

Civilian Personnel

Military Intelligence Civilian Excepted Career Program

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Department of the Army
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UNCLASSIFIED

SUMMARY of CHANGE

AR 690-950-4

Military Intelligence Civilian Excepted Career Program

This is a new Department of the Army Regulation, dated 20 February 2008-

- o Provides information on how to manage Department of the Army Military Intelligence Civilian Excepted Career Program (chap 4).
- o Provides a Management Control Checklist to ensure consistency within the program (app B).

Effective 20 March 2008

Civilian Personnel

Military Intelligence Civilian Excepted Career Program

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a new Department of the Army Regulation.

Summary. This regulation establishes special criteria and procedures for the referral and selection, registration, training, career development, assignment, and appraisal of Military Intelligence Civilian Excepted Career Program members engaged in human intelligence and counterintelligence functions worldwide. It describes the Military Intelligence Civilian Excepted Career Program as an Army Program for civilian personnel in sensitive defense intelligence positions, engaged in intelligence and counterintelligence investigations and activities, offensive counterintelligence operations, and other

intelligence missions deemed appropriate for inclusion in the program by the Deputy Chief of Staff, G-2.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-2. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process.

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-2, ATTN: DAMI-ZA, 1000 Army Pentagon, Washington, DC 20310-1000.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G-2, ATTN: DAMI-GXH, 1000 Army Pentagon, Washington, DC 20310-1000.

Distribution. This regulation is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

General Provisions, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Authority • 1-4, page 1

Position coverage • 1-5, page 1

Program objectives • 1-6, page 2

Contents—Continued

Chapter 2

Responsibilities, page 2

The Deputy Chief of Staff, G-2 • 2-1, page 2

The Commanding General, U.S. Army Intelligence and Security Command • 2-2, page 2

The Commander, U.S. Army Field Support Center • 2-3, page 3

The Chief, Military Intelligence Civilian Excepted Career Program Division • 2-4, page 3

The commanders of units and activities utilizing Military Intelligence Civilian Excepted Career Program employees • 2-5, page 3

Channels of communication • 2-6, page 4

Chapter 3

Employment and Placement, page 4

Recruitment • 3-1, page 4

Estimating and reporting • 3-2, page 4

General • 3-3, page 4

Conditions of employment • 3-4, page 4

Personal attributes • 3-5, page 5

Application procedures • 3-6, page 5

Chapter 4

Management Employee Relations, page 5

Policy • 4-1, page 5

Objectives • 4-2, page 6

Grievance procedures for appraisals • 4-3, page 6

Disciplinary and adverse actions • 4-4, page 6

Chapter 5

Career Patterns, page 6

General • 5-1, page 6

Career levels • 5-2, page 6

Patterns of advancement • 5-3, page 7

Chapter 6

Personnel and Inventory Files, page 7

General • 6-1, page 7

Assignment inventory files • 6-2, page 7

Chapter 7

Training, page 8

General • 7-1, page 8

Overall training plan • 7-2, page 8

Training in civilian education facilities • 7-3, page 8

Training program • 7-4, page 8

Appendixes

A. References, page 10

B. Management Control Evaluation Checklist, page 11

Glossary

Chapter 1 General Provisions

1-1. Purpose

This regulation prescribes policy and procedures for the employment, training, career development and management, appraisal, recruitment and employment of United States (U.S.) Army Military Intelligence Civilian Excepted Career Program (MICECP) employees engaged in foreign counterintelligence (CI), tactical, operational and strategic human intelligence (HUMINT) and specialized technical intelligence collection and operational support functions. It supplements the policies and requirements contained in AR 690-950, AR 690-13, and other applicable Army regulations on Civilian Personnel Management.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Authority

a. The Department of Defense Civilian Intelligence Personnel Policy Act of 1996 (Public Law 104-201) (codified at Title 10 United States Code, Chapter 83, Subchapter I) authorizes the Secretary of Defense to establish an excepted service personnel management system for the intelligence community of the military departments. This regulation contains Department of the Army (DA) policy and procedures pertaining to career planning, career patterns, and the reporting requirements to support the administration of the individual career development plans for MICECP employees.

b. Specifically, the law—

(1) Exempts covered positions from the Classification Act of 1949, and therefore from Office of Personnel Management (OPM) oversight and authority on classification matters.

(2) Requires that rates of basic pay under a new classification system be fixed in relation to the rates of basic pay provided in the general schedule (GS) to the rates of basic pay provided for comparable positions in the Department of Defense (DOD). This is subject to the same limitations on maximum rates of pay established for DOD employees by law or regulation.

(3) Provides separate authority to appoint individuals in covered positions and to fix their compensation.

(4) Provides for the establishment of worldwide recruitment and retention incentives, in addition to basic pay, when living costs or conditions of environment warrant.

(5) Provides for termination of employment without appeal outside the DOD, when in the interests of the United States, and when the procedures prescribed in other provisions of law cannot be invoked in a manner consistent with national security.

1-5. Position coverage

a. Positions covered within the MICECP will include the following:

(1) All positions in the series GG-0132 or series GG-2210, grades 07-15, that are reflected on the U.S. Army Field Support Center (USAFSC) Table of Distribution and Allowance (TDA).

