

will normally constitute the minimum qualification requirement for appointments, promotions, and reassignment or change-to-lower grade to positions with known promotion potential. Exceptions may be approved by the Air Intelligence Agency Civilian Personnel Division (HQ AIA/DPC) when determined to be in the best interest of the mission and merit principles.

1.7. Minimum education, certification, and license requirements contained in the OPM qualification standards apply to covered positions unless superseded by a DCIPS standard.

1.8. Managers and supervisors are responsible for the movement of employees into and between positions by accurately prescribing the Knowledges, Skills, and Abilities (KSAs) required for positions, and evaluating the qualifications of individuals referred by HQ AIA/DPC for positions.

2. Areas of Consideration. Areas of consideration are established in coordination with management officials and are based on anticipated availability of quality candidates and special emphasis program requirements. They may be organizational, geographical, based on categories of positions, or a combination of these. The minimum area of consideration for GG-15's is normally Air Force-wide. Exceptions must be coordinated with HQ AIA/DPC.

3. The Right to Select or Nonselect From Among a Group of Best Qualified Candidates. Managers have the right and responsibility to select employees from any appropriate source most likely to meet mission objectives, affirmative employment objectives, and to improve the acquisition, professional development, and long-term retention of a quality civilian work force within the Air Force Intelligence Community. Candidates from various sources may be considered concurrently or successively.

4. General Coverage. DCIPS appointments are excepted by statute under 10 U.S.C. 1601. This plan applies to all permanent civilian employees serviced by HQ AIA/DPC except Senior Intelligence Executive (SIES), Senior Intelligence Professional (SIP), and other serviced organizations with a separate Merit Promotion Plan. This plan also applies when competitive procedures are applied to selections for training.

5. Promotions. To help ensure efficient use of limited resources and provide for optimal support of the intelligence community mission, employees will be considered for promotion in the following order of priority whenever possible: **Non-Competitive, Level I Competition, and Level II Competition.**

5.1. Non-Competitive.

5.1.1. Employees may be promoted non-competitively to a grade not higher than previously held in the federal service. The higher grade must have been held on a permanent basis, except when the proposed non-competitive action is from a temporary position to another temporary position.

5.1.2. Employees may be promoted non-competitively up to one grade or grade interval **within** their respective grade band. Four grade bands have been established as follows:

Table 1. Grade Bands.

	(1)	(2)	(3)	(4)
GG Grades	1 2 3 4	5 6 7 8 9	10 11 12 13	14 15
Professional	-----	Entry	Full Performance	Expert
Administrative	-----	Entry	Full Performance	Expert
Technician	Entry	Full Performance	Expert	-----
Clerical	Entry	Full Performance	-----	-----

5.1.2.1. The following conditions apply: 1) the employee fully meets qualification and quality of experience requirements (this normally includes one year of quality experience at the next lower grade; or if approved by HQ AIA/DPC, one year quality experience within the grade band); 2) affirmative employment and equal employment opportunity (EEO) objectives have been considered in the selection process; 3) the position into which the employee is being promoted is classified at the next higher grade; 4) at a minimum, all qualified employees under the same selecting supervisor have been considered; 5) Competitive procedures apply for movement between grade bands, see 5.2. or 5.3.

5.1.3 Employees on positions with known promotion potential may be non-competitively promoted.

5.1.3.1. The position was identified as the target position to which the employee is to advance without competition. Employees must have completed any training requirements, demonstrated ability to perform the higher level duties as certified by the supervisor, meet qualification requirements, and been assigned to the current position at least 6 months.

5.1.4. Employees may be non-competitively promoted through a classification action if the reason for upgrading is reconstitution of the incumbent’s position into a successor position with clearly and solely identifiable duties of the former position, and there are no other employees serving in similar or identical positions to whom the duties could be assigned.

5.1.5. Employees may be reassigned non-competitively to a position with no known promotion potential if they meet basic requirements and losing and gaining supervisors agree. Management officials may also direct the reassignment of an employee to a position within their organization. Voluntary change to lower grade at the employees request may be non-competitively processed if the employee meets basic requirements.

5.2. Level I Competition. When a determination has been made that Non-Competitive promotion is not warranted, employees should be considered as follows:

5.2.1. Management should define an area of consideration most likely to provide an adequate number of high quality candidates. Area of consideration may be organizational, geographic, or occupational or combination of these.

5.2.2. Area of consideration is determined on a case-by-case basis. There must be a reasonable expectation that the area of consideration will produce a sufficient number of highly qualified eligibles (normally three or more per vacancy). Mission requirements, merit principles, and affirmative employment objectives should be considered in making an area of consideration determination. Normally, the following areas of consideration will be used successively:

5.2.2.1. Employees under the selecting official's immediate supervision

5.2.2.2. Employees by organizational level (e.g. section, unit, branch, division, etc.)

5.2.2.3. Employees occupying certain occupations within a defined organizational level

5.2.2.4. Employees within a specified geographical area

5.2.2.5. All employees under the command of a director, wing or center commander, group commander, flight commander, etc.)

