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(b) (3)**Date:** 09/29/2005**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-17 (U//AIUO) ASSIGNMENTS

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REVISION SUMMARY: 29 September 2005

This regulation supersedes AR 20-17, dated 17 May 2002.

AR 20-17 is revised to update policy and responsibilities for personnel assignments. This regulation incorporates policy formerly contained in AN 20-17-30. It is also revised to update organizational titles. This revision reflects the Agency's organizational restructuring that resulted from the D/CIA's decision, effective 4 January 2005, to abolish the Mission Support Offices and establish the Directorate of Support.

AN 20-17-30 is hereby rescinded.

Boldfaced text in this regulation indicates revision.

This regulation was written by the DS/CSC/HR/Centralized and Deployed Human Resources/Policy Branch, at HR Policy@DA.

17. (U) ASSIGNMENTS

(U) SYNOPSIS. This regulation states Agency policy and responsibilities for personnel assignments to include rotational assignments.

a. (U) AUTHORITY. National Security Act of 1947 and the Central Intelligence Agency Act of 1949.

b. (U) POLICY

- (1) Mission accomplishment is the foremost consideration in personnel assignments.
- (2) Employee development is an essential consideration. Heads of Career Services are accountable for developing and utilizing all employees to their fullest potential and for

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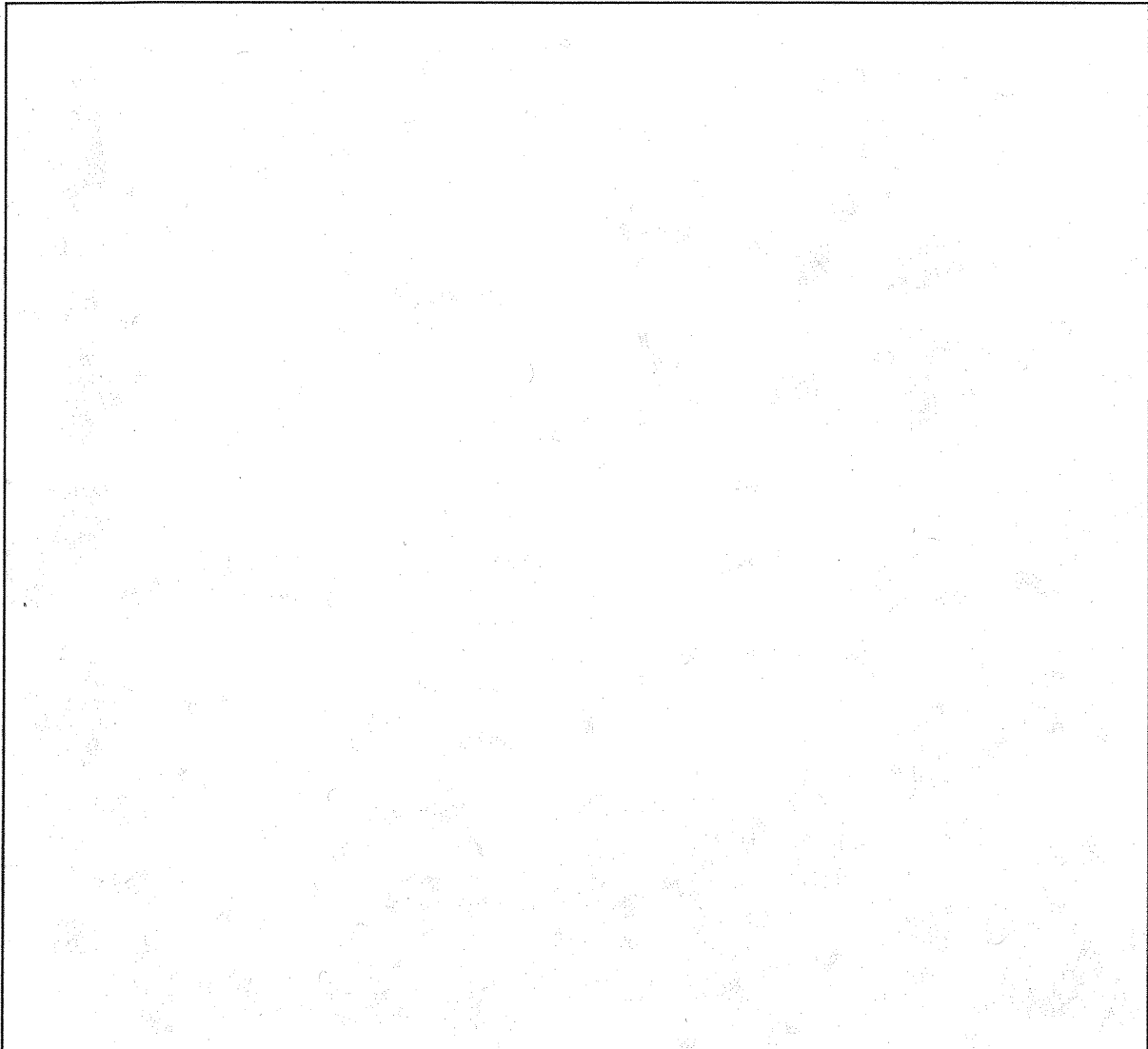
establishing mechanisms to develop leadership ability and professional expertise.

