

~~ADMINISTRATIVE INTERNAL USE ONLY~~(b) (2)
(b) (3)**Date:** 01/16/2003**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-22 SENIOR INTELLIGENCE SERVICE

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REVISION SUMMARY 16 January 2003

This regulation supersedes AR 20-22 dated 26 February 2002.

AR 20-22 is revised to remove the requirement that Senior Intelligence Service (SIS) officers selected for the Officer-In-Residence Program be downgraded from SIS to GS -15, step 10. This change in policy was authorized by the D/CIA 7 September 2002, and Congressional notification completed 14 December 2002.

This revision was initiated by Policy Team, Human Resources Strategy & Planning Staff, at HRM Policy @ DA.

22. SENIOR INTELLIGENCE SERVICE

SYNOPSIS. This regulation provides the policy and responsibilities for personnel management of the Senior Intelligence Service and detail related responsibilities of the Director of the Central Intelligence Agency, Deputy Director of the Central Intelligence Agency, Executive Director, Heads of Career Services, Senior Personnel Review Board, Inspector General, and Chief Human Resources Officer (in his role as Chief Human Resources Officer vs. Head of a Career Service).

a. **AUTHORITY.** The National Security Act of 1947, as amended (50 U.S.C. 403, et seq.), and the CIA Act of 1949, as amended (50 U.S.C. 403a, et seq.) 5 CFR 534.405).

b. POLICY

- (1) The Senior Intelligence Service (SIS) operates under the direction of the Director of the Central Intelligence Agency (D/CIA), the Deputy Director of the Central Intelligence Agency (DD/CIA), and the Executive Director (EXDIR), ensuring that senior management is of the highest quality and fully responsive to the needs, policies, and goals of the Agency and the Nation. The SIS includes six rank levels starting at SIS-1

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and progressing through SIS-6.

- (2) Equal employment opportunity and affirmative action regulations, policies, and plans apply to all aspects of the SIS program.
 - (3) This regulation creates no right to, or interest in, Agency employment. None of the procedures set forth in this regulation apply to any personnel actions carried out under AR
- c. MEMBERSHIP.** Promotion to or within the SIS ranks and direct appointment as an SIS member will be approved as outlined in paragraph d below. Regardless of length of service or SIS level, members will hold SIS rank for such time as the EXDIR, DD/CIA, or D/CIA (as appropriate) determines.
- d. RESPONSIBILITIES**
- (1) The D/CIA:
 - (a) Personally selects the Executive Director, Deputy Executive Director, Deputy Directors, Associate Deputy Directors, Chief, Mission Support Offices (C/MSOs), Deputy Chief, MSOs, Special Assistant to the D/CIA for Diversity Plans and Programs, Director of Congressional Affairs, and Director of Public Affairs. The D/CIA also selects the Deputy Inspector General, in consultation with the Inspector General. Several other senior positions, including the Associate Director of the Central Intelligence Agency for Military Support, Chief of the Technology Management Office, and the Chief of the National HUMINT Requirements Tasking Center, are filled cooperatively with other elements of the national security community.
 - (b) Approves or disapproves nonrecertifications of SIS officers.
 - (c) Approves or disapproves reduction in grade of SIS-4 through SIS-6 officers.
 - (2) The D/CIA or DD/CIA may approve:
 - (a) Promotions to SIS-6, including those SIS-6 promotions that differ from Senior Personnel Review Board (SPRB) recommendations and SIS-6 out-of-cycle promotions.
 - (b) Direct appointment (hire) as an SIS member.
 - (c) Assignments of SIS-6 officers and 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 EXDIR may:
 - (a) Approve:
 - (1) Promotions from GS-15 to SIS-1 and within the SIS ranks to SIS-5, including promotions to SIS-1 through SIS-5 that differ from SPRB recommendations, and out-of-cycle promotions for these individuals.