(2) Other positions designated as such, in writing, by the Deputy Chief of Staff, G-2.

b. The use of MICECP assets to fulfill operational and critical operational support requirements is a key aspect of the program and provides a method to integrate a wide range of skills and abilities from within the DOD and other federal agencies to meet evolving requirements and missions. These positions generally perform one or more of the following activities: CI, to include the collection, analysis, production, and security of intelligence and CI information; the investigation of national security incidents; and the conduct of Offensive CI Operations (OFCO); Target Exploitation (TAREX); Polygraph; Overt Debriefing; HUMINT collection; Cyber CI Activities; and the conduct of highly specialized technical intelligence and related activities in support of DOD and United States national strategies and objectives.

c. Units and activities will identify the need for all MICECP positions.

(1) The MICECP personnel perform sensitive intelligence duties in both continental United States (CONUS) and outside the continental United States (OCONUS) locations. Service needs and duty location will determine actual tour lengths; absent an exception, under the Joint Travel Regulations (JTR) standards tours of duty for employees assigned OCONUS are 36 months under initial and 24 months under renewal service agreements. In addition, MICECP employees may deploy to other than assigned geographic areas in support of operations, as required. Failure to accept a rotational assignment or deployment may result in disciplinary action, to include removal of the employee from the MICECP and/or Federal Service.

(2) All MICECP employees assigned to CI functional positions must be trained as counterintelligence agents.

MICECP employees assigned to non-functional CI positions (for example, overt debriefers, TAREX representatives) are not precluded from attending the CI Agent Course.

(3) The number of MICECP positions will be based on the number of civilian employee positions authorized to support the assigned MICECP mission. The Commanding General, Headquarters United States Army Intelligence and Security Command (HQ USAINSCOM), or his designated representative will approve the establishment of all MICECP positions.

1-6. Program objectives

a. The MICECP is an intelligence personnel management program designed to provide highly qualified and motivated intelligence professionals to fill sensitive and critical HUMINT and CI positions worldwide in direct support to U.S. Army Commanders, intelligence community staff offices, and joint commands. The Commanding General, United States Army Intelligence and Security Command, or his designated representative, as part of overseeing the MICECP, continuously reviews Army and DOD intelligence personnel requirements to assist in providing qualified personnel to both traditional and emerging intelligence disciplines. To maintain currency of experience and professional competence, the Career Program Manager (CPM) will administer an orderly rotation program with alternating assignments in primary specialties as well as staff assignments in both CONUS and OCONUS.

b. The objectives of the MICECP are to—

(1) Recruit, develop, and retain technically skilled CI and HUMINT specialists to meet the operational and strategic requirements of Army intelligence.

(2) Provide flexibility and continuity in the management of a civilian career intelligence program that can deploy highly qualified and specialized intelligence professionals in a wide range of intelligence and intelligence support disciplines to designated military intelligence user organizations and staff offices throughout the U.S. Army and the intelligence community.

(3) Seek to constantly improve the quality and maintain appropriately high standards of MICECP personnel to assure the preservation of the program's credibility, integrity, and professional expertise throughout the DOD and intelligence community.

(4) Provide a centrally managed and controlled civilian career program to meet personnel requirements to support authorized Army operational and strategic intelligence activities at all echelons.

(5) Establish, develop, and maintain a specialized and controlled career program for operational and strategic intelligence professionals, to include mechanisms, and procedures for appropriate career progression and transition.

(6) Develop and maintain a mobilization capability which will ensure the retention and continued utilization of MICECP personnel in the event of national command authority declared mobilization, national emergency or open hostilities directed against the United States, or its allies.

(7) Identify, in conjunction with supported commands and activities, which positions are to be designated as emergency essential and/or key.

Chapter 2 Responsibilities

2-1. The Deputy Chief of Staff, G-2

The Deputy Chief of Staff, G-2 (DCS, G-2) will—

a. Be responsible for the development and implementation of MICECP operating policy and the programming of MICECP resources. The DCS, G-2 will coordinate all such matters, as appropriate, with the Deputy Chief of Staff, G-1 (DCS, G-1).

b. Assign a point of contact (POC) within the DCS, G-2 to coordinate MICECP matters. This POC will provide overall Army policy and procedural oversight for MICECP.

2-2. The Commanding General, U.S. Army Intelligence and Security Command

The Commanding General (CG), U.S. Army Intelligence and Security Command (USAINSCOM) or his designated official will—

a. Organize, and resource the MICECP Division within USAINSCOM for the purpose of centralized management of the MICECP.

b. Implement and maintain the DCS, G-2 program standards, policies, and requirements.

c. Approve the creation of, and monitor the allocation of, MICECP manpower spaces.

d. Devise procedures and criteria for the utilization of MICECP employees in positions under the provisions of AR 381-102 (S).

e. Provide continuous oversight of MICECP activities through command inspection and formal review programs of MICECP policies and procedures.

f. Ensure USAINSCOM Assistant Chief of Staff, Resource Management conducts annual budget and resource reviews and projections to ensure the fiscal viability of the MICECP.

g. Provide continuous applicable oversight and review of MICECP procedures and policies.

h. Establish, publish, and implement policies which clearly delineate the appropriate mechanisms, procedures, and designate the approving or deciding officials for a wide range of MICECP personnel matters pursuant to applicable delegations of civilian personnel authority. Such policies will be consistent with the policies and practices used for administering civilian personnel matters throughout the Defense Civilian Intelligence Personnel System (DCIPS) population.