- (3) Heads of Career Services are also accountable for ensuring fair representation of women and minorities at all organizational levels. Mechanisms for doing so can include competitive selection and directed assignments as well as succession planning and career development programs.
- (4) The assignment process should be transparent to employees and flexible enough to allow management to make staffing decisions necessary to meet mission requirements, ensure the development of essential capabilities, and meet diversity goals.

c. (U) DEFINITIONS

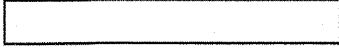


- (2) **ASSIGNED.** Selected for a position by the Career Service having jurisdiction over the position.



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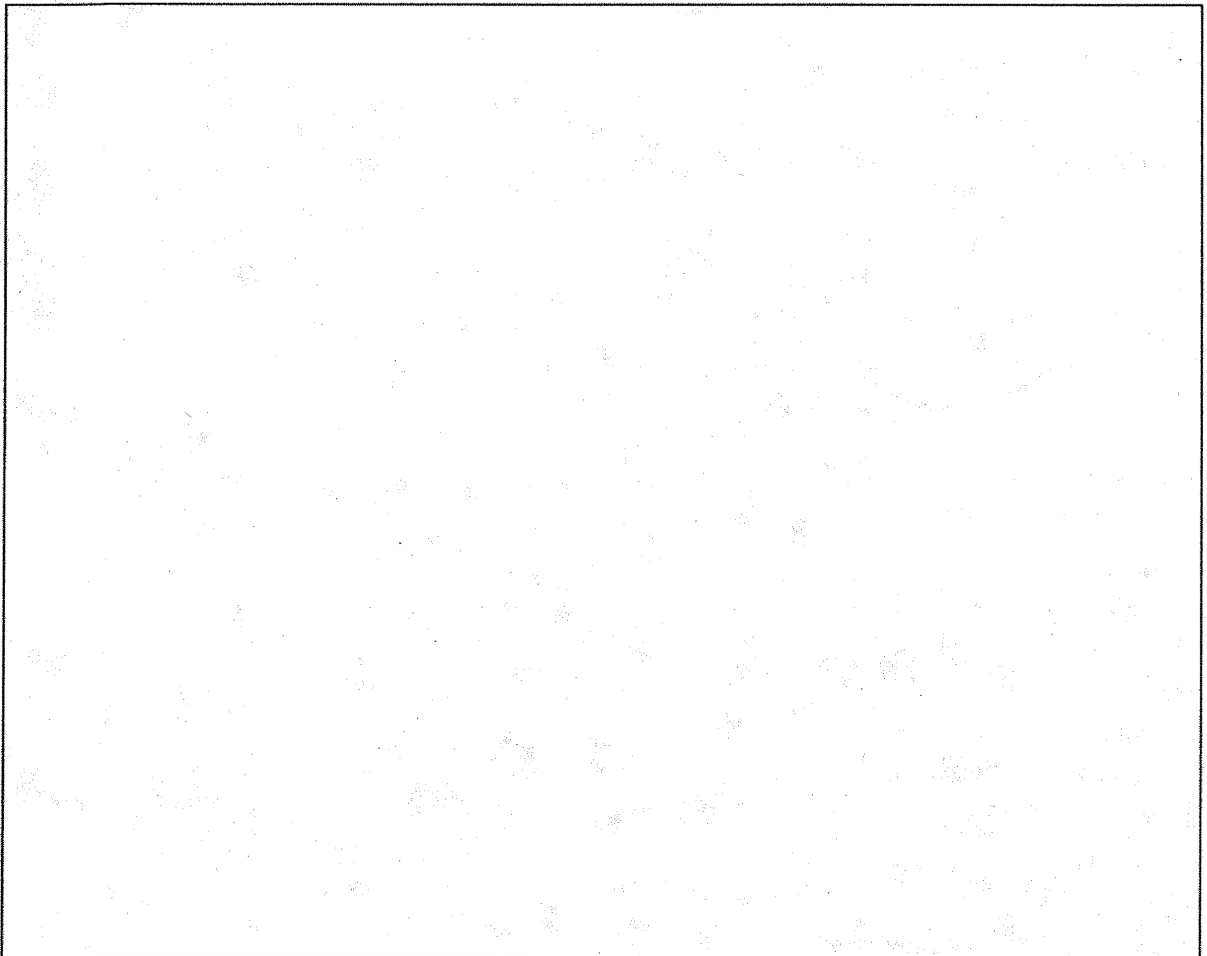
d. (U//AIUO) ASSIGNMENTS