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- (2) Recertification of D/CIA Career Service SIS officers except as noted in paragraph d(5)(a) below.
 - (3) Recertification of SIS-4, 5, and 6 officers in all other Career Services, except as noted in paragraph d(5)(b) below.
 - (4) All conditional recertifications.
 - (5) Assignments to the positions of office director, deputy office directors, Directorate of Operations (DO) division chiefs, DO deputy division chiefs, D/CIA center chiefs and deputy chiefs, and selected staff chiefs.
 - (6) Assignments of SIS-5 officers except as outlined in paragraphs d(1)(a) and d(2)(c) above.
 - (7) Removal from SIS or reduction in grade of SIS-1 through SIS-3 employees.
- (b) Recommend nonrecertifications to the D/CIA.
- (4) Heads of Career Services may:
- (a) Recommend promotions to and within the SIS to the SPRB for review; except that the Head of the NRO Corporate Support (NCS) career service may recommend promotions to and within the SIS directly to the D/CIA.
 - (b) Approve recertification for SIS-1, 2, and 3 officers in their respective Career Services except as outlined in d(5)(a) and d(5)(b) below; except that the Head of the NCS may approve recertification for SIS-1, 2, and 3 officers in the NCS except as outlined in d(5)(a) and d(5)(b) below.
 - (c) Recommend to the SPRB conditional recertification and nonrecertification for SIS-1 through SIS-3 officers; except that the Head of the NCS may recommend directly to the D/CIA conditional recertification and nonrecertification for NCS SIS-1 through SIS-3 officers.
 - (d) Recommend to the SPRB recertification, conditional recertification, and nonrecertification for SIS-4 and 5 officers, except as outlined in d(5)(a) and d(5)(b) below; except that the Head of the NCS may recommend directly to the D/CIA recertification, conditional recertification, and nonrecertification for NCS SIS-4 and 5 officers, except as outlined in d(5)(a) and d(5)(b) below.
 - (e) Recommend removal from the SIS or reduction in grade within the SIS by submitting justification via the Director of Security to the EXDIR for SIS-1 through SIS-3 officers and via the EXDIR to the D/CIA for SIS-4 through SIS-6 officers.
 - (f) Approve assignments of SIS-4 and below officers to SIS-4 and below positions except those outlined in paragraphs d(1)(a), d(2)(c), and d(3)(a)(5) above.
 - (g) Nominate, slot, and fund appropriate candidates for the Officer-in-Residence Program.
 - (h) Approve assignments of SIS-4 officers except for those assignments to positions

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specifically reserved to the EXDIR, DD/CIA, or D/CIA.

- (5) The Inspector General may approve:
- (a) Recertification of all E Career Service officers at the SIS-1 through 6 levels assigned to the Office of Inspector General.
 - (b) In consultation with the appropriate Head of Career Service, recertification of all SIS officers at the SIS-1 through SIS-6 levels who are on rotation to the Office of Inspector General.
- (6) Administrative:
- (a) The Directorate and Mission Support Human Resource Officers requests name checks from the Inspector General, the Director of Security, the Chief, Office of Medical Services, the Director of Equal Employment Opportunity, and the Chief, Counterintelligence Center, on promotion recommendations to or within SIS.
 - (b) Requests for approval of all SIS assignments, except those which can be approved by the Deputy Director or C/MSO concerned, must contain certification that name checks have been conducted with the Offices of Security and Medical Services, and the Inspector General with no adverse results.

e. MANAGEMENT OF POSITIONS AND CEILING

- (1) The D/CIA determines the number of Agency personnel who may hold SIS rank.
- (2) The D/CIA, DD/CIA, or EXDIR allocates SIS personnel ceiling to the Career Services. The D/CIA may hold a portion of the SIS ceiling as an Agency-wide reserve for use at the D/CIA's discretion.

f. SENIOR PERSONNEL REVIEW BOARD

- (1) **MEMBERSHIP.** The SPRB is comprised of the EXDIR as chair, the Deputy Executive Director, the three Deputy Directors, the five Chiefs of the Mission Support Offices, the Special Assistant to the D/CIA for Diversity Plans and Programs, the General Counsel who serves as the legal representative, at least one female representative, minority representative, and advocate for employees who are deaf or have disabilities.
- (2) **FUNCTIONS.** The SPRB:
 - (a) Recommends to the EXDIR nominees for selected senior management positions. These include nominees for office directors, Directorate of Operations (DO) division chiefs, D/CIA center chiefs, selected staff chiefs, and selected deputies to these directors or chiefs. A roster of the positions that presently fall under the SPRB may be found in the most current Agency Notice.
 - (b) Approves or disapproves nominations for the Officer-in-Residence Program submitted by the Director, Center for the Study of Intelligence.
 - (c) Recommends promotions from GS-15 to SIS-1 and within the SIS ranks to SIS-5 to the EXDIR for approval twice a year.

