DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

DAMI-CP

JUN 2 7 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Recruitment DCIPS Interim Policy Change - Veterans Preference 30% Passover

1. References:

a. Memorandum, Under Secretary of Defense Intelligence, 29 Apr 11, Interim Policy Change – 30 Percent Disabled Veterans' Preference Passover.

b. Army Policy Volume 2005, 7 July 09, Defense Civilian Intelligence Personnel System, Employment and Placement.

2. Recent case law has highlighted the need for immediate changes to the current language in Department of Defense Instruction (DoDI) 1400.25, Volume 2005, "Defense Civilian Intelligence Personnel System (DCIPS), Employment and Placement," regarding the application of Veterans' Preference in external recruitment. DoDI language was revised to require new procedures for the passover of a Veteran with a compensable service connected disability of 30 percent or more.

3. The DoDI interim policy regarding this issue is attached, and is effective immediately. The language of the interim policy is included in the revision of Volume 2005 which is in the DoD coordination process and will also be adopted in Army Policy Volume 2005.

4. Veterans' preference in external recruitment refers to candidates new to Federal Service. The DoD Components with DCIPS positions shall identify external candidates entitled to veterans' preference as identified in section 15 (a) of APV 2005. When filling positions with external applicants, preference-eligible veterans shall be granted preference in selection over non-preference-eligible candidates with substantially equal qualifications.

5. If a non-preference-eligible is selected, the reasons for non selection of any qualified preference eligible are documented in writing and made part of the selection record. The new process includes the selecting official forwarding the request for passover of a Preference Eligible Veteran with a compensable service connected disability of 30% or more including detailed justification of the non selection to their servicing Civilian Personnel Advisory Center (CPAC). The servicing CPAC will review the justification form and forward the request to Headquarters Department of the Army (HQDA) G-2. HQDA, G-2 will review the justification request form for concurrence and if approved will forward to the Under Secretary of Defense Intelligence - Human Capital Management Office (USDI/HCMO) mailbox for final approval. When the approved or disapproved request form is received from USDI/HCMO, HDQA G-2 will

forward the request justification form to the serving CPAC. If the requested 30% passover is approved, the reason(s) for non selection must be provided by the servicing CPAC to all Veteran preference candidate(s) that reach the final hiring stage. The servicing CPAC is required to retain the document as part of the selection record.

6. USDI/HCMO and HQDA G-2 have provided mailboxes for submission requests for passover of a Preference Eligible Veteran with a Compensable service connected disability of 30% or more. The mailboxes are listed below.

NIPR USDI/HCMO:
Preference.Eligible.Passovers@osd.mil

NIPR HQDA G -2:
DCIPS@mi.army.mil

7. The servicing CPAC must receive concurrence from HQDA G-2 and approval from USDI/HCMO for the passover prior to making a job offer and the USDI/HCMO approval documents are required to be kept as part of the selection package.

8. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. June Ricard, (703) 695-1063; DSN 225-1063; email: june.f.ricard@us.army.mil. Please disseminate within your organization.

YOLANDA WATSON
Director, Intelligence Personnel
Management Office

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