(1) Assignments to positions mean that employees are:

- (a) Performing the type of duties covered by the service designation, grade level, and position title.
- (b) Under the command of the organizational element shown on the official personnel record.
- (c) At the geographic location shown on the official record.

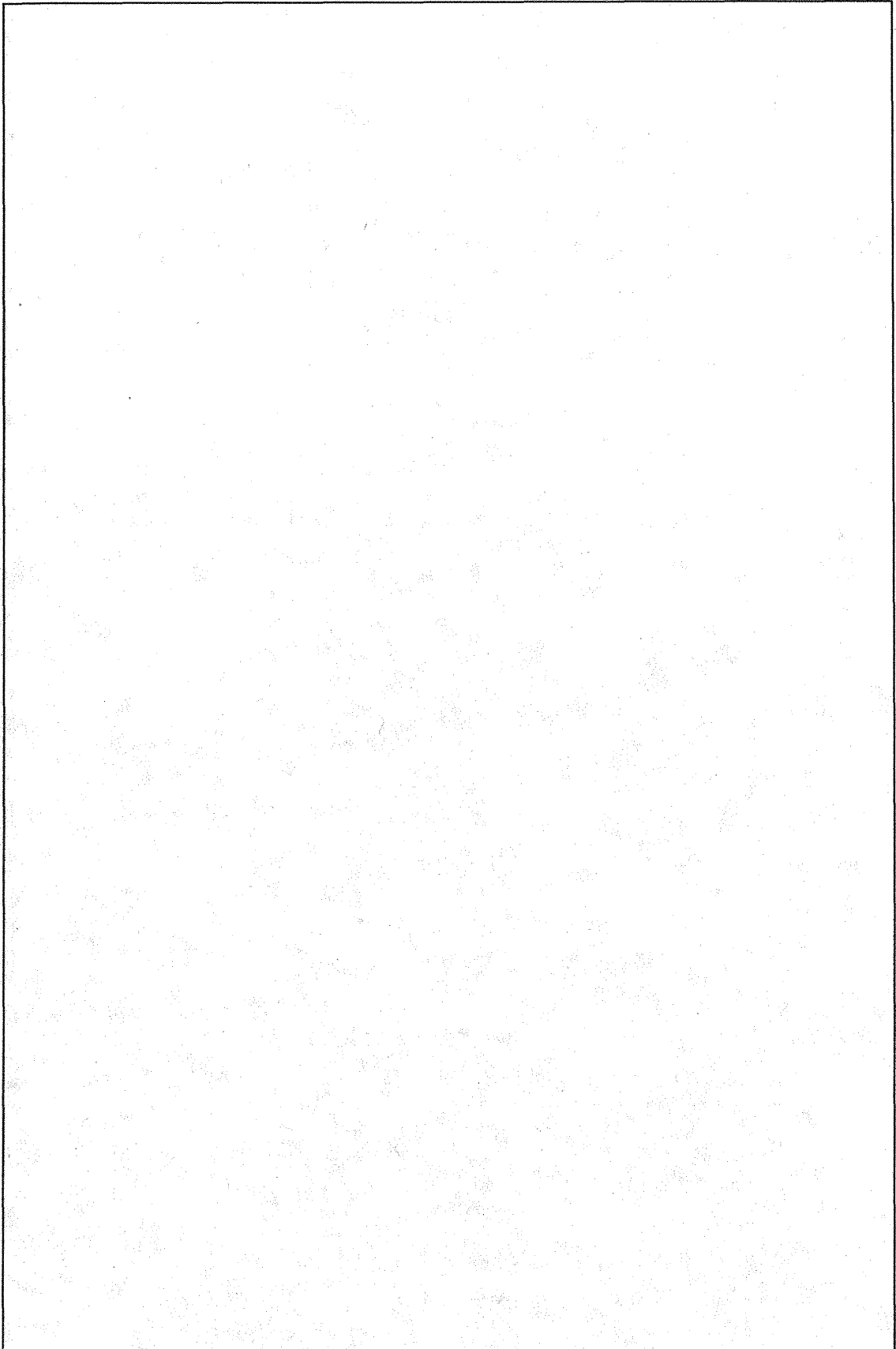
(2) REASSIGNMENT

- (a) The standard procedure for filling vacancies is through a competitive process. Career services may use other