2-3. The Commander, U.S. Army Field Support Center

The Commander (CDR), U.S. Army Field Support Center (USAFSC) will—

a. Consistent with the guidance received from the CG, USAINSCOM, allocate MICECP manpower spaces currently within the MICECP and ensure accurate resource documentation for all additional assets integrated into the MICECP.

b. Be responsible for the centralized management of all MICECP personnel in accordance with the policies published by the CG, USAINSCOM.

2-4. The Chief, Military Intelligence Civilian Excepted Career Program Division

The Chief, Military Intelligence Civilian Excepted Career Program (MICECP) Division will—

a. Advise DCS, G-2, HQ USAINSCOM, and MICECP supported units and activities on career management and assignments from a functional standpoint.

b. Coordinate with the CDR, USAFSC and the commanders of MICECP user units in order to determine annual MICECP division staffing requirements.

c. Ensure the policies published by the CG, USAINSCOM pertaining to the management of MICECP personnel are appropriately implemented in order to promote the objectives set out in paragraph 1-5 of this regulation in coordination with a servicing civilian personnel office. Be responsible for administering, recruiting, compensating, developing, utilizing, training, and retaining an effective MICECP work force.

d. Establish and maintain a MICECP career development and management system consistent with the policies published by the CG, USAINSCOM, based upon input from the MICECP users. Participate in the planning and employee selection for the upward mobility program. Assist supervisors in providing information to employees on career patterns; career progression; the benefits of mobility/developmental assignments; realistic career expectations based upon employee desires, quality of performance, and availability of MICECP positions and monitor training programs for quality assurance.

e. Coordinate the capabilities of the MICECP with the commanders of supported units and activities, as required, to assist supervisors on MICECP training matters, career development issues and career opportunities.

f. Ensure the maintenance of effective relations between MICECP management and employees.

g. Manage and direct MICECP employee assignments and reassignments. Also manage and direct career development, formal training and education.

h. Approve or disapprove all waiver requests relating to the selection, assignment, and career development of MICECP employees after consultation with the affected employee, the employee's supervisory chain, and the servicing civilian human resource organization section as appropriate.

i. Assist the CG, USAINSCOM, or his designated representative, with the development, and implementation of appropriate policies pertaining to the effective administration of the MICECP.

j. Ensure supported commands, activities, and MICECP personnel receive authorized civilian personnel advice and assistance.

2-5. The commanders of units and activities utilizing Military Intelligence Civilian Excepted Career Program employees

The commanders of units and activities utilizing Military Intelligence Civilian Excepted Career Program (MICECP) employees will—

a. Identify and request the transfer of positions within their units to the AFSC TDA.

b. Provide Chief, MICECP with rating schemes relevant to MICECP personnel. Ensure USAFSC manning documents are current with approved MICECP personnel locations.

c. Permit MICECP members to use all available means to communicate directly with the MICECP Division staff.

d. Provide and program additional funds for specialized training/education of MICECP personnel.

e. Exercise control and supervision of MICECP employees assigned to the units.

f. Provide CPM with accurate and current job descriptions and performance standards for each MICECP position. The utilizing unit is further responsible for providing the employee and the CPM with individual development plans (IDP).

g. Implement personnel management procedures such as annual or special appraisal systems, counseling and training.

h. Justify to the DCS, G-2 and CG, USAINSCOM through CDR, USAFSC, all proposed assignments or duties for MICECP employees, which will require protection or procedures, as outlined in AR 381-102 (S).

2-6. Channels of communication

a. Communications channels are designed to establish a method for individual MICECP employees or their supervisory staffs to seek assistance and to relay routine and specific information to MICECP Division and for MICECP Division to communicate with employees and their command leadership.

b. Channels of communication include:

(1) *Command*. This method enables the CDR, USAFSC, to forward all matters pertaining to or involving the USAFSC command policy and personnel matters pertaining to the assignment or reassignment, utilization, or discipline of MICECP employees.

(2) *Servicing Civilian Human Resource Organization*. The servicing civilian human resource organization, with concurrence of the CPM, will coordinate directly with supervisors and MICECP employees on personnel actions and regulatory guidance. This channel can also be used to transmit files, records, reports, and other administrative information.

(3) *Functional*. The CPM will forward information to supported units and MICECP employees on program development and objectives, developmental opportunities, assignments and reassignments, and other related information.

(4) *Representational*. The senior MICECP within each supported activity will be designated as an activity career program manager for the CPM to the individual MICECP employee. This channel is normally used to relay general information on program goals, plans, and objectives but can be used for any communication necessary.

(5) *Individual*. All MICECP employees are authorized direct communication with the Chief and Deputy Chief, MICECP Division.

Chapter 3 Employment and Placement

3-1. Recruitment

a. The MICECP applicants are actively recruited to fulfill highly specialized technical operational functions that support the intelligence community. Candidates for MICECP positions can be drawn from other civil service professional job series and be fully integrated into the MICECP to meet and maintain operational requirements designed to identify and counter the threat and vulnerabilities posed by new emerging technologies or activities. The current established grades are GG-07 to GG-15.

b. All MICECP employees are assigned to the USAFSC, but are attached for duty to supported units and related activities for work utilization and day-to-day supervision.