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- (d) Recommends SIS-6 promotions to the D/CIA twice a year.
- (e) Reviews annually for recommendation, either to the EXDIR or to the D/CIA (as appropriate), Career Service panel-recommended conditional recertification and nonrecertification of SIS-1 through SIS-3 officers, and recertification, conditional recertification, and nonrecertification of SIS-4 and SIS-5 officers. The Board also reviews recommendations to the EXDIR or D/CIA (as appropriate) of the Inspector General for conditional recertification and nonrecertification of SIS-1 through SIS-5 officers assigned, or on rotation, to the Office of Inspector General.
- (f) At the request of the D/CIA, DD/CIA, or EXDIR, identifies Agency candidates for selected senior positions in other Intelligence Community agencies.

g. PERFORMANCE APPRAISAL

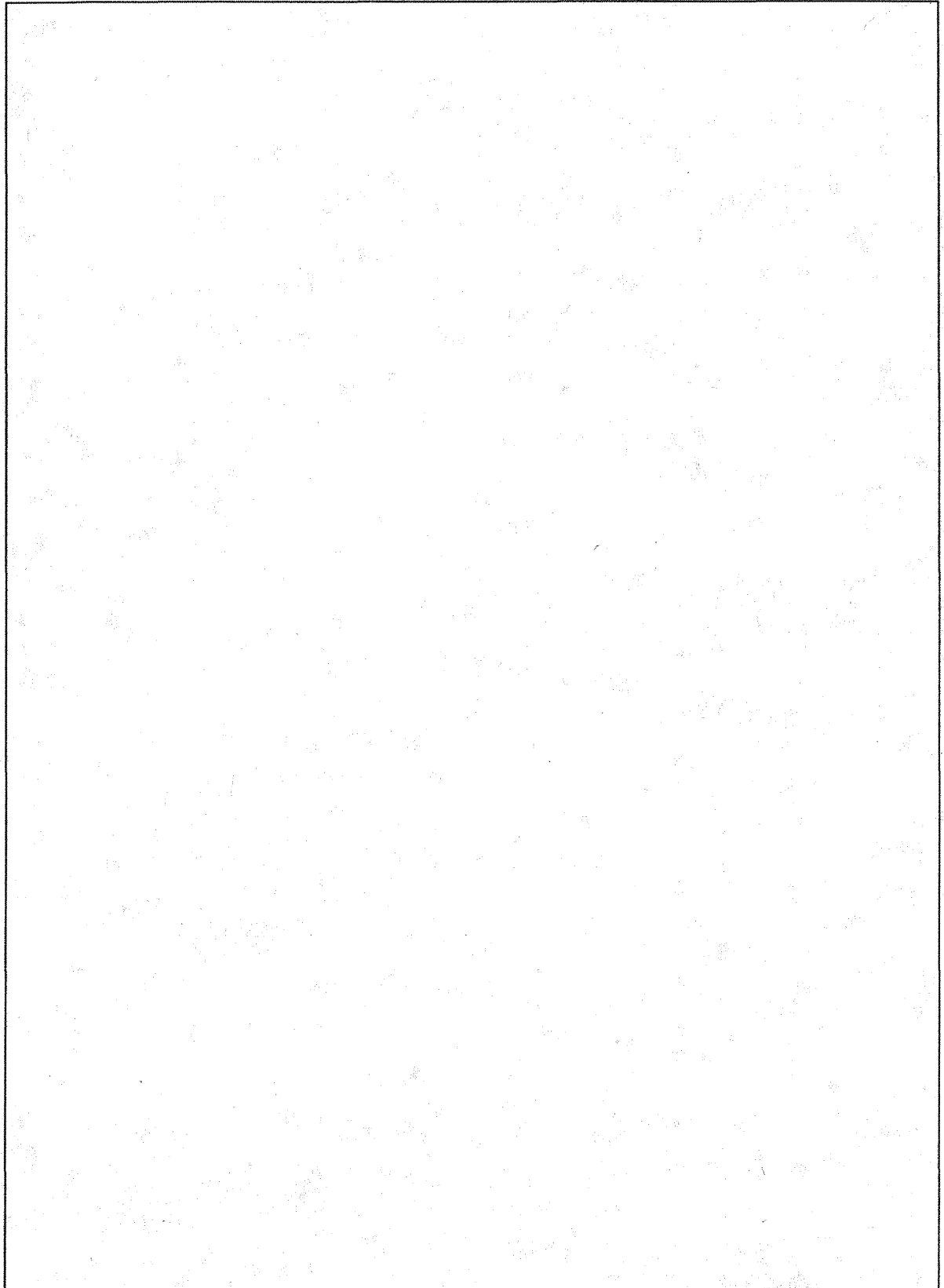
- (1) Supervisors will evaluate SIS members annually (with special reports as otherwise required) in accordance with published schedules, the Agency's performance appraisal system, and specific organizational and individual objectives assigned at the beginning of the annual evaluation period.
- (2) Heads of Career Services will:
 - (a) Counsel SIS members with an overall Performance Appraisal Report (PAR) rating of 3; develop a program to assist the individual in overcoming performance deficiencies; and inform the Director of Security.
 - (b) Refer the cases of SIS members who receive two consecutive overall PAR ratings of 3 or a single annual overall PAR rating of 2 or 1 to the Office of Security, Special Activities Staff with a recommendation for administrative action. (This recommended action may be retention in the SIS under closely observed probation for a specific period of time, removal from the SIS and reduction to GS-15 status and compensation, or termination of employment.) The EXDIR also will be informed when an SIS member receives two consecutive overall PAR ratings of 3 or a single annual overall PAR rating of 2 or 1.