methods to reassign an employee such as direct assignment depending on mission requirements and the employee's career development. Personnel returning from rotational or overseas assignments must be placed in an appropriate position. Home components should place employees returning from rotational assignments preferably within 45 days of the completion of their rotation.



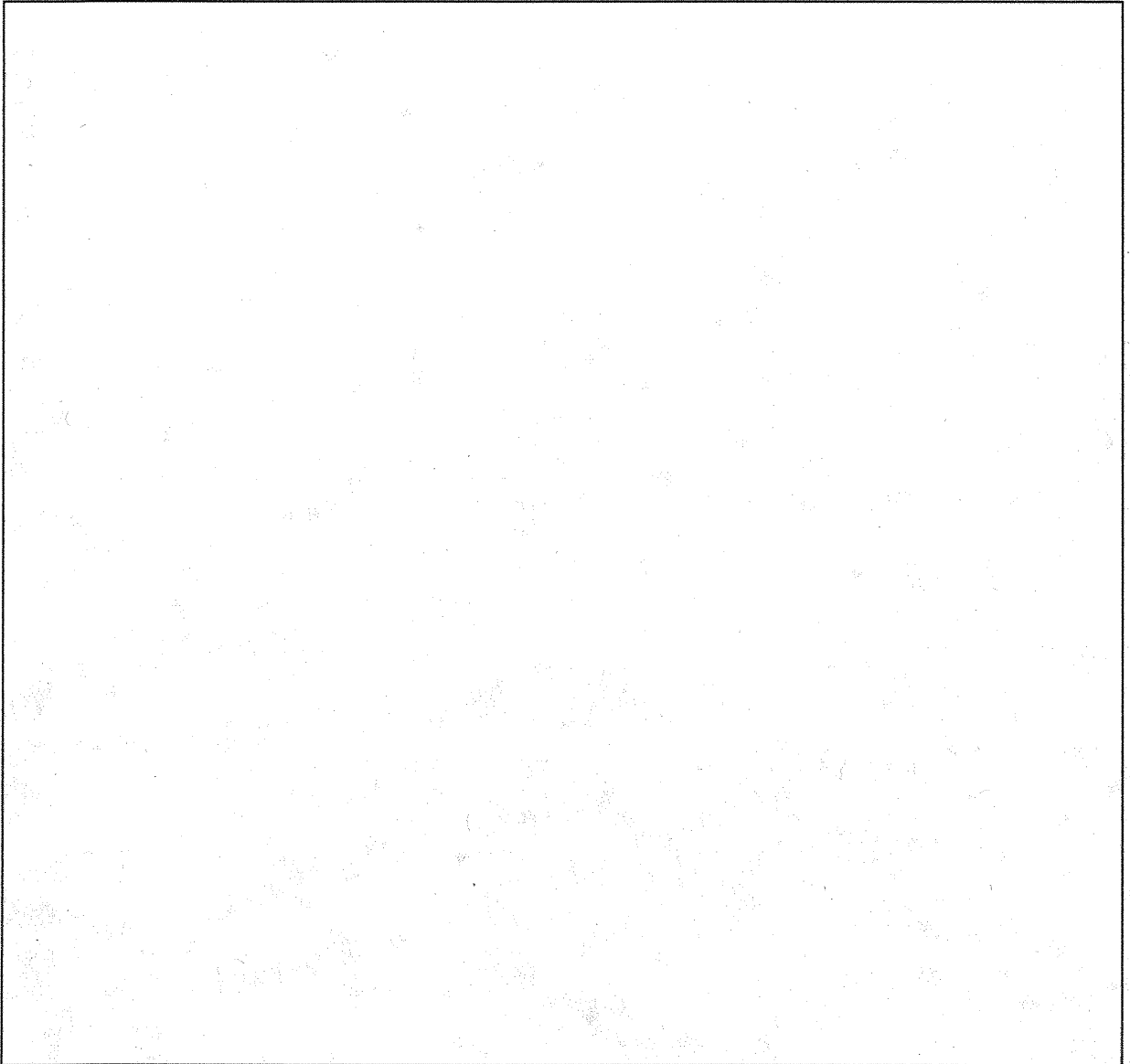
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(3) ROTATIONAL ASSIGNMENTS