3-2. Estimating and reporting

a. Supported units and activities will provide appropriate supporting data to the USAFSC as requested.

b. The CDR, USAFSC, will determine total program recruitment requirements on a continuing basis. These requirements will be validated in accordance with available manpower resources for the development of appropriate staffing plans. The CDR, USAFSC will report, as requested, the recruitment requirements, available resources and recruitment plans to the USAINSCOM, Assistant Chief of Staff (ACS), G-1.

3-3. General

a. Consistent with the policies implemented by the CG, USAINSCOM, MICECP Division will identify, screen, interview, assess, and recruit applicants that possess the desire, potential, and aptitude to fill MICECP positions. MICECP Division encourages the identification of all interested individuals who have the motivation, skill, and aptitude to become a member of the MICECP.

b. The MICECP Division will solicit employment applications from announcement for vacancies, maintain standing vacancy announcements, and will publicized new vacancy announcements as required by each position.

3-4. Conditions of employment

a. In accordance with AR 690-13, paragraph 4-6, applicants failing or refusing to meet applicable conditions of employment may not be appointed. The following are some, but not necessarily all, of the conditions of employment that apply to MICECP positions:

(1) Must be a United States citizen by birth or naturalization.

(2) Must submit to an initial entry and follow-on periodic special background investigation to obtain and maintain a

Top Secret security clearance with eligibility for access to Sensitive Compartmented Information (SCI) as well as any additional specialized security requirements for rotational assignments.

(a) Policies governing access to SCI require that immediate family members (spouse, parents, siblings, children, and any co-habitants of the MICECP employee) must be United States citizens. The Chief, MICECP Division may seek a waiver from this requirement, in accordance with the provisions of AR 380–67 on a case-by-case basis.

(b) Under AR 600–85 positions which require the incumbent to maintain a Top Secret clearance or have access to SCI are Testing Designated Positions subject to random drug testing.

(3) May be required to submit to an initial CI Scope Polygraph (CSP) examination, and random CSP. Specialized polygraph examinations for example, lifestyle may be a requirement of specific rotational assignments. Refusal of more specialized polygraph examinations may result in an employee not being considered for these specialized assignments.

(4) For positions designated emergency essential under DODD 1401.10, must agree to the conditions set forth in, and sign, DD Form 2365, applicants must sign the form prior to appointment.

(5) Upon request, must acknowledge, in writing, conditions of employment that apply to the position.

(6) All candidates selected for a MICECP position must sign a mobility agreement.

b. Failure to meet or maintain a condition of employment may result in the involuntary removal of the employee from the MICECP and/or from Federal Service.

3–5. Personal attributes

The nature of the duties performed by MICECP members requires individuals who possess distinct personal attributes, interpersonal skills, and talents. Accordingly, applicants for the MICECP should have—

a. Unquestioned loyalty to the government and the Constitution of the United States.

b. Personal honesty and integrity of the highest order and an extremely high sense of duty.

c. A compelling interest in and aptitude for the MICECP and its missions.

d. Inherent intelligence, common sense, and self-discipline.

e. Mature judgment, even temperament, and an ability to receive orders and carry them out.

f. A sincere respect for authority and the ability to lead, follow, exercise tact, diplomacy, and discretion.

g. A commanding and forceful, as well as pleasant, personality.

h. An ability to get along with all types of people, and inspire confidence.

i. Self-confidence and the ability to place oneself mentally in another individual's position.

j. A constant desire and ability to learn and to add to one's personal knowledge.

3–6. Application procedures

a. Individuals applying for GG–07 through GG–13 positions under an open vacancy announcement will follow the procedures described in the specific job announcement. A MICECP Division recruiter will contact qualified applicants once the initial application is received and reviewed, to identify any additional documents required and to schedule an interview if appropriate.

b. Individuals applying for GG–14 and GG–15 positions under a specific job announcement will follow the application procedures described in the job announcement. Subsequent to the close date of the job announcement the selection will occur in accordance with procedures established by the CG, USAINSCOM.

Chapter 4 Management Employee Relations

4–1. Policy

a. The MICECP performance and career appraisals and counseling will be related to employee productivity and career development within program guidelines and within disciplines. While commanders and employee supervisors in the supported units and activities are responsible for evaluating and appraising work performance, the CPM has primary responsibility for career counseling to promote employee development. This requires a high degree of awareness between the CPM and employee supervisors regarding the individual and shared responsibilities in the performance management and career development of employees.

b. Appraising intelligence professionals in the various operational specialties within the MICECP is a difficult process that takes into consideration a variety of factors. These factors include the complexity of the missions to which the employees are assigned, the employee's personal initiative and imagination in accomplishing these complex missions, individual dedication to the goals of the unit, the experience and professional skills the employee brings to the assigned missions, and the stated results anticipated and subsequently achieved by the employee as noted in annual performance reviews and counseling sessions.

