

~~ADMINISTRATIVE - INTERNAL USE ONLY~~(b) (2)
(b) (3)**Date:** 02/06/2002**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-23 SECRETARIAL CAREER SYSTEM**REVISION SUMMARY:** 06 February 2002 (0605)

This regulation supersedes HR 20-23, dated 20 July 1987.

HR 20-23 incorporates FR 20-23 and is redesignated* AR 20-23. This regulation updates Agency policy for management of employees in the secretarial career field and updates organizational titles. This revision also reflects the Agency's organizational restructure that resulted from the DCI's decision, effective 4 June 2001 to abolish the Directorate of Administration, and establish the Mission Support Offices.

FR 20-23 is hereby rescinded.

*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 revision was written by Human Resources Policy, HRM Policy@DA.

23. SECRETARIAL CAREER SYSTEM

SYNOPSIS. This regulation outlines Agency policy for management of employees in the secretarial career field.

- a. **AUTHORITY.** Section 8 of the Central Intelligence Agency Act of 1949, as amended (50 U.S.C. 403j).
- b. **POLICY.** It is the Agency's policy to attract and retain the most highly qualified secretaries through use of a modified pay-for-performance system which includes enhanced opportunities for career development, training, and job enrichment.
- c. **GENERAL.** The Intelligence Secretary Pay Schedule (IS) and its field counterpart (ISO)

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each consist of four levels as follows:

Secretarial trainee -IS-01 or ISO-01
 Secretary -IS-02 or ISO-02
 Senior Secretary -IS-03 or ISO-03
 Executive Secretary -IS-04 or ISO-04

Each of the above levels contains 20 incremental steps.

d. WITHIN-LEVEL INCREASES

- (1) During the first 2 years of Agency employment, IS-01 and IS-02 secretaries who have been certified by their supervisor to be performing at a fully satisfactory level may receive a one-increment pay increase every 6 months to reflect their rapid increase in value as they obtain relevant Agency experience. IS-01 and IS-02 secretaries with 2 or more years of Agency service and IS-03 and IS-04 secretaries are eligible each year for a one-increment pay increase based on their supervisor's certification that their performance is fully satisfactory.
- (2) Employees whose performance is not considered to be fully satisfactory will be denied incremental increases in accordance with Agency procedures for withholding General Schedule periodic step increases or may be subject to other administrative measures in accordance with existing policy and regulations.

e. PAY SCHEDULE ADJUSTMENTS. The Intelligence Secretary Pay Schedule will be revised whenever legislative pay adjustments are granted for the General Schedule. Secretarial employees' pay will be adjusted automatically to the revised schedule.

f. EVALUATION SYSTEM. Career Subgroup and/or Career Service panels are responsible for the annual evaluation and ranking of all secretaries and for recommending promotions and performance awards. The panels will take into consideration experience, skills, performance, and training.

(1) COMPOSITION

- (a) Panel membership for IS-01 and IS-02 secretaries is determined by the Head of the Career Subgroup and includes secretarial representatives senior in rank to those being evaluated.
- (b) Panel membership for IS-03 secretaries is determined by the Head of the Career Service and includes IS-04 secretarial representation.
- (c) Panel membership for IS-04 secretaries is determined by the Head of the Career Service and includes senior officer representatives from the Career Service.

(2) RESPONSIBILITIES

- (a) Component-level panels will:
 - (1) Evaluate IS-01 secretaries and make recommendations for promotion to the Head of the Career Subgroup for approval.
 - (2) Evaluate and rank IS-02 secretaries for promotion and make recommendations to

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the Head of the Career Subgroup.

(b) Career Service panels will:

- (1) Review component-level recommendations for promotion to IS-03 and prepare a composite Career Service ranking list for the approval of the Head of the Career Service.
- (2) Evaluate and rank IS-04 secretaries and forward nominations for performance awards to the Head of the Career Service for approval.

g. PROMOTION. Promotion to a higher level is based on an evaluation which includes performance criteria defined in the secretarial profiles; for example, experience, skills, training, and consideration of time in level. The time-in-level guidelines are:

IS-01 - 1 year

IS-02 - 2 years

IS-03 - 3 years

h. AWARDS Secretaries are eligible for Exceptional Accomplishment Awards and for the Secretary of the Year Award.

i. JOB ENRICHMENT. Secretarial positions at the senior and executive levels (IS-03 and IS-04) have been expanded to provide secretaries significantly increased responsibilities and authorities.

j. CIA SECRETARIAL MANAGEMENT ADVISORY GROUP (S/MAG). The CIA S/MAG, composed of executive secretaries, will assess and monitor the Secretarial Career System and provide reports on the status of the occupation to the Chief Human Resources Officer, including recommendations for necessary adjustments. The board also will monitor training requirements and recommend additional courses as needed. In addition, members of the board may participate in recruitment efforts and, if desired, develop a mentor system for secretaries.

k. RESPONSIBILITIES

(1) The **Chief Human Resources Officer** is responsible for the administration of the Secretarial Career System. The **Chief Human Resources Officer** will monitor and advise on compensation and position classification, awards, advancements, and compliance with policy and regulations to determine the effectiveness of the Secretarial Career System and to recommend and implement adjustments as required.

(2) Heads of Career Services will:

- (a) Lead and support the job enrichment program.
- (b) Designate panel members for Career Service panels.
- (c) Monitor training and experience requirements for secretarial advancement.
- (d) Approve promotions to IS-03 and IS-04.

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- (3) Heads of Career Subgroups will:
- (a) Manage the job enrichment program for the subgroup.
 - (b) Designate panel members for Career Subgroup panels.
 - (c) Monitor training and experience requirements for secretarial advancement.
 - (d) Approve promotions to IS-02.
- (4) The CIA S/MAG will:
- (a) Assess and monitor the Secretarial Career System.
 - (b) Provide periodic reports on the status of the occupation.
 - (c) Recommend adjustments in the Secretarial Career System to the **Chief Human Resources Officer** as necessary.
- (5) The Inspector General will:
- (a) Inspect and assess the Secretarial Career System every 2 years.
 - (b) Evaluate the system with respect to equity and consistency in implementation and subsequent administration throughout the Agency.
 - (c) Provide reports to the **Chief Human Resources Officer** and the Executive Director as appropriate.
- (6) The **Chief, Office of Training & Development** will:
- (a) Assess training needs.
 - (b) Develop and conduct training courses to meet the needs of the Secretarial Career System.

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