(a) Rotational assignment agreements must:

- (1) Be completed prior to the assignment and specifically address the purpose of the assignment.
- (2) Stipulate that the parent Career Service or Career Service Subgroup will provide the employee feedback at least annually regarding competitiveness for promotion and evaluation rankings.
- (3) State that the Head of an employee's Career Service or Career Service Subgroup panel will ensure the employee is considered for advancement opportunities such as promotion, awards, training, and an appropriate position upon return to the

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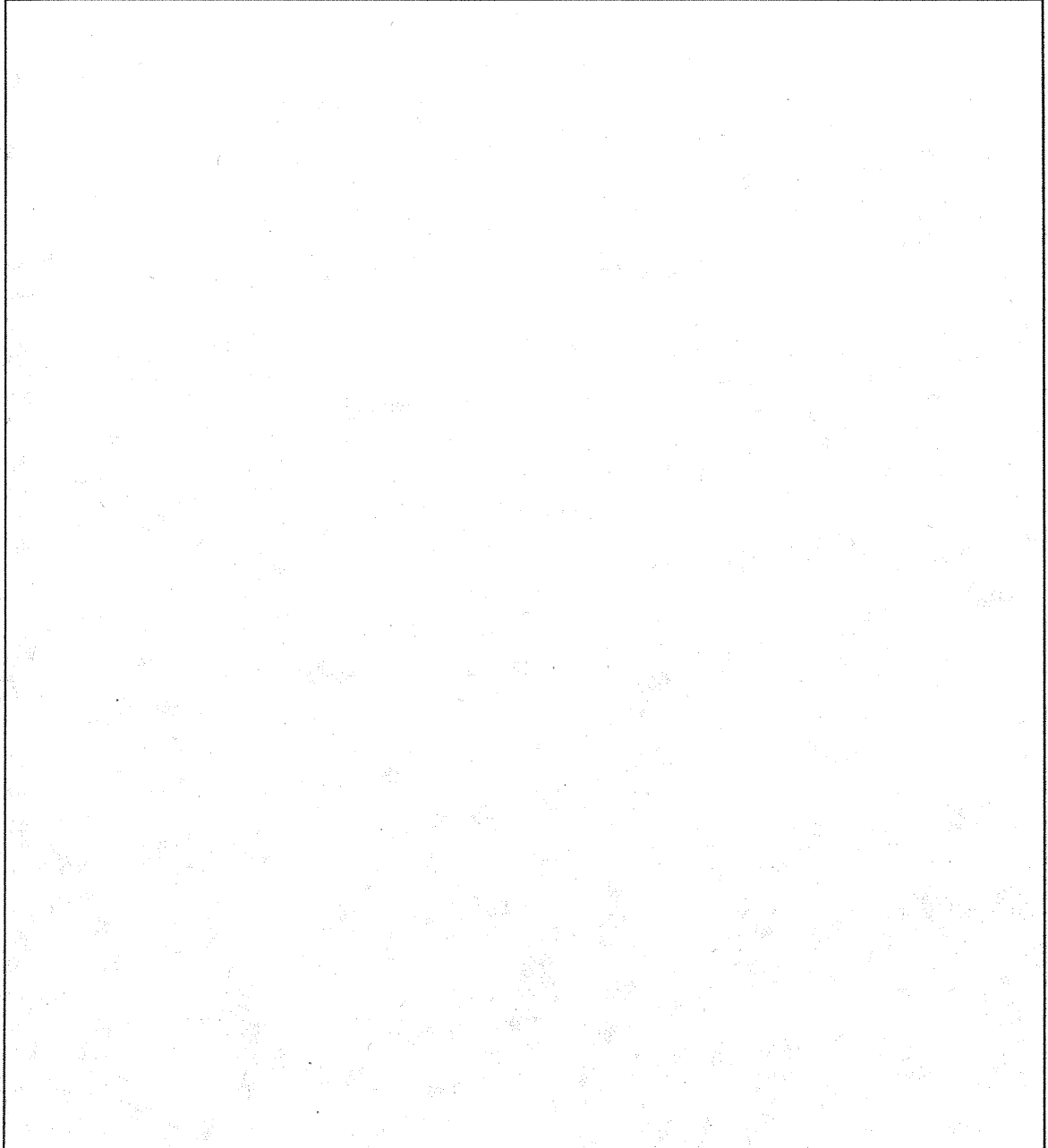
Career Service or Career Service Subgroup.

