's recruitment program carried on throughout the United States by recruiters who pursue potential sources of personnel in the geographic areas in which they are assigned. Initial screening and evaluation are accomplished through the review of written applications and, if appropriate, personal interviews. Applicants who have the necessary qualifications for employment consideration then are brought to the attention of appropriate officials.
- (3) The **C/RC**, in consultation with appropriate Operating Officials, determines the occupations to be designated in the critical shortage category for the purpose of approving travel and shipment of effects at government expense from the place of

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

residence to the first duty post in CONUS. Critical shortage category occupations will be limited to those identified as priority requirements by hiring components and for which suitable candidates are exceptionally difficult to find.

- d. **(U) APPOINTMENT.** The C/RC, as the Agency "appointing officer," appoints all staff personnel into one of the categories defined in AR 20-2~~(U)~~. Only the C/RC and designees can give assurances regarding the nature of employment or renewal of appointments. Policies concerning the appointment or contractual engagement of nonstaff personnel are contained in the regulatory issuances pertaining to the following specific categories: (HR 20-70~~(U)~~, Detailed Personnel; AR 20-71~~(U)~~, Consultants; AR 20-72~~(U)~~, Contract Personnel). Authority to appoint contract employees is vested in officers authorized by regulation to execute employment contracts on behalf of the Agency (see AR 20-72~~(U)~~). The minimum and maximum limits of age within which an original appointment may be made to an operational position within the Agency may be determined and fixed by, and at the discretion of, the C/RC, pursuant to the authority granted to the Director of Central Intelligence by section 5(f) of the CIA Act, which grants this authority "notwithstanding the provision of any other law."
- e. **(C) OATH OF OFFICE**

- (1) The following officials are delegated the authority to administer without charge or fee the oath required for entrance into the executive branch of the Federal Government or other oaths required by law in connection with employment therein:

Deputy Director of Central Intelligence.

**Executive Director**

**Chief Human Resources Officer**

**Deputy Chief Human Resources Officers**

**Chief, Recruitment Center**

**Officers under the direction of the Chief, Recruitment Center**

**Chiefs of Station or Base, their senior administrative officers, and their Human Resource Officers.**

- (2) The authority to administer oaths of office may be exercised only by the incumbents of the positions specified above and may not be redelegated to other employees.

f. **(U) ENTRANCE-ON-DUTY TESTING PROGRAM**

- (1) Applicants for employment may receive appropriate Agency testing before entrance-on-duty (EOD).

(a) Applicants for clerical positions take the Short Employment Test (SET) or other

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

required aptitude testing and appropriate skills tests prior to EOD.

- (b) Applicants for officer positions who are college graduates take the Professional Applicant Test Battery (PATB) before EOD as part of the initial screening process when required to do so by the interested component.
- (2) The PATB is administered, scored, and analyzed by OMS. The SET and clerical skills tests are administered, scored, and analyzed by Human Resources.

~~CONFIDENTIAL~~