h. COMPENSATION. SIS members are not eligible for premium pay; that is, scheduled or unscheduled overtime, compensatory time, Sunday and holiday pay, standby duty pay, and night differential. The D/CIA, DD/CIA, or EXDIR may approve exceptions to this policy. There is one exception to this general policy, SIS members may earn and use compensatory time off for religious purposes. SIS members may receive annual locality pay adjustments.

i. EXCEPTIONAL PERFORMANCE AWARDS.

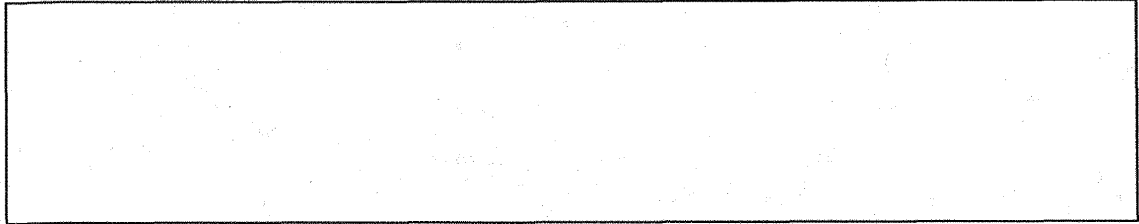
- (1) SIS members are eligible for Exceptional Performance Awards (EPAs) granted in recognition of sustained superior performance or exceptional accomplishments.
- (2) Lump sum cash awards to SIS officers must be publicized Agency-wide and include the specific performance and contributions that the awards recognize.

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j. EXECUTIVE DEVELOPMENT. All new SIS officers must participate in the Executive Development Program to enhance their understanding of the Agency's core beliefs and values.

- (1) Under the supervision of the Head of Career Service, the officers participate in:
 - (a) Agency and directorate task forces and boards to help solve real management problems while improving their personal knowledge of the intelligence business.
 - (b) A tailored program of course work to address any gaps in their experience and expertise.
- (2) Heads of Career Services will:
 - (a) Plan assignment successions for all SIS positions using line managers, Career Service Subgroup panels, and Career Service panels (sitting as senior resource boards) to identify candidates. Heads of Career Services perform these planning responsibilities by either individual position or group of positions having similar requirements. Identify a sufficient number of candidates to provide for the orderly development of a pool of qualified employees from which to select future SIS replacements.
 - (b) Ensure that senior development actions are implemented for members of their Career Service, including internal as well as external training and developmental assignments, to better prepare employees for senior responsibilities and to meet the requirements of their Career Service.

k. SABBATICALS

- (1) **GENERAL.** A sabbatical is a period of official absence from regular duty status to conduct a program of learning, research, uncompensated work or other activity, that will contribute to an SIS member's development and effectiveness. A sabbatical should relate specifically to the member's present position or Career Service mission or be intended to prepare the member for a change of career field within the Agency. A sabbatical is not a substitute for external training designed to meet specific work requirements, but should be an integral and planned element of the SIS member's career development. The project or activity determines the duration of a sabbatical; which in any case may not exceed 11 months. An SIS member may be granted only one sabbatical in a 10-year period. Members on sabbatical remain on the staffing complement of their sponsoring component or parent Career Service. Upon completion of a sabbatical, the Career Service has an obligation to place the employee in an appropriate position upon his or her return.