(4) State that the employee will not be disadvantaged by the rotational assignment.

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(4) ASSIGNMENT TO A POSITION OF HIGHER GRADE. With the concurrence of the Operating Official or Head of Career Service Subgroup, and approval of the appropriate Deputy Director, or Head of Independent Office, employees may be assigned to positions more than two grades above their personal grade. Employees may occupy a higher graded position when:

- (a) The assignment affords the employee broader developmental opportunities, or
- (b) The employee is the best-qualified person available.

(5) ASSIGNMENT TO A POSITION OF LOWER GRADE (PERSONAL RANK

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ASSIGNMENT). With the concurrence of the Operating Official or the Head of the Career Service Subgroup and the approval of the appropriate Deputy Director, or Head of Independent Office or single senior designee, an employee may be assigned to a position graded lower than the employee's personal grade for a specified period of time. Such an assignment is known as a "personal rank assignment" (PRA). Employees are not normally assigned to positions more than two grades lower than their grade. Long-term PRAs (longer than two years) should be reviewed to determine whether it is in the Agency's interest to downgrade the employee to the position grade or take action to resolve the disparity between salary and level of work performed.

(6) **OVERSEAS ASSIGNMENTS.** Career Services determine overseas assignments based on the needs of the service and the employees' qualifications. Each component with overseas positions is responsible for processing its employees for overseas assignments (unless other arrangements have been made with the agreement of involved components). All employees who have been selected for an overseas assignment must complete an Overseas Assignment Questionnaire.

(a) **Legal Restrictions.** Components considering employees for overseas assignments must determine whether the employee is or expects to become involved in litigation. After seeking advice from the Office of General Counsel, components will consider the possibility and nature of employee litigation in determining the employee's overseas suitability.

(b) **Marriage to a Foreign National.** When an employee is married to a foreign national, the component must ensure that steps are being taken toward the spouse's naturalization. Normally, the employee will remain in the United States until the spouse obtains U.S. citizenship; however, under certain circumstances, and with the approval of the **Chief, Security Center**, in conjunction with the Head of the employee's Career Service and the Chief, Counterintelligence Center, the employee may serve in the foreign field on an unaccompanied tour prior to his or her foreign national spouse's obtaining U.S. citizenship. Approval will be contingent on the foreign national spouse's continued legal residence in the United States. Any proposed assignment of the employee to the spouse's country of birth, country of former citizenship, or country of extended residence, or to a country where possible counterintelligence concerns are raised will require approval of the Deputy Director for Operations (DDO).

(7) **DUAL ASSIGNMENTS.** Components will seek to provide employee couples assignments at the same domestic or overseas field installation. Although each Career Service has responsibility for career development and assignment of its employees, equal consideration should be given to other Career Services' employees when their qualifications meet assignment requirements. In any case, there is no guarantee of suitable positions for both employees. Assignments are made subject to the restrictions on employment of relatives stated in AR 20-9.

(a) **Employee Availability.** Employees subject to field assignments who wish to be considered for dual assignments should forward written requests to the appropriate

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career management officer or other appropriate official.