4-2. Objectives

a. The MICECP career appraisal and counseling system will facilitate effective career management and enhance the professional development of individual employees. This system provides management with a broad picture of the employee's capabilities at their assigned duty position. As a result of these objective appraisals, the supervisor can work with the employee and the CPM to arrange for appropriate training.

b. The CPM will consider the supervisor's training recommendations and individual employee requests for training. Training will be based on MICECP mission needs, the employee's demonstrated potential, and approved and prioritized IDP. It is essential, therefore, that individual appraisals be prepared in a timely manner and reflect a candid and honest appraisal of the employee's capabilities and potential.

4-3. Grievance procedures for appraisals

Administrative Grievances will be processed in accordance with DOD 1400.25-M, Subchapter 771.

4-4. Disciplinary and adverse actions

All disciplinary and adverse personnel actions will be processed through the servicing human resource specialist in accordance with AR 690-13, chapter 9 and AR 690-700, chapter 751, and Title 5 Code of Federal Regulations (CFR) Part 752.

Chapter 5 Career Patterns

5-1. General

a. Career development within the MICECP is an individual process offering employees specified career paths as well as alternate or developmental assignments to increase their professional experience. Career patterns will be tailored to the specialized qualifications of the employee and the needs of the Army. The goal is to produce an intelligence professional capable of working effectively within their trained career specialty while meeting the requirements of the supported units.

b. The MICECP employees will be provided programmed opportunities to cross train or acquire new skills. Through this managed training process they will continue to increase their personal skills and increase their individual competitiveness for senior positions. Career advancement within the MICECP will be contingent upon fulfilling basic qualification training and the individual's own efforts to increase his or her competitive profile. Lateral moves from one specialty or discipline to another will be controlled by the CPM and will be accomplished in the interest of the program and to meet staffing requirements for supported units and activities.

c. The provisions of AR 381-102 (S), when applicable, will impact the career management, development and advancement of MICECP employees.

5-2. Career levels

a. The MICECP positions are reviewed, graded, and classified prior to being brought within the program and assigning employees to these positions. Strict criteria are used to grade and classify positions using specialized characteristics of the position, functions associated with the position and the responsibilities associated with the position.

b. Actual career patterns will vary for each employee within the MICECP based upon the level of expertise and skills already acquired at the point of integration and the level of additional training required for successful assignments. In addition, within the MICECP, there are several specialized technological career paths, which will mandate a change in career assignments and additional training based upon the needs of supported units and availability of positions within the intelligence community for these skills. In general, career progression may be viewed along the following lines:

(1) *Entry level (Grade GG-07/09)*. Employees recruited for integration into the MICECP as entry level are presumed to have little, if any, formal intelligence training. These individuals are recruited for other specialized skills, which are required for specified MICECP missions such as educational background, linguistic abilities, specialized training or applicable work experience. The factors for initial grade determination will be the level of formal education received, expertise in specialized skills or other significant qualifications that would facilitate entry into the MICECP at a higher level. Entry at levels higher than GG-9 will normally be limited to applicants who have received formal intelligence training or specialized experience in functional disciplines required by the MICECP. Entry-level employees will be provided formal training in a specific intelligence discipline as soon as possible following integration into the MICECP and will normally be provided 12 to 24 months of on-the-job experience in their assigned discipline.

(2) *Intermediate level (Grade GG-11/12)*. Applicants integrated into the MICECP at these grades will have already received formal intelligence training in one or more disciplines managed by the MICECP or will have demonstrated a capability to perform specialized tasks in support of these various disciplines. MICECP employees promoted into this

level will have already completed formal training requirements and 12 to 24 month on-the-job orientation, training and experience. At this grade level, the MICECP employee is considered qualified and available to begin full operational usage in a field assignment that will offer additional experience and increasing responsibilities.

(3) *Full performance level (journeyman) (GG-13)*. Integration into the MICECP at this level will be reserved for employees with documented long-term successful field experience in specialized intelligence disciplines or have extremely sensitive skills or capabilities determined to be as critical to DOD and the MICECP. MICECP employees eligible for promotion to the journeyman level (GG-13) will have attained a high level of competence in one or more of the functional disciplines managed within the MICECP. At this functional level, MICECP employees are generally considered to be fully qualified for assignment to the most complex and sensitive duties. They are considered to be an intelligence technical professional with full utilization capabilities. Further career development will emphasize optional training opportunities, management skills, additional language skills or specialized training to prepare the employee for additional assignments. Training opportunities provided to journeyman level employees will also focus on those employees who have demonstrated high potential for senior management appointments.

(4) *Expert/managerial level (Grade GG-14/15)*. MICECP employees at this level are assigned to the most demanding and sensitive positions. Promotions and assignments as an expert/manager level MICECP are based on documented experience, proven capabilities, and recognition within the intelligence community as a subject matter expert in one or more intelligence or highly specialized technical disciplines. expert/manager level MICECP employees, whether operating in small team environments or management positions, can be expected to be assigned to positions which afford maximum latitude in judgment and independence of action. Additional training opportunities for expert/manager level MICECP members will focus on national strategies, senior staff colleges and increasing professional skills. Training opportunities provided to expert/managerial level employees will also focus on those employees who have demonstrated high potential for senior management appointments.

