

~~ADMINISTRATIVE - INTERNAL USE ONLY~~(b) (2)  
(b) (3)**Date:** 08/10/2004**Category:** 20 - Human Resources      **OPR:** HR**Title:** AR 20-21 PROMOTIONS

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**REVISION SUMMARY:** 10 August 2004

This regulation supersedes AR 20-21, dated 1 February 2002.

AR 20-21 has been revised to remove those portions of the regulation that refer to SIS members at levels 1-3. The new SIS system adopted in early July 2004 contains guidance for promotions into and within SIS. We have also removed the uniform promotion schedule contained in the regulation. It was superseded by AN 20-21-10.

*Boldfaced text in this regulation indicates revisions:*

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

**21. (U) PROMOTIONS**

**SYNOPSIS.** This regulation states the policy and responsibilities for the promotion of personnel compensated under the Agency's General Schedule (GS) and GS-related special pay scales. This regulation also provides the minimum time-in-grade guidelines for GS-07 through GS-15 employees.

- a. **(U) AUTHORITY.** Section 8 of the CIA Act of 1949, as amended (50 U.S.C. 403j).
- b. **(U) POLICY.** Employees are promoted on the basis of merit and qualifications to perform higher-level responsibilities. Heads of Career Services are responsible for ensuring all employees GS-15 and below are evaluated at least annually. This regulation does not apply to the promotion of employees compensated under prevailing rate pay schedules (see AR 20-31).

**c. (U//AIUO) BOARDS AND PANELS**

- (1) Evaluation boards and panels determine promotion eligibility for GS-07 through GS-15

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employees. Heads of Career Services may use a formal evaluation board or panel system for employees grade GS-06 and below who are in clerical or technical positions or they may delegate promotion authority to supervisors. Employees at grade GS-06 and above must be promoted in accordance with the uniform promotion schedule (see paragraph e); however, the Head of Career Service may determine the time of evaluation and promotion for GS-05 and below employees.

- (2) The number of employees who may be promoted from among those determined to be eligible by the board or panel is determined on the basis of Career Service promotion headroom, ranking, and time-in-grade. Employees whose evaluation suggests they will be exceptional performers at higher levels of responsibility are not constrained by time-in-grade guidelines if they otherwise are qualified for advancement. Personnel on assignment outside their home component must receive equal consideration for promotion. Heads of Career Services or designees may establish separate areas of competition within their services to differentiate the various career disciplines.
  - (3) Boards and panels recommend promotions to the Heads of Career Services. Exceptions to their recommendations on promotions to grade GS-15 and below require the approval of the Head of Career Service (see AR 20-3 and AR 20-16). The Chief Human Resources Officer will be informed of exceptions to board or panel recommendations.
  - (4) A promotion request must be accompanied by a Performance Appraisal Report (PAR) prepared in accordance with the annual cycle or a more recent report prompted by other requirements (see AR 20-20). Promotion recommendations are not made in PARs, however.
  - (5) Promotions are limited to one-grade advancement. Exceptions must be recommended by the Head of Career Service and approved by the Chief Human Resources Officer or designee.
  - (6) The effective date of a promotion may be delayed up to 90 days if it would benefit the employee. For example, if the employee has been approved for promotion and is due a step increase that would affect the employee's step in the new post-promotion grade, the promotion may be delayed so the employee can receive the step increase with the promotion. The Operating Official must ensure the employee is aware of the possible future negative or positive impact of a delayed promotion date. The employee has the final determination and may request that the promotion not be delayed.
  - (7) AR 20-17, pertaining to personal rank assignment, will be observed. Career Services must provide career panels and boards a list of employees in each grade when evaluations are conducted to ensure all employees are evaluated.
- d. **(U//AIUO) UNIFORM PROMOTION SCHEDULE.** Career Services may promote employees on either an annual or semiannual schedule as **announced by appropriate Agency Notice.**
- e. **(U//AIUO) EXCEPTIONS TO THE UNIFORM PROMOTION SCHEDULE.** Career Service panels may recommend out-of-cycle promotions to Heads of Career Services in recognition of superior achievement. Heads of Career Services may approve out-of-cycle