5.2.3. If the area of consideration requires the publication of a vacancy announcement, only employees within the prescribed area of consideration may apply. Candidates will self-nominate (apply) directly to HQ AIA/DPCS. A job analysis/promotion plan template will be developed to establish best qualifying criteria. Candidates will be rated and ranked using career briefs and or other relevant information.

5.2.4. If the selecting official requests an employee by name and the employee is among the best qualified candidates, no referral is required.

5.3. **Level II Competition.** Upon determination by management that 5.1. and 5.2. have been exhausted, the area of consideration may be extended AF-wide, DoD-wide and/or Federal Service-wide. In this case, the Standard Automated Inventory Referral System (STAIRS) and Civilian Personnel Decision Support System will normally be used to fill vacancies as applicable.

6. **Details.** A detail is the temporary assignment of an employee to another position with no change to compensation. Employees need not meet qualification requirements to be eligible for detail, except that minimum education, certification, and or license requirements must be met unless superseded by a DCIPS standard. The employee continues to occupy the position from which detailed. Normally, details will not exceed one year. Details to a higher grade of up to one year in duration may be non-competitive if within the employees current grade band. Supervisors should submit a SF-52, **Request for Personnel Action**, for details of 120 days or more to assure proper credit for experience gained. Details of less than 120 days may be documented by submitting AIA Form 172, **Civilian Personnel Update/Amendment to Official Personnel Folder** or Merged Records Personnel Folder, (or equivalent) to servicing civilian personnel flight with supervisor's written certification of work experience claimed.

7. **External Applicants.** Management may consider applicants from any source.

7.1. Non-Air Force promotion candidates will be rated and ranked under the same criteria as Air Force candidates. External candidates who meet or exceed all ranking criteria as compared to the lowest ranking referred Air Force candidate may be referred on a separate listing.

7.2. When external vacancy announcements are posted, the normal minimum notice period is five business days. When considering applicants from outside the federal service, HQ AIA/DPC

will normally refer those who meet or exceed the qualification level of the lowest ranked Air Force promotion candidate referred.

7.3. Candidates new to Federal Civil Service may be considered without formal open competition when there is a shortage of qualified candidates, or when the combination of qualification and security requirements are so strict that open recruitment is not feasible. This authority will normally be restricted to the following occupational groups and series: 080, 132, 0800, 1300, 1500 and 2210. Use of this authority must be approved in advance by the AIA appointing officer.

7.4. When the area of consideration is at least Air Force-wide and fewer than five fully qualified candidates are identified, candidates who would attain full eligibility within 30 days of the date of the promotion certificate may be certified.

8. **Priority Referral.** The order of special placement consideration and referral in filling vacant positions will normally be in accordance with AFMAN 36-203, Table 2.3.

8.1. Repromotion eligibles will be given priority referral in accordance with AFMAN 36-203.

8.2. An employee who did not receive proper consideration for a position will be given one priority consideration for each consideration lost. Consideration will be for any position similar to that for which consideration was lost.

9. **Job Analysis/Promotion Plan.** The job analysis/promotion plan identifies KSAs to determine best-qualified candidates. HQ AIA/DPC and a subject matter expert normally perform the job analysis.

10. **Certification for Selection.** AIA Promotion Certificate Template will be used to refer candidates under Level I competition. The Candidate Referral Roster (CRR) will be used under STAIRS. Normally, the top 15 best-qualified candidates will be referred. More than 15 names may be referred if no meaningful distinctions can be made beyond the 15th candidate. Ties will be broken by service computation date. Referral lists will identify EEO numerical objectives, as applicable.

10.1. Candidates seeking voluntarily reassignment or change to lower grade must self nominate under an appropriate vacancy announcement. There is no maximum number of competitive reassignment and change to lower grade candidates that may be referred.

10.2. Multiple referral lists may be issued concurrently or successively.

10.3. Air Force Career Program lists are issued in accordance with applicable instructions.

10.4. On referral lists prepared by HQ AIA/DPC, the names of candidates will be listed in alphabetical order within like groups (e.g., alphabetically within reassignment candidates group and alphabetically within promotion candidates group).