5-3. Patterns of advancement

a. Consideration for career advancement within the MICECP will be based in large part upon successful performance and completion of required and optional training courses, foreign language aptitude/ability, and a demonstrated aptitude and potential for the accomplishment of increasingly responsible work assignments. The Chief, MICECP Division, will maintain coordination with supervisory MICECP members and organizational staffs at all levels to assess employee interests, capabilities and potential for advancement. This information will be used to advise and counsel employees on the availability of training and developmental assignments required for further career advancement.

b. Lateral movement of MICECP employees from one functional discipline to another will be managed and directed by the CPM. The Chief, MICECP Division, will assess whether the employee has acquired the requisite training, education and experience to meet the qualifications established for the functional disciplines being considered. Employees may prepare themselves for such lateral movements by requesting optional training courses and developmental assignments as they become available.

Chapter 6 Personnel and Inventory Files

6-1. General

a. The CPM will maintain a rotation roster for the purpose of administering and managing MICECP assignments and reassignments. The status of each MICECP employee will be reviewed on a regular basis. The CPM will direct all MICECP assignments and reassignments.

b. When appropriate as required by position or duties, the CPM will control registration of MICECP employees under the provisions of AR 381-102 (S).

c. The CPM will establish procedures for the participation of MICECP employees in required DOD registrations and for providing the necessary MICECP interface with other DA and DOD career programs such as the Career Program 35, Intelligence and Security, or the Intelligence Community Assignment Program (ICAP).

d. The CPM will coordinate DA and DOD registration related program issues with the Office of the Deputy Chief of Staff, G-2.

e. When an employee is excluded from the provisions of AR 690-13, as a result of the provisions of AR 381-102 (S), the CPM will use internally established procedures to maintain and fill positions affected by these restrictions.

f. The CDR, USAFSC, will administer and manage a Merit Promotion Program in accordance with procedures and requirements of the AR 690-13, and guidelines established by the CG, USAINSCOM.

6-2. Assignment inventory files

a. The CPM will maintain an employee skills inventory file for all MICECP personnel. This file will act as a management tool for determining future assignments, training, and promotional status based upon individual qualifications.

b. A separate foreign language qualification file will be maintained by the CPM. This file will maintain current data on each employee's verified capabilities in one or more modern foreign languages, language training already provided or projected language training to be provided to the employee. This file will also contain the latest results of the employee language proficiency test. In the case of any employee who does not currently possess documentation of language skills, the results of their Defense Language Aptitude Battery (DLAB) test will be maintained on file.

c. Proficiency in one or more modern foreign languages is a criterion for some OCONUS assignments. If records maintained by the CPM indicate previous experience or qualification in a foreign language, refresher training may be used to bring up those skills to acceptable standards or to increase current skills to greater proficiency. Failure to maintain required language skills may result in reassignment of the employee and in some cases may result in removal from the MICECP and/or Federal Service.

Chapter 7 Training

7-1. General

a. The MICECP training may include military and other governmental agency courses of instruction, which can meet the training needs of the MICECP. In addition, the MICECP may choose to utilize non-governmental institutions to accomplish its training goals including enrollment of MICECP employees in specific technical or professional courses within commercial training establishment.

b. Training emphasis is placed upon continuous skill development to meet the operational needs of Army Military Intelligence as identified by the CPM and the supported commanders and staff elements.

c. When required, certain MICECP positions may be identified for specialized management and control, to include training requirements, under the provisions of AR 690-13.

7-2. Overall training plan

a. Satisfactory completion of a basic intelligence discipline course of training is the cornerstone of career development and is a requirement for continued utilization within the MICECP. Subsequent training will be used to build upon the basic disciplines being performed, to maintain currency of specialized skills, and to prepare the employee for increased responsibilities and promotional consideration. Employees failing to complete any required training in a satisfactory manner or who fail to maintain basic levels of skills in technical support rolls will be ineligible for career advancement opportunities and may be involuntarily removed from the MICECP program and/or Federal Service.

b. Operational training is vital at all levels of MICECP employment. Additionally managerial and staff training is necessary to better equip the employee for more responsibilities as they progress through their careers. The CPM will develop, maintain and schedule long-range training plans for each employee based on career discipline and grade. These long-term plans will be developed in coordination with the employee and the requirements of the supported commander and staff elements.

c. The CG, USAINSCOM, will enable academic training in languages, advanced technical and specialized skills and social, geographic and historic studies of regions of special interest to Army intelligence. While service and other Federal training facilities may be capable of providing some of the training required within the MICECP, civilian schools, colleges, and universities may have to be utilized to satisfy training needs the emerging more technical and specialized skills required to fulfill the MICECP mission.

d. Employees will report and authenticate the successful completion of all Reserve or National Guard training courses to the CPM to insure a proper and complete maintenance of career personnel files.

7-3. Training in civilian education facilities

The MICECP employees may be assigned to intelligence functions or duties requiring specific skills and capabilities especially those involving highly specialized or technical backgrounds. The MICECP program will always endeavor to maintain the proper mix of traditional intelligence skills and highly specialized intelligence support functions. Specific requirements may, however, surface as an essential qualification in the development or expansion of an operational activity or as a general expansion of the role of the MICECP. It is therefore incumbent upon the CPM to maintain close coordination with operational activities and units to determine future requirements, either long term or short term, and to provide access to necessary training for the otherwise qualified MICECP employees. Such training may be provided, as necessary, by governmental or non-governmental training facilities. In either case, training will be sponsored by the MICECP only in the interest of the service.