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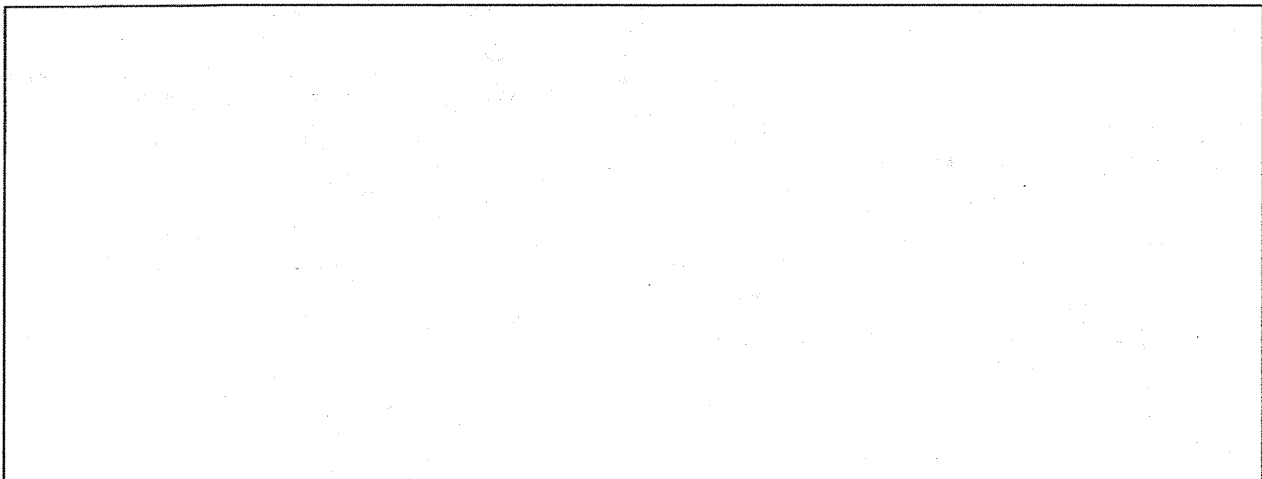
promotions.

**f. (U//AIUO) MINIMUM TIME-IN-GRADE GUIDELINES FOR GS-07 THROUGH GS-15.**

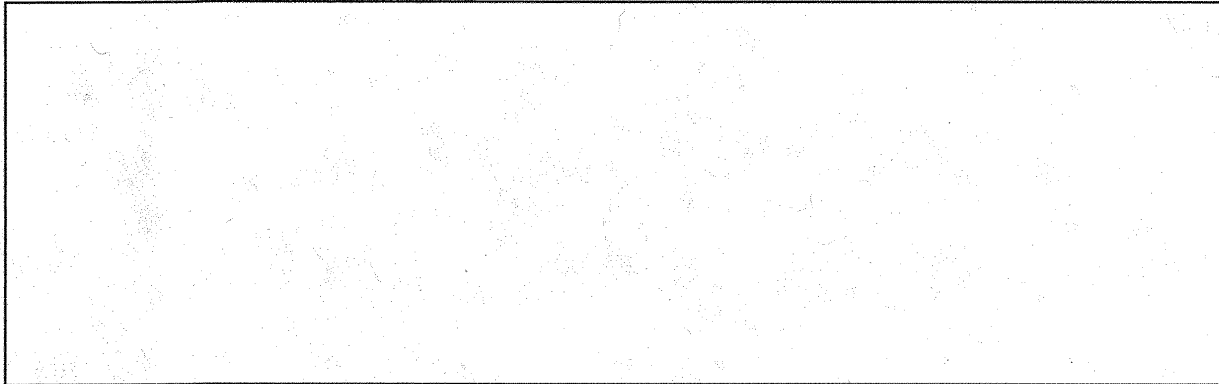
- (1) Agency minimum time-in-grade guidelines for promotion of professional employees paid under the GS and GS-related special pay scales are:

<u>Promotion From</u>	<u>Time In Grade</u>
GS-07	6 months
GS-08	6 months
GS-09	9 months
GS-10	12 months
GS-11	12 months
GS-12	17 months
GS-13	23 months
GS-14	28 months
GS-15	28 months

- (2) Recognizing the diversity of missions and requirements across the directorates and mission support offices, individual Career Services retain the flexibility to depart from these guidelines in exceptional cases. These guidelines are the minimum standards for those employees who meet all the promotion criteria and are performing in a superior manner. Employees should not expect automatic promotions immediately upon satisfying the minimum time-in-grade guidelines.
- (3) All employees' periods of leave, including leave without pay, count toward their minimum time-in-grade for promotion purposes.
- (4) If an employee resigns from any Federal civilian service and is reemployed by the Agency at an equivalent grade or lower (regardless of the length of time the employee was not employed in Federal civilian service) the months spent at that grade prior to resignation are counted as time in grade for promotion purposes.



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**h. (U//AIUO) RESPONSIBILITIES**

- (1) **The Executive Director approves or disapproves temporary promotion requests.**
- (2) **The Chief Human Resources Officer:**
  - (a) Continuously reviews the Agency's evaluation and promotion programs.
  - (b) May approve exceptions to the one-grade advancement rule.
  - (c) May approve retroactive promotions.
  - (d) **Concurs or nonconcurs on temporary promotion requests.**
- (3) **Heads of Career Services:**
  - (a) **Ensure all employees GS-15 and below are evaluated at least annually.**
  - (b) **May recommend exceptions to one-grade advancements to the Chief Human Resources Officer.**
  - (c) **May approve out-of-cycle promotions.**
  - (d) **Have an obligation to disapprove promotions when they are aware of significant security or counterintelligence issues that have been found to have merit. Any such disapproval will be based on a known record and not solely on the existence of an incomplete investigation.**
- (4) **Supervisors prepare timely PARs, which are essential in promotion considerations.**

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