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(b) (3)**Date:** 04/07/2005**Category:** 20 - Human Resources      **OPR:** HR**Title:** AR 20-72 (U) CONTRACT EMPLOYEES

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**REVISION SUMMARY:** 7 April 2005

This regulation supersedes AR 20-72, dated 19 February 2002.

AR 20-72 is revised to redelegate the authority to terminate contract employees from the Chief, Recruitment Center to the Deputy Directors and Heads of Independent Offices. This revision also reflects the Agency's organizational restructuring that resulted from the DCI's decision, effective 4 January 2005, to abolish the Mission Support Offices and establish the Directorate of Support.

*Boldfaced text in this regulation indicates revisions.*

*This regulation was written by DS/CSC/Office of Human Resources, Centralized & Deployed Human Resources, Policy Staff (HR Policy@DA).*

**72. (U) CONTRACT EMPLOYEES**

**(U) SYNOPSIS.** This regulation states policy, authorities, and responsibilities for managing contract employees. It does not apply to individuals engaged as independent contractors (AR [redacted] and consultants (AR 20-71 [redacted]), [redacted]

a. **(U) AUTHORITY.** Central Intelligence Agency (CIA) Act of 1949, 50 U.S.C. 403, as amended; National Security Act of 1947, 50 U.S.C. 402 et seq., as amended; and the CIA Retirement Act of 1964, 50 U.S.C. 2001 et seq., as amended.