- (b) **Advance Assignment.** An advance assignment may be made when a position is identified but will not become available until after the employee's arrival at post. Once the advance assignment is made, the employee will be issued individual travel orders (if assigned to a full-time position; part-time employees travel as dependents on the sponsor's travel order). The employee will take annual leave, leave without pay, or enter the Employee Spouse Program until the tour begins. The tour of duty begins the day the employee reports to duty at post.
- (c) **Concurrent Tours.** Components should consider a nonstandard tour for one employee when joint assignments are identified but are not concurrent, to allow tours to end at the same time. These arrangements should be made at the time of assignment and documented in the service agreement.

(8) ASSIGNMENT FOLLOWING TOURS OF DUTY ABROAD. Career Services help plan follow-on assignments of their employees serving abroad. Career Services will assist employees in locating their next assignments before they depart from the foreign post. Employees are encouraged to monitor and respond to vacancy notices as they are published. Individuals selected for onward assignments will be notified in a timely manner to facilitate PCS moves. If an onward assignment has not been identified prior to PCS departure, the individual should report to the appropriate component at headquarters to negotiate an assignment. Placement--by directed assignment if necessary--is to occur within 45 days of the employee's return to duty at headquarters.

e. (U) RESPONSIBILITIES

(1) OPERATING OFFICIALS:

- (a) Anticipate component human resource requirements and notify Heads of Career Services.
- (b) Concur in assignments to positions more than two grades above the employee's current personal grade.
- (c) Concur in assignments to positions graded lower than the employee's current grade.

(2) HEADS OF CAREER SERVICES OR DESIGNEES:

- (a) Select personnel for assignment to operating components. Heads of Career Services must notify the Chief, Recruitment Center (Chief/RC), if external recruitment is necessary to meet Career Service needs.
- (b) Ensure employees assigned outside their jurisdiction are included in either the parent or host Career Service or Career Service Subgroup's evaluation and promotion review and that both Career Service or Career Service Subgroups have agreed on parameters for evaluating and promoting employees during such assignments.
- (c) Ensure employees on rotational assignments are provided evaluation and promotion feedback by their parent Career Service or Career Service Subgroup at least annually.
- (d) Review rotational assignment agreements of six months or more at least 90 days prior

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to expiration to determine whether extensions are desirable.

- (e) Facilitate employees' return from rotation, including a directorate or office-level review, to ensure that employees are returned to positions that use or build on experience they have gained.
- (3) The Chief/RC, undertakes external recruitment to meet the Career Services' hiring requirements.
- (4) The Chief, Medical Services, determines employees' medical fitness for assignments (if applicable).
- (5) Component Human Resource Officers and supervisors are responsible for monitoring and advising Operating Officials when action needs to be taken on PRAs.
- (6) Supervisors assign work and evaluate personnel under their jurisdictions and advise the Operating Official or Head of Independent Office and the Head of the appropriate Career Service when an employee is mismatched with job requirements.

f. APPOINTMENT AND APPROVAL AUTHORITIES

- (1) The **Director of the Central Intelligence Agency (D/CIA)** appoints the Executive Director, Deputy Executive Director, Deputy Directors, Associate Deputy Directors, Special Assistant for Diversity Plans and Programs, Director of Congressional Affairs, Director of Public Affairs, **Chief of Staff to the D/CIA, Deputy Chief of Staff to the D/CIA, and Senior Advisors to the D/CIA.** The D/CIA also selects the Deputy Inspector General, in consultation with the Inspector General.
- (2) The **D/CIA or Deputy Director of the Central Intelligence Agency (D/CIA)** approves the assignments to Chief of Station, Deputy Chief of Station, Chief of Base, and Chief of Facility **positions** when the officer or position is at the SIS level.
- (3) The Executive Director (ExDir) **through the Executive Leadership Review Board (ELRB)** approves the appointments to office directors and deputy office directors, Directorate of Operations (DO) division chiefs and deputy division chiefs, center chiefs and other selected staff chiefs.
- (4) The **Chief, Security Center**, or designee concurs in:
 - (a) Assignments and reassignments to the foreign field.
 - (b) Unaccompanied overseas tours for employees married to foreign nationals.
- (5) Deputy Directors and Heads of Independent Offices (or their designees) approve:
 - (a) Assignments to lower-graded positions.
 - (b) Assignments to positions more than two grades above the employee's personal grade.
- (6) Heads of Career Service Subgroups approve candidates who were not ranked first among qualified applicants.

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