



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

DAMI-CP

29 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Civilian Intelligence Personnel System (DCIPS): Employment and Placement: External Recruitment - Veterans' Preference

1. REFERENCES:

- a. Department of Defense Instruction (DoDI) 1400.25, Volume 2001, subject: DoD Civilian Personnel Management System: Defense Intelligence Personnel System (DCIPS) Introduction, 29 December 2008.
- b. DoDI 1400.25, Volume 2005, subject: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement, 3 March 2012.
- c. Clarification of DCIPS Policy (CDP) 2005-04, DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement, 27 March 2015.
- d. Title 10, United States Code, Sections 1601-1614 – Defense-Wide Intelligence Personnel Policy
- e. Title 5, United States Code, Section 2108 – Veteran; Disabled Veteran; Preference Eligible
- f. Memorandum, Under Secretary of Defense (Intelligence) (USD(I)), 29 April 2011, subject: Interim Policy Change – 30 Percent Disable Veteran's Preference Passover.
- g. Army Policy Volume (APV) 2005, subject: Defense Civilian Intelligence Personnel System (DCIPS): Employment and Placement, 23 March 2012.
- h. Memorandum, Headquarters, Department of the Army (HQDA), Office of the Deputy Chief of Staff (ODCS), G-2, Intelligence Personnel Management Office (IPMO), 27 June 2011, subject: External Recruitment DCIPS Interim Policy Change – Veterans' Preference 30% Passover.

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2. PURPOSE: This Army Guidance Memorandum implements Enclosure 1 and 2, as well as Reference 1a, paragraph 15 and Reference 1c above. Compliance with this Memorandum is mandatory. The intent of this guidance is to establish consistent procedures for Army organizations with DCIPS positions and the servicing Civilian Personnel Advisory Centers (CPAC) on the application of Veterans' Preference under DCIPS.

3. APPLICABILITY: This guidance applies to Reference 1d, excepted service civilian positions, employees or organizations as described in Reference 1a. Army organizations with DCIPS positions shall apply veterans' preference to preference-eligible candidates as defined by Reference 1e, in accordance with the procedures provided in Reference 1b; Reference 1g; and the merit system principles when filling positions with external applicants. These procedures cover selections made from all external recruitment sources where veterans' preference is a factor in determining which candidates can be selected.

a. Veterans' preference principles apply when filling DCIPS positions that are open to external sources, meaning competitive hiring actions for both permanent and time limited positions where external candidates are invited to apply. Army organizations and personnel that establish and approve DCIPS employment and placement program policy framework and guidance and/or provide employment and placement guidance to activity commanders, supervisors, and managers must ensure that personnel comply with all applicable laws, rules, and regulations.

b. DCIPS does not apply veterans' preference for current federal employees or former federal employees, internal candidates (vacancy solely open to the "internal" workforce), details, promotions, reassignments, reappointments, realignments, lateral transfers, or direct-access actions.

4. POLICY: In accordance with the authority in Reference 1b and Reference 1g, Army organizations with DCIPS positions must ensure that, as a minimum, Selecting Officials treat veterans' preference eligibility as a positive factor in all stages, at each decision point of the competitive selection process, when a position is open to external candidates.

a. All advertising of DCIPS positions should include, but not limited to the following: (1) an explanation that the position is a DCIPS position in the Excepted Service; (2) an explanation that DCIPS applies veterans' preference as provided under Reference 1b, Reference 1c, and Reference 1g; and (3) an explanation of how veterans' preference should be documented or claimed by the applicant.

b. Servicing CPAC Advisors shall identify external candidates entitled to veterans' preference in accordance with Reference 1g, Enclosure 3, Paragraph 15. When

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DCIPS positions are open to external applicants; equally qualified preference-eligible veterans who reach the final selection stage of the competitive selection process shall be granted preference in selection over non-preference-eligible candidates.