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- (2) **APPROVAL AUTHORITY.** Sabbaticals may be approved by the D/CIA, DD/CIA, EXDIR, or Head of Career Service concerned.
- (3) **REQUIREMENTS**
- (a) Candidates must have a minimum of five years' Agency service, three years of which must have been as a member of the SIS. Time spent as a GS-15 officer in an SIS position is qualifying service for this three-year requirement. SIS members who are eligible for voluntary retirement are not eligible for sabbaticals. (For this purpose, voluntary retirement is defined by Civil Service Retirement System rules regardless of the system in which the employee holds membership.) An SIS member who becomes eligible for voluntary retirement during a sabbatical is entitled to complete the term of the sabbatical.
 - (b) The recipient of a sabbatical must sign a service agreement which requires a minimum of two years' additional Federal service upon completion of the sabbatical. If an employee fails to remain in the Federal service for two years, except for good and sufficient reasons as determined by the D/CIA, DD/CIA, EXDIR, or Head of Career Service concerned, the officer is liable to the U.S. Government for repayment of all sabbatical expenses including salary.
 - (c) The recipient of a sabbatical may be authorized travel expenses, including per diem, if the travel is authorized by applicable law and determined by the approving authority to be essential for the sabbatical.
 - (d) A sabbatical will not result in a deduction in any compensation, annual or sick leave, or credit for time or service to which the SIS member is otherwise entitled. However, any annual or sick leave taken while on a sabbatical should be reported and appropriately charged.
- (4) **WAIVERS.** The D/CIA, DD/CIA, EXDIR, or Head of Career Service concerned may waive eligibility requirements in appropriate circumstances and may waive service agreement obligations based on good and sufficient reasons.

l. Not used.

