

(b) (2)
(b) (3)

UNCLASSIFIED

Date: 09/27/2006**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-3 THE CAREER SERVICES

--

REVISION SUMMARY: 27 September 2006

This regulation supersedes AR 20-3, dated 5 April 2005.

AR 20-3 is revised to reflect the D/CIA's decision, effective 5 July 2006, to replace the post of Executive Director with a new position, that of Associate Deputy Director of the Central Intelligence Agency (ADD/CIA). This revision also reflects the D/CIA's decision, effective 13 October 2005, to establish the National Clandestine Service and remove "Deputy Director" designation from the other Directorates and replace it with "Director".

Boldfaced text in this regulation indicates revisions.

This revision was written by DS/CSC/HR/Strategy and Programs Group/Policy Staff, HR Policy@DA.

3. (U//AIUO) THE CAREER SERVICES

(U//AIUO) SYNOPSIS. This regulation states the policy and responsibilities for administering the Agency Career Services.

a. (U) AUTHORITY. Section 8 of the CIA Act of 1949, as amended (50 U.S.C. 403j).

b. (U//AIUO) POLICY

- (1) The **Associate Deputy Director (ADD/CIA)**, the four **Directors**, and the **Principal Deputy Director, National Reconnaissance Office (PDD/NRO)** are each the Head of a Career Service encompassing those positions identified by functional responsibilities and those employees designated as being within the respective Career Service. Career Service designations identify staff and contract employees and positions within the Career Services or Career Subgroups as follows:

<u>CAREER SERVICE</u>	<u>HEAD OF CAREER SERVICE</u>	<u>DESIGNATION</u>
EXECUTIVE	Associate Deputy Director	ADD/CIA

UNCLASSIFIED

OPERATIONS	Director of the National Clandestine Service	NCS
INTELLIGENCE	Director for Intelligence	DI
SCIENCE AND TECHNOLOGY	Director for Science and Technology	DST
SUPPORT	Director for Support	DS
FORMER NRO CORPORATE SUPPORT	Principal Deputy Director, NRO	PDD/NRO

- (2) Heads of Career Services manage the Agency human resources program for their Career Service. However, the Executive Leadership Review Board considers nominations of Senior Intelligence Service (SIS) members and others for selected senior management positions. Such assignments require the approval of the ADD/CIA or the Director of the Central Intelligence Agency depending on the level of the position per AR 20-22.

c. (U) RESPONSIBILITIES

(1) HEADS OF CAREER SERVICES WILL:

- (a) Establish Career Service human resource management objectives that include workforce planning to integrate people and program requirements and career development programs to develop leadership ability and professional expertise. Fulfilling these objectives will include the identification of skills needed to accomplish the Agency's mission, a projection of the composition of the Career Service workforce, and specific recruitment and career development plans.
- (b) Develop and utilize all employees to their fullest potential. Ensure that the Career Service works with employees to identify assignments and training that are consistent with individual career development plans. This includes employees returning from rotational or overseas assignments who must be placed--by directed assignment if necessary--within 45 days of the employee's return to their home component. Establish Career Service policy for recommending and approving participation in Agency-sponsored training and standards for selecting candidates to attend senior schools or courses.
- (c) Be held accountable for ensuring fair representation of women and minorities at all organizational levels. Mechanisms for doing so can include career development programs, succession planning, competitive selection, and directed assignments.
- (d) Establish and maintain a senior human resource management board to advise them on human resource matters, as well as a Career Service evaluation board and panel structure; and designate membership of boards and panels.
- (e) Prescribe procedures to conduct, at least annually, the evaluation of all personnel. Develop and disseminate evaluation and promotion criteria to complement Agency policy.
- (f) Organize Career Service Subgroups to implement human resource management

UNCLASSIFIED

UNCLASSIFIED

policies, programs, and objectives within the Career Service. Career Service Subgroups may be organized by grade, function, occupation, skill, or program.

- (g) Review the effectiveness of employee management and evaluation systems. Establish and monitor training standards for managerial positions. Review performance appraisal reports and, as appropriate, advance work plans. Make counseling and feedback on performance and evaluations available to all employees. Ensure managers monitor the performance and suitability and assess the potential of trial period employees.
- (h) Ensure remedial or other appropriate action is taken with respect to employees identified as having performance or suitability issues. This could include termination of employment, downgrading, reassignment, remedial training, or counseling.
- (i) Review requests to reassign, demote, or separate employees, and recommend action to the Chief, Human Resources or Chief, Security Center, as appropriate, and establish procedures for notifying, counseling, retraining, reassigning, or separating employees declared excess under AR .
- (j) Establish and maintain a Career Service grievance system in coordination with the Agency grievance system.
- (k) Maintain a program and criteria for career management of SIS personnel, including recertification every three years.
- (l) Not used.
- (m) Establish Career Service procedures for recommending Honor and Merit Awards (AR 20-37).

d. (U) ASSIGNMENT OF CAREER SERVICE DESIGNATIONS

- (1) The Heads of Career Services or their designees assign Career Service designations to Agency positions under their purview. Employees of one Career Service may be assigned to positions of a different Career Service with concurrence from the Head of the Career Service with jurisdiction over those positions.
- (2) The Chief, Human Resources must ensure that employees' official records contain accurate Career Service designations. These designations identify employees with a Career Service and, as appropriate, a Career Subgroup.
- (3) Employees assigned to another directorate or independent office for a tour normally retain their Career Service designations. However, employees may change Career Service as stated in AR 20-17 .

UNCLASSIFIED