c. External applicants who claim veterans' preference are required to provide appropriate documentation to exercise this entitlement. Veterans are not required to provide documentation of their preference eligibility unless they wish to claim preference. DCIPS does permit a verbal notice to serve as a notification that documentation will be provided; however, the preference-eligible must provide the documentation verifying eligibility with their application package.

d. If a non-preference-eligible is selected, the specific reason(s) for the non-selection of any equally qualified preference-eligible must be documented, made part of the selection record, and stored in a centrally accessible location. The CPAC shall provide any equally qualified preference-eligible candidate the reason(s) for their non-selection.

e. In accordance with the Reference 1f and Reference 1h, Army organizations with DCIPS positions must request approval in advance if they desire to select a non-preference-eligible over a equally-qualified preference-eligible veteran candidate with a service-connected disability of 30 percent or more who has reached the final selection stage of the competitive hiring process (referred to under DCIPS policy as a "Passover"). The HQDA, ODCS, G-2, retains the authority to review, request additional information, endorse and/or disapprove "Passover" request. Approval of "Passover" request must be received from USD(I) prior to extending an offer of employment (including tentative, contingent or conditional offer) to a non-preference-eligible candidate.

f. The application of preference as a "positive factor" shall be documented in the record for each step in the hiring process, maintained in the record and stored in a centrally accessible location. Documentation should demonstrate how veterans' preference as a "positive factor" was applied in all stages, at each decision point of the external hiring process.

5. RESPONSIBILITIES: See Enclosure 1.

6. PROCEDURES: See Enclosure 2.

7. Questions regarding this memorandum should be directed to HQDA, ODCS, G-2, IPMO, (703) 695-1045, DSN: 225-1045. Please disseminate within your organization.

8. EFFECTIVE DATE: This memorandum becomes effective on the date of signature.

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9. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Jacquelyn Taylor, (703) 695-1045, email: jacquelyn.r.taylor5.civ@mail.mil.

2 Encls



JEFFREY N. RAPP
Assistant Deputy Chief of Staff, G-2

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ENCLOSURE 1

RESPONSIBILITIES

1. SELECTING OFFICIAL

The Selecting Official shall:

a. At a minimum, treat veterans' preference eligibility as a "positive factor" in all stages, at each decision point of the competitive selection process, when making a selection from external recruitment sources.

b. Utilize the "Army Defense Civilian DCIPS Veterans' Preference Checklist" to indicate their understanding of the application of veterans' preference under the Defense Civilian Intelligence Personnel System (DCIPS) for external recruitment. Check the "S" box next to each statement and sign checklist to acknowledge that the "Army DCIPS Veterans' Preference Checklist" has been provided and discussed with the servicing CPAC Advisor.

c. Avoid using additional "points" as a "positive factor" for veterans' preference for DCIPS positions. Ensure that positive factors are solely related to addressing the gap between the qualifications of preference-eligible and other candidates who are moving forward in the competitive selection process.

d. Ensure that the application of preference as a "positive factor" is demonstrated and documented in the record for each step in the hiring process and must annotate on the resume ranking and interview review matrices (if applicable), or similar internal documents, and identify which candidates are preference-eligible (VP).

e. When recruiting applicant(s) through, Intelligence Community (IC)-hosted websites, newspapers, job fairs or college campus recruiting activities organized by the command, employee referral programs or other means, remain consistent with merit system principles, and ensure proper application of veterans' preference under DCIPS are in accordance with Army Policy Volume 2005, Defense Civilian Intelligence Personnel System (DCIPS): Employment and Placement.

f. Ensure that at any stage of the competitive selection process, if a preference-eligible's qualifications, even after the application of a preference positive factor, are no longer substantially equal to candidates moving forward in the hiring process, that the reason(s) are documented in the "selection file/record" for each preference-eligible candidate that does not advance to the next stage in the process.

g. When making tentative selections (i.e., at the point where those candidates under serious consideration for an offer have been identified), with assistance of the command Civilian Personnel Representative(s), should ascertain whether any of the candidates are preference-eligible. If all relevant considerations for the position are deemed equal, offer the position to an equally qualified preference-eligible candidate