10.5. Applicants entitled to veteran preference for appointment will be so identified on the referral list.

11. **Consideration.** All candidates referred will be considered except those who specifically decline consideration for the position. The selecting official must review a system-generated career brief, if available. If the selecting official chooses to interview, he/she may interview one or more of the candidates on the certificate. It is not required that all candidates be interviewed but for those who are, the same interview questions should be used. Supervisor s may use either exchange of information or formal interview. When formal interviews are conducted, questions

must be pre-approved by HQ AIA/DPC. Interviews may be conducted telephonically, when the candidate is not within the commuting area or is otherwise unavailable for interview. Supervisors are responsible for the integrity of interviews and for retaining sufficient documentation to validate the interview. Supervisors may, with sufficient justification, request payment of travel expenses from a central fund to conduct interviews for positions critical to mission accomplishment. Such positions will normally be supervisory or managerial at grades GG-12 or higher, or senior specialists at grades GG-13 or higher. Normally, such payments will be limited to no more than two candidates per position. Submit written justification and estimated travel costs through the organization commander or director, to HQ AIA/DPC for approval or disapproval. Requests will be considered subject to availability of funds and compliance with this policy. Requesting organizations will be responsible for preparing travel orders and will assure submission of paid travel vouchers to HQ AIA/DPC. Disapproval of such requests does not preclude organizations from using their organizational travel budget to fund travel costs.

11.1. Selecting officials must consider available awards data on each certified promotion candidate during the selection process. Consideration will be based on relevancy of the awards to the position being filled, as determined by the selecting official.

11.2. Panels may be used when management determines that a panel selection process will better serve the interests of the organization. Selecting officials must provide HQ AIA/DPC the names, position titles, and grades of panel members prior to convening the panel. Panels will normally consist of 3 or 5 members. The inclusion of a HQ AIA/DPC representative as an advisor to the panel is normally optional.

11.3. A supervisor may select any candidate referred regardless of recruitment source. Selection will be documented and returned to HQ AIA/DPC for further processing.

11.4. Selections for AIA positions, GG-15 or above, must be approved by the AIA Commander (AIA/CC), or designee.

11.5. Written justification and approval by the organization commander or director is required when there are candidate(s) on the referral list whose selection would meet an established EEO numerical objective, but the proposed selectee does not meet a numerical objective.

12. Notifying Employees.

12.1. In all cases, the selection process must be reviewed and validated by HQ AIA/DPC before the proposed selectee is notified. Normally, HQ AIA/DPC will notify the selected individual. Initial notification is for a tentative selection pending satisfactory results of pre-employment requirements.

12.2. Selecting officials may, with the concurrence of HQ AIA/DPC, notify and coordinate the effective date for an internal (served by HQ AIA/DPC) selectee.

12.3. Only HQ AIA/DPC has the authority to notify external selectees (not currently served by HQ AIA/DPC) and coordinate effective dates.

12.4. A selecting supervisor must notify all candidates referred and nonselected, except those who have declined consideration after referral. Notification may be verbal or in writing.

12.5. Method of notification to be used must be documented on the AIA Promotion Certificate Template returned to HQ AIA/DPC; however, notification should not be made until HQ AIA/DPC has validated the selection, and the position has been offered and accepted.

13. Releasing Employees.

13.1. Internal candidates for promotion, reassignment, or change-to-lower grade will normally be released within 20 calendar days after their supervisor is notified of the selection. An extension may be granted if both supervisors agree, but normally will not exceed 10 days.

13.2. A promotion may be delayed to give an employee a within-grade increase, but the delay will not exceed the second pay period after the promotion is approved. Such actions cannot be made retroactively to increase the right of the employee to compensation unless there is a specific authority for the earlier date in law or regulation.

14. Temporary Promotion.

14.1. Temporary promotions that do not exceed 120 days may be noncompetitive.

14.2. Provisions in 5.2 and 5.3 may be used for temporary promotions of more than 120 days.

14.2.1. These promotions may be made permanent without further competition.

14.3. Temporary Rank-In-Person Promotions (RIPs) are authorized and processed according to AFI 36-1101, Attachment 3.

15. Travel and Transportation Expenses.

15.1. Normally, payment of permanent change of station (PCS) costs is limited to GG-11 and above. However, HQ AIA/DPC may approve exceptions on a case-by-case basis.

15.2. Payment of PCS costs is in accordance with provisions of the Joint Travel Regulation (JTR).

16. Employee Complaints.

16.1. Employees who are dissatisfied with the application of this merit promotion plan by management or HQ AIA/DPC, including application of qualification requirements or ranking procedures, may file a grievance under the Air Force Administrative Grievance System.

16.2. Nonselection from a certificate or list of properly rated and ranked candidates is not grievable.

17. Promotion Records. HQ AIA/DPC will retain documentation necessary to reconstruct competitive and noncompetitive placement actions in accordance with applicable record disposition schedules.

17.1. To ensure proper consideration, employees must keep their Official Personnel Folder or Merged Record Personnel Folder (OPF/MRPF) current by submitting updates to their experience, education, and training to HQ AIA/DPC. Only updates that have been properly verified and validated may be included in the OPF/MRPF. Employees may obtain a copy of their automated career brief upon request.

18. Forms Prescribed. AIA Form 90, **Application for Promotion or Position Change** and AIA Form 101, **Supervisor/Trainee Report of Training Progress Approved Training Program.**

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