7-4. Training program

The general contours of training for MICECP employees are as follows:

a. *Entry level (GG-7/9).*

(1) The cornerstone-training course for the MICECP is the CI Agent Course, HUMINT Basic Course, or equivalents. For Army personnel, this training is conducted at the U.S. Army Intelligence Center & Fort Huachuca (USAIC&FH), Arizona. This is a required basic training for all MICECP employees.

(2) The MICECP employees who have been hired based on other technical skills or specialties will be placed in consideration for attendance at the basic CI Agent Course at the first available date. This category of employee will receive appropriate levels of technical skills training and orientation training as appropriate to enable them to perform their assigned mission.

(3) Language training will be scheduled at appropriate government or commercial facilities based on current and future assignment considerations. Refresher language training for employees with documented language skills will be provided as needed to maintain employee language proficiency as determined by the CPM.

(4) Each newly integrated MICECP employee at the GG-7/9 level will generally spend at least one to two years of orientation and work experience training to prepare them for increased responsibilities and higher grades. This period of orientation will be accompanied by formal training courses as needed. The supported unit or activity to which the employee is assigned; will mentor the employee and provide on-the-job training (OJT).

b. Intermediate level (GG-11/12).

(1) Intermediate level employees will have completed one or more of the requisite operational discipline courses. MICECP employees whose duties are based upon highly specialized technical skills must demonstrate the ability to integrate these skills in a manner, which benefits the overall Army intelligence mission.

(2) Intermediate level employees transferred from one work discipline to another will complete the required training courses for the discipline to which assigned. Transferred employees will also complete the required OJT in the newly assigned discipline.

(3) Intermediate level employees may be selected for optional training courses as requested by the employee or recommended by the CPM and in coordination with the supported unit to which the employee is assigned.

(4) Refresher language training will be scheduled as needed to maintain employee's fluency in specialized mission critical foreign languages as determined by the CPM.

c. Full performance level (journeyman GG-13).

(1) Operational employees will have completed one or more of the required single discipline courses and have shown successful completion of all other optional training directed by the CPM or requested and justified by supported units and activities. If a journeyman level employee is transferred from one discipline to another, the CPM will ensure required training is provided to this employee to enable him/her to assume these new duties.

(2) Other optional or specialized training may be provided only as directed by the CPM or requested and justified by the supported unit or activity.

(3) Refresher language training will be provided to employees as required and determined by the CPM.

(4) Employees involved in non-traditional intelligence or highly technical intelligence support functions at the journeyman level will be afforded every opportunity to maintain their technical proficiencies. These opportunities include formal training and attendance at technical seminars and expositions for the purpose of updating current skills and knowledge's.

d. Expert/managerial level (GG-14/15).

(1) These employees will form the institutional knowledge and subject matter base for the entire MICECP and will be assigned only to positions where individual background and experience can be maximized to support Army intelligence missions.

(2) Expert/managerial level MICECP members must have completed all required and/or specialized training courses required to function capably at all levels of operations and staff positions serviced by the MICECP.

(3) Training patterns for expert/managerial level MICECP members will emphasize senior management and departmental strategic overview and planning courses. The career profiles of the expert/managerial level MICECP members will be reviewed continuously to ensure assignments are focused on increasing the expert/managerial level MICECP member utility to the intelligence community.

Appendix A References

Section I Required Publications

AR 380-67

The Department of the Army Personnel Security Program. (Cited in para 3-4b.)

AR 381-102 (S)

U.S. Army Cover Support Program (U). (Cited in paras 2-2d, 2-5h, 5-1c, 6-1b, 6-1e.) (Available at SIPRNET.)

AR 690-13

Civilian Intelligence Personnel Management System (CIPMS) — Policies and Procedures. (Cited in paras 1-1, 4-4, 3-4a, 6-1e, 6-1f, 7-1c.)

AR 690-700

Personnel Relations and Services (General). (Cited in para 4-4.)

DOD 1400.25-M

Department of Defense Civilian Personnel Manual. (Cited in para 4-3.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AR 140-145

Individual Mobilization Augmentation (IMA) Program

AR 380-5

Department of the Army Information Security Program

AR 381-10

U.S. Army Intelligence Activities

AR 381-12

Subversion and Espionage Directed Against the U.S. Army (SAEDA)

AR 381-20 (DR)

U.S. Army Counterintelligence Activities. (Available at AKO.)

AR 381-47 (S)

U.S. Army Offensive Counterespionage Activities (U). (Available at SIPRNET).