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(except if the applicant has completed a probationary or trial period in the federal service).

h. After a selection has been made, and if the certificate contains preference-eligible candidates, return the selection certificate (including the signed Army DCIPS Veterans' Preference Checklist to the servicing CPAC for final review.

i. If the certificate contains preference-eligible candidates, the following documents must be submitted to the servicing CPAC:

- Army DCIPS Veterans' Preference Checklist
- Resume Ranking Review Panel Summary/Matrix (if applicable)
- Interview Panel Review Summary/Matrix (if applicable)
- 30% Percent Non-Select Memo/Justification Memo (if applicable)
- Preference Non-Select Memo/Justification (if applicable)
- USD(I) 30% Passover Request Form/Template

j. In accordance with Army Policy Volume 2005, the Selecting Official must request approval in advance if they desire to select a non-preference-eligible candidate over an equally qualified preference-eligible candidate with a service-connected disability of 30 percent or more. In addition, forward "Passover" request of a preference-eligible with a compensable service connected disability of 30 percent or more including a detailed justification and any supporting documentation to the Commander, Command G-1, local HR Director or Civilian Personnel Representative/Liaison for review and concurrence/endorsement prior to submission to the servicing CPAC Advisor of final selection.

2. CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

The Servicing CPAC shall:

a. Work with commanders, supervisors, managers, and selecting officials to ensure understanding of the external recruitment hiring process, specific responsibilities regarding the application of veterans' preference under DCIPS, and employment and placement laws, regulations and policies.

b. Utilize the "Army DCIPS Veterans' Preference Checklist" to advise Selecting Officials on the application of veterans' preference. CPAC Advisors should check the "H" box next to the statement to acknowledge that they have provided and discussed the requirements of veterans' preference with the Selecting Official.

c. Ensure that all advertising of DCIPS positions include, but not limited to the following: (1) an explanation that the position is a DCIPS position in the Excepted

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Service; (2) an explanation that DCIPS applies veterans' preference as provided under Department of Defense Instruction 1400.25, Volume 2005, DCIPS Employment and Placement, and Army Policy Volume 2005, and (3) an explanation of how veterans' preference should be documented or claimed by the applicant.

d. Ensure that when advertising externally, candidate referral lists, e.g., certificates of eligible, that preference-eligible candidates are identified (i.e., TP, CP, CPS).

e. Ensure that external applicants who claim veterans' preference provide appropriate documentation to exercise veterans' preference. Veterans are not required to provide documentation of their preference eligibility unless they wish to claim preference.

f. When releasing candidate certificates, ensure that the requirement to treat veterans' preference as a "positive factor" in all stages, at each decision point of the external competitive selection process and the "Army DCIPS Veterans' Preference Checklist" (attachment), is included in the email to the Selecting Official.

g. Confirm that selections made from external applicant sources through, IC-hosted websites, newspapers, job fairs or college campus recruiting activities, employee referral programs or other means remain consistent with merit system principles and are in compliance with the proper application of veterans' preference under DCIPS.

h. When reviewing final tentative selections, confirm that the Selecting Official offers the position to the equally qualified preference-eligible candidate as opposed to the non-preference-eligible candidate (except if the applicant has completed a probationary or trial period in the federal service).

i. Confirm that the application of veterans' preference as a "positive factor" is documented for each step in the competitive hiring process and is maintained in the selection record.

j. Confirm that if a non-preference-eligible is selected, the reason(s) for the non-selection of any equally qualified preference-eligible is documented in writing, made part of the selection record.

k. Confirm that all external recruitment selections are in compliance with DCIPS applicable laws, policies, procedures and guidance.

l. Procedures for "Passover" Requests

(1) Confirm that all "Passover" requests of a equally-qualified preference-eligible with a compensable service connected disability of 30 percent or more include a

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detailed justification and supporting documentation. Confirm the request was submitted to the Commander, Command G-1, HR Director and/or Civilian Personnel Representative/Liaison for command endorsement (non-concur or concur) prior to submission to the servicing CPAC Advisor.