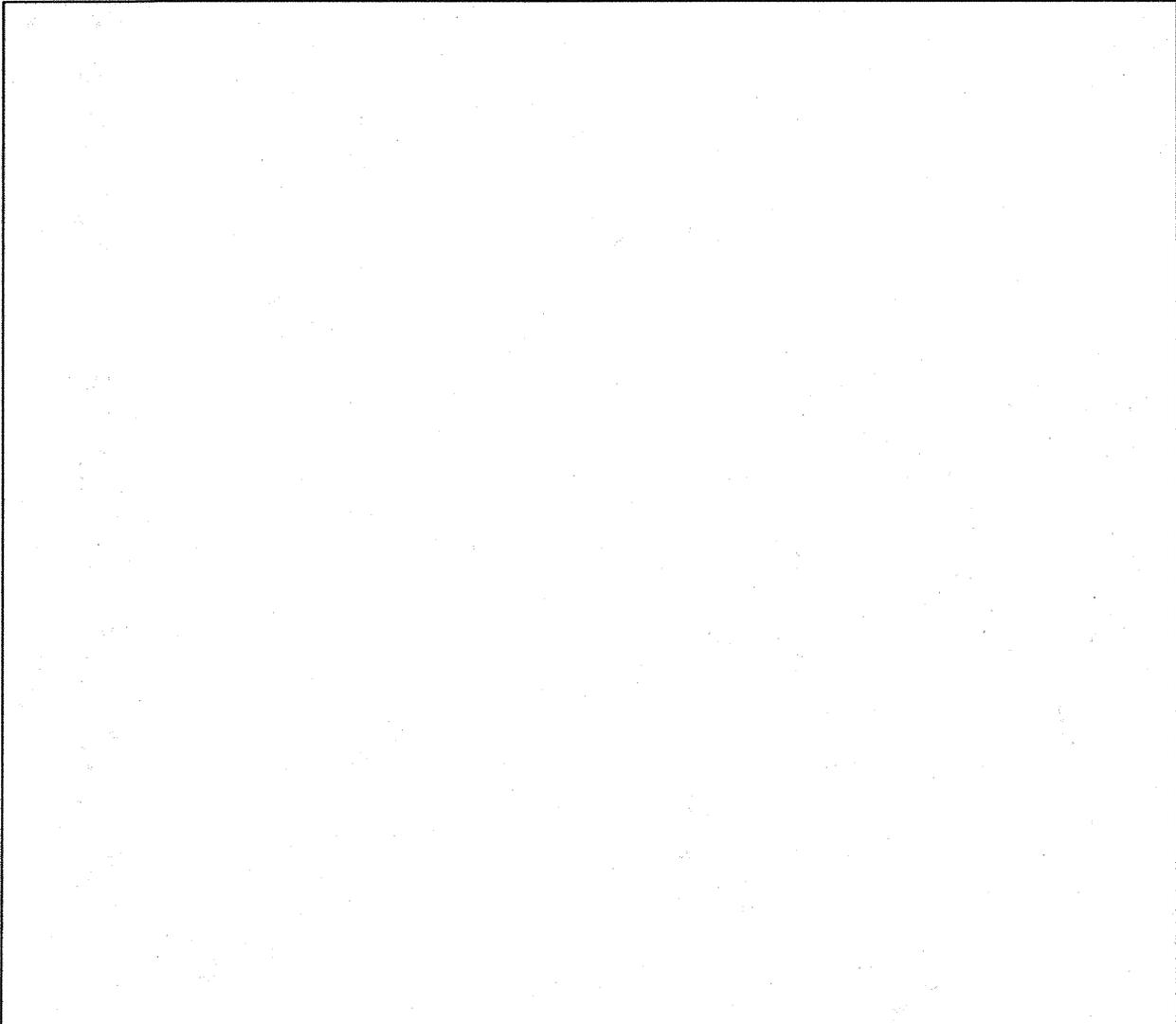
**b. (C) POLICY**

(1) Contract employees may be hired when:

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- (a) Needed for [redacted] support requirements, including long-term [redacted] security needs, that cannot be met with staff personnel.
- (b) Services are required of well-qualified people who cannot meet all security or medical requirements for staff employment.
- (c) Required to meet temporary [redacted] security needs.



c. (U) **DEFINITIONS.** Contract employees are appointed employees of the U.S. Government and have the entitlements and responsibilities of government employment. Contract employees are required to take the oath of office by appointment affidavit. There are three categories of contract employees:

- (1) Career Associate (Type C) contract employees perform duties, [redacted] on a career basis. [redacted]  
[redacted] A career associate requiring staff-like [redacted]

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access to an Agency installation or classified information must meet the same security and medical clearance criteria as staff employees.

- (2) Internal (Type I) contract employees are hired for a specific term and normally work inside Agency installations. They must meet the same criteria for security and medical clearances as staff employees, but have access to classified information only as authorized in their security clearance.
  - (3) External (Type E) contract employees are hired for a specific term and normally work outside Agency installations. These employees must meet the same medical criteria as staff employees. However, they need not meet the same security clearance criteria and do not have the same access to Agency installations as staff or internal contract employees. Access to classified information is based on specific duties as authorized in their security clearance.
- d. **(U) ELIGIBILITY FOR BENEFITS.** The eligibility of contract employees for various benefits, such as retirement, insurance, leave, and overseas entitlements, is the same as that for staff employees. The type of benefits depends on whether the employee is a U.S. citizen or a permanent resident alien, and whether employment is temporary or term, as well as full-time, part-time, or intermittent (when actually employed). The component HR office will provide specific eligibility information on a case-by-case basis.
- e. **(C) RESPONSIBILITIES**
- (1) Deputy Directors or Heads of Independent Offices will:
    - (a) Ensure uniformity in managing contract employees within their jurisdictions in matters such as position classification, qualifications determination, compensation, allowances and benefits, systematic cost accounting, performance evaluations, cover determination, and training.
    - (b) **Initiate amendments and renewals of employment contracts.**
    - (c) **Terminate contracts of contract employees.**
  - (2) The C/RC or designee will:
    - (a) Formulate policies and procedures for managing contract employees and provide guidance on the program throughout the Agency.
    - (b) **Approve and execute contracts for employees entering on duty with the Agency.**
    - (c) Request security and medical clearances from appropriate offices.
    - (d) Ensure contract employee pay, leave, and allowance entitlements are consistent with contract provisions and cover requirements.

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contract approving authority may be delegated to Chiefs of Installations.

(5) Chiefs of Installations may, with prior Headquarters approval, amend contracts.

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