AR 570-4

Manpower Management

AR 690-11

Use and Management of Civilian Personnel in Support of Military Contingency Operations

AR 690-400

Total Army Performance Evaluation System

AR 690-950

Career Management

DODD 1404.10

Emergency-Essential (E-E) DOD U.S. Citizen Civilian Employees

DODI 1404.12

Employment of Spouses of Active Duty Military Members Stationed Worldwide

FM 34-5

Human Intelligence & Related Counterintelligence Operations

Uniformed Services Employment

USAFSC Merit Promotion Plan

Joint Travel Regulation

(<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>)

Section III

Prescribed Forms

This section contains no entries

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD Web site (www.apd.army.mil); DD forms are available on the OSD Web site (www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DA Form 11-2-R

Management Control Evaluation Certification Statement

DA Form 2028

Recommended Changes to Publications and Blank Form

DD Form 2365

DOD Civilian Employee Overseas Emergency-Essential Position Agreement

Appendix B

Management Control Evaluation Checklist

B-1. Function

The functions covered by this checklist are the administration and management of the Military Intelligence Civilian Excepted Career Program (MICECP). They include key controls for the following areas: position conversion; prerequisites, screening and assessment, selection and integration; pay and benefits, assignments and career management; high grade selection panels; training; and release from the MICECP.

B-2. Purpose

The purpose of this checklist is to assist Headquarters, Department of the Army and its field operating agencies in evaluating the key management controls outlined below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of management controls (such as document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test Questions

a. Position Conversion.

- (1) Were position conversion actions requested by the supported commands?
- (2) Is a validated job description available for each position?
- (3) Has the position conversion request been coordinated with Commander, USAFSC?
- (4) Has the position conversion request been approved by USAINSCOM G-3/FM?
- (5) Have converted positions been transferred from the supported command's TDA to the USAFSC TDA?

(6) Does the job description for the position identify a mandatory language capability requirement? If so, what is the minimum proficiency requirement needed to fill the position?

b. Prerequisites, screening and assessment, selection and integration.

(1) Did all applicants provide all necessary application paperwork?

(2) Were all applications for employment screened in accordance with approved guidelines?

(3) Were interviews conducted with applicants, if required?

(4) Is a record of the interviews on file?

(5) Is a record of the basis for selection maintained?

(6) Was the necessary security clearance paperwork processed and validated?

(7) Was pre-employment drug testing accomplished, as required?

(8) Did each employee execute an oath of office, conditions of employment, and mobility agreement?

(9) Were supported commands notified concerning inbound personnel?

(10) Do all applicants have a verified language per the Defense Language Proficiency Test (DLPT), or a passing Defense Language Aptitude Battery (DLAB) score, as appropriate?

c. Pay and Benefits, Assignments and Career Management.

(1) Does each employee receive all authorized pay and allowances?

(2) Are financial records properly maintained and controlled by the Civilian Pay Section, JFSC?

(3) Are employees assigned and reassigned in accordance with current policy and the JTR?

(4) Are employees treated equitably with respect to reassignments?

(5) Are annual evaluations received on each employee each year, as required?

d. High Grade Selection Panels.

(1) Are high grade vacancy announcements distributed worldwide?

(2) Are high grade selection panels convened in accordance with USAINSCOM policy?

(3) Are high grade selection panel results properly validated by USAINSCOM?

e. Training.

(1) Is the Annual Training Needs Survey distributed to each supported command each year as required?

(2) Are IDPs received from each employee, as required?

(3) Are training requirements being properly prioritized by command?

(4) Is a record of training received being properly maintained?

(5) Is the training received relevant to the mission and operational requirements?

(6) Does each employee have the requisite training (either formal or job performance) for their appropriate discipline or job?

f. Position Changes.

(1) Are release dates properly coordinated for lateral transfers?

(2) Is "75" information received or sent for lateral transfers, as appropriate?

(3) Is a "resignation 52" completed for those employees who resign from MICECP positions?

(4) Are policies in place and followed for any employee that is terminate?

B-5. Supersession

This checklist is the initial management control evaluation checklist for the Military Intelligence Civilian Excepted Career Program.

B-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to Deputy Chief of Staff, G-2, ATTN: DAMI-GXH, 1000 Army Pentagon, Washington, DC 20310-1000.

Glossary

Section I Abbreviations

ACS

Assistant Chief of Staff

AR

Army Regulation

CAC

Career Advisory Council

CDR

Commander

CFR

Code of Federal Regulation

CG

Commanding General

CI

Counterintelligence

CONUS

Continental United States

CPM

Career Program Manager

CSP

Counterintelligence Scope Polygraph

DA

Department of the Army

DCIPS

Defense Civilian Intelligence Personnel System

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DIA

Defense Intelligence Agency

DLAB

Defense Language Aptitude Battery

DLPT

Defense Language Proficiency Test

DOD

Department of Defense

EOD

Entry on Date

FCI

Foreign Counterintelligence

GS

General Services

ICAP

Intelligence Community Assignment Program

IDP

Individual Development Plan

JFSC

Joint Field Support Center

JTR

Joint Travel Regulation

MI

Military Intelligence

MICECP

Military Intelligence Civilian Excepted Career Program

OCONUS

Outside the Continental United States

OFCO

Offensive Counterintelligence Operation

OJT

On-the-Job Training

OPM

Office of Personnel Management

POC

Point of Contact

SCI

Sensitive Compartmented Information

TAREX

Target Exploitation

TDA

Table of Distribution and Allowances

TS

Top Secret

USAFSC

U.S. Army Field Support Center

USAIC&FH

U.S. Army Intelligence Center & Fort Huachuca

USAINSCOM

U.S. Army Intelligence and Security Command

Section II**Terms**

No terms are associated with this publication.

Section III**Special Abbreviations and Terms**

No special abbreviations and terms are associated with this publication.

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