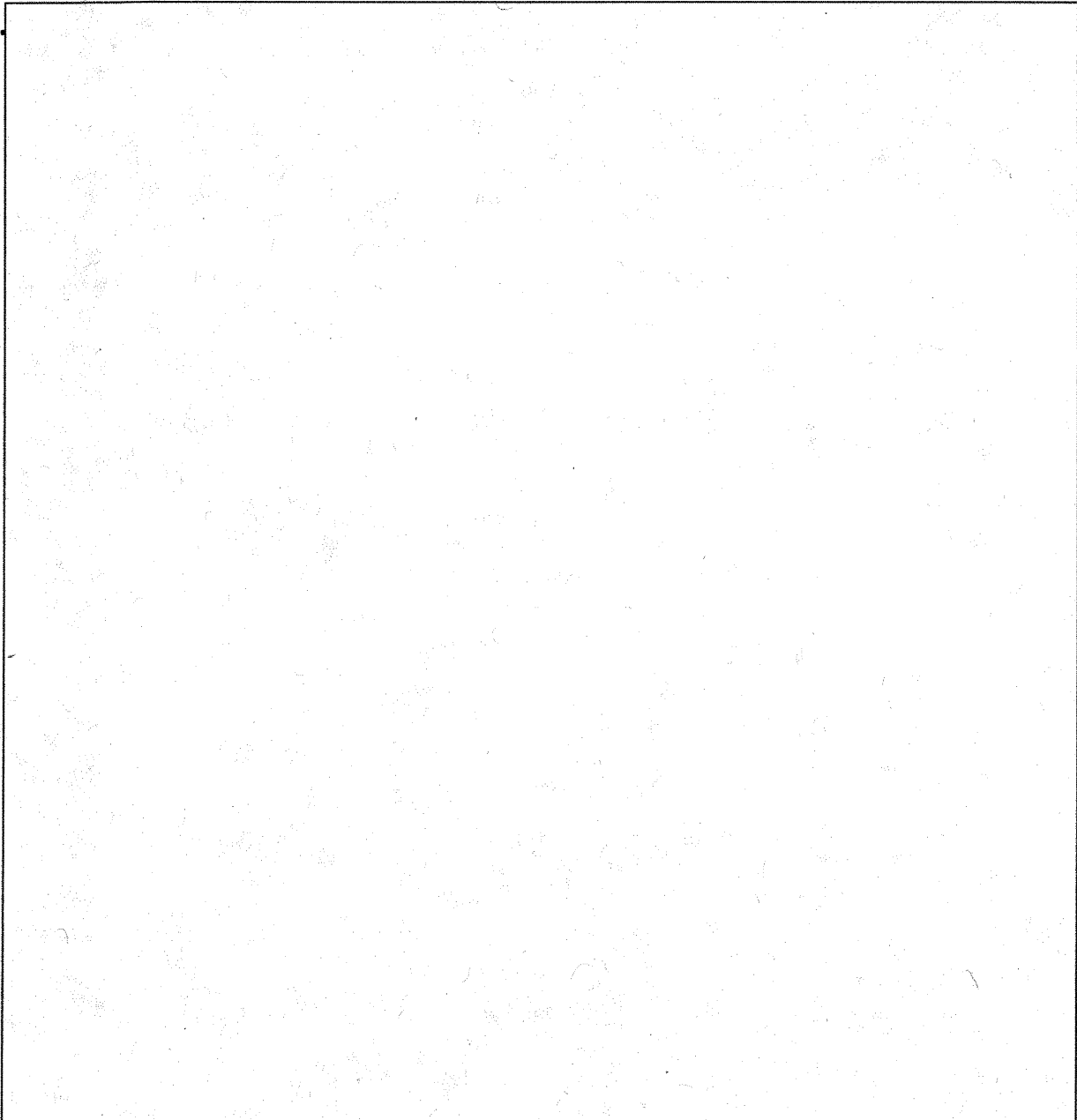
m. **LEAVE**

- (1) Generally, SIS members are limited to a ceiling of 720 hours of annual leave that may be carried from one leave year to the next. However, SIS members who had an annual leave balance in excess of 720 hours as of 16 October 1994 retain that amount as a personal ceiling provided they maintain that balance at the end of the leave year. If their annual leave balance falls below that balance, their new maximum will be their annual leave balance at the close of the leave year.

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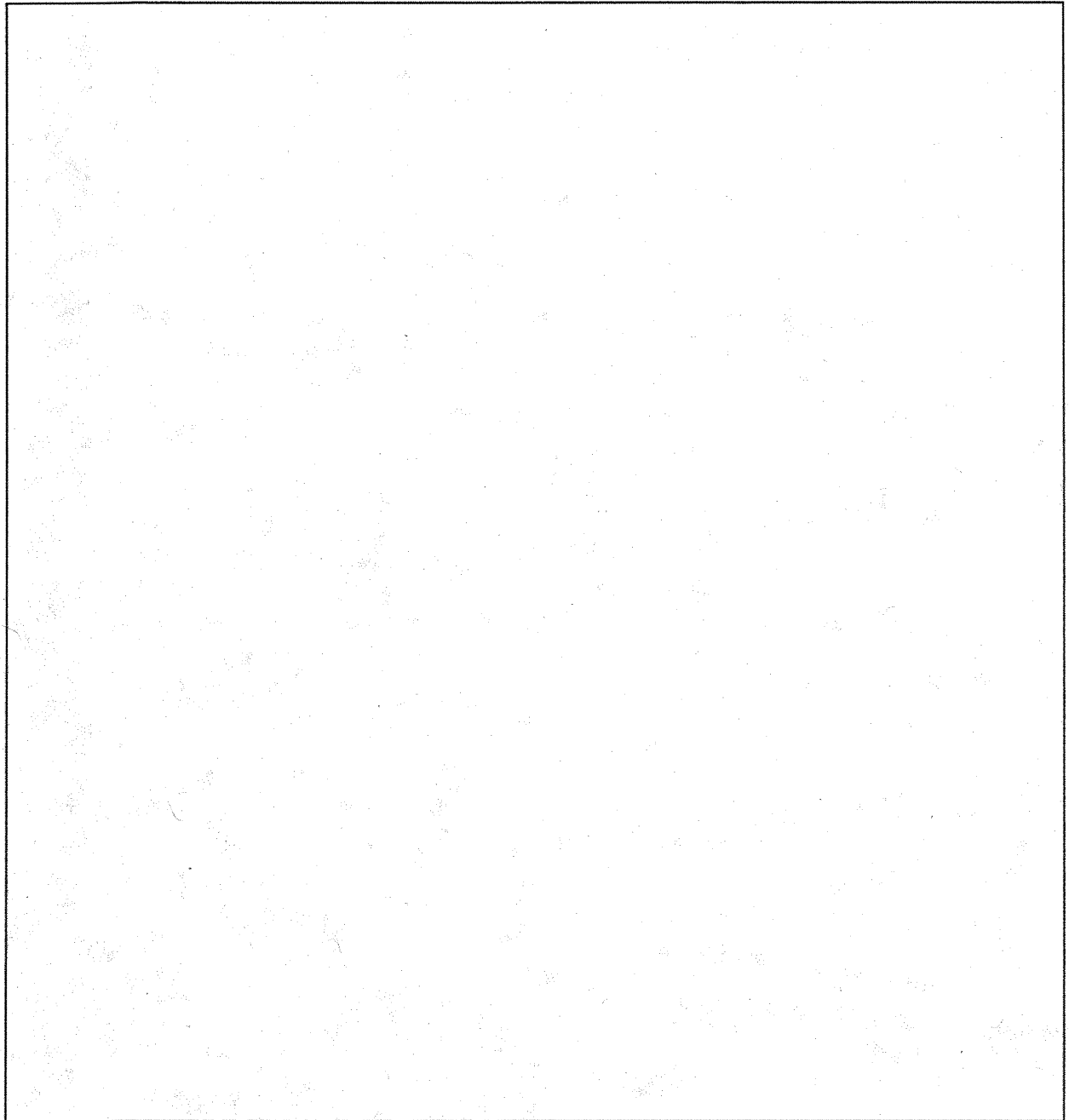
- (3) SIS members reverting to the Agency General Schedule or other pay schedule are entitled to the annual leave balance on record on the day their SIS status is terminated. At the end of each leave year, the SIS maximum leave ceiling (as outlined in paragraph m(1) above) or the actual leave balance, whichever is lower, becomes the new ceiling for the succeeding leave year. As annual leave is used, this maximum ceiling diminishes to the allowable maximum ceiling for the new pay status.
- (4) Heads of Career Services may approve requests by SIS members for leave without pay (LWOP) for periods up to 12 months. The Chief Human Resources Officer may approve requests for LWOP extensions beyond 12 months (see AR 20-30 ).

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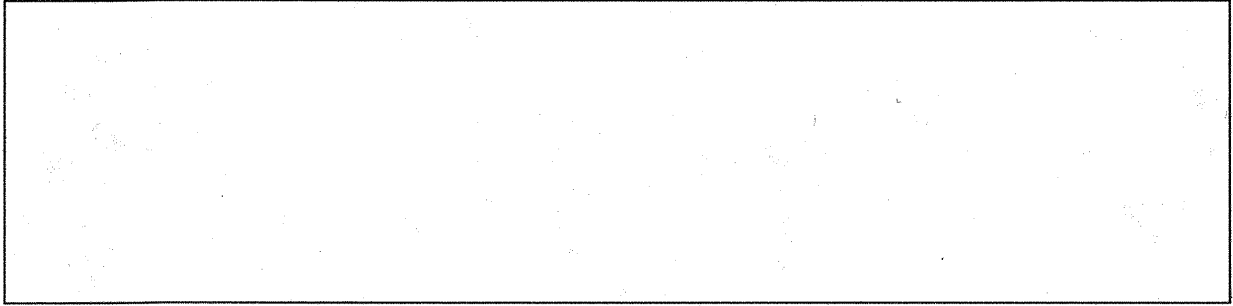
- p. **RETENTION OF SIS ENTITLEMENTS.** This paragraph applies to a member of the SIS appointed by the President to any position in the Central Intelligence Agency or the Office of the Director of the Central Intelligence Agency with the advice and consent of the Senate. The provisions also apply to a member of the SIS appointed by the President to a non-Agency position with the advice and consent of the Senate provided the other agency concurs with these provisions.
- (1) An appointee to any of the positions outlined above who is a member of the SIS may elect to retain some, all, or none of the following SIS entitlements: basic pay,

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exceptional performance awards, severance pay, leave accrual, and retirement. That election will remain in effect for no less than one year, unless the appointee leaves the position sooner.

- (2) Except as provided in paragraph (1) above, an appointee is permitted to make an election for the purposes of adding or dropping coverage no more than once during any 12-month period.



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