(2) Review all tentative selections to determine if management provided proper justification/documentation to support the "Passover" of a preference-eligible with a compensable service connected disability of 30 percent or more.

(3) Ensure that CPAC Branch Chief or CPAC Director reviews and endorses (concur or non-concur) all "Passover" requests prior to submission to the HQDA, ODCS, G-2, IPMO.

(4) Submit all "Passover" requests to the HQDA, ODCS, G-2, IPMO for review and endorsement (concur/non-concur).

(5) Retain list of all candidates pending final ODCS, G-2 review/endorsement (concur/non-concur) and/or USD(I) approval of 30 percent or more "Passover" request.

(6) Notify the Selecting Official of the ODCS, G-2 endorsement decision and/or final (USD(I) approval or disapproval of 30 percent or more "Passover" request.

(7) If the "Passover" request is approved by USD(I), notify all 30 percent or more preference-eligible candidates of the reason(s) for non-selection.

(8) Retain ODCS, G-2 endorsement decision and/or USD(I) approval/disapproval of 30 percent or more "Passover" request including the signed "Army DCIPS Veterans' Preference Checklist" and any other related documents, as part of the selection record, and store in a centrally accessible location.

m. Submit a quarterly report to ODCS, G-2, IPMO no later than 30 days after the end of each quarter that identifies the total number of selections where a non-preference-eligible was selected over an equally qualified preference-eligible. The report shall include the vacancy announcement number, position title, grade/series, name of organization, date of selection and final disposition of each staffing action.

3. THE HEADQUARTERS DEPARTMENT OF THE ARMY, OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2, DIRECTOR, INTELLIGENCE PERSONNEL MANAGEMENT OFFICE (IPMO)

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HQDA, ODCS, G-2, IPMO shall:

- a. Develop, coordinate, and execute personnel policy and essential procedures for the management of the Army DCIPS employment and placement.
- b. Provide guidance to Army organizations with DCIPS positions to ensure consistent application of veterans' preference.
- c. Provide oversight, monitor and ensure compliance of veterans' preference requirements as directed by policy, laws and regulations applicable to DCIPS employees.
- d. Update and maintain DCIPS veterans' preference-eligible policy and administrative procedures as needed.
- e. Review all "Passover" requests for 30 percent or more submitted to HQDA, ODCS G-2, IPMO by the servicing CPAC.
- f. Disapprove or endorse "Passover" request for USD(I) approval.
- g. Notify the servicing CPAC of G-2, IPMO decision for endorsement and/or approval or disapproval of 30 percent or more "Passover" decision from USD(I).

4. COMMANDERS OF ARMY IC COMMANDS (ACOMs), ARMY SERVICE COMPONENT COMMANDS (ASCCs), DIRECT REPORTING UNITS (DRUs) AND THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY (AASA)

Commands shall:

- a. Ensure that Army DCIPS Selecting Officials receive training, advice, and guidance on the application of veterans' preference requirements for DCIPS positions. In addition, ensure that preference is treated as a "positive factor" and is given to preference-eligible during the external recruitment competitive selection process. Army organizations with DCIPS positions are ultimately responsible for ensuring that preference is given to preference-eligible.
- b. Ensure that all "Passover" requests to passover a equally-qualified preference-eligible with a compensable service connected disability of 30 percent or more, who has reached the final selection stage are reviewed by the Commander, Command G-1, HR Director and/or Civilian Personnel Representative/Liaison for command endorsement (non-concur or concur) prior to submission to the servicing CPAC Advisor.

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c. Develop and implement local supplemental guidance and procedures on the application of veterans' preference that describes how veterans' preference will be documented within the organization. Update and maintain local supplemental DCIPS veterans' preference-eligible policy and administrative procedures as needed.

d. Monitor and ensure compliance of veterans' preference requirements as directed by policy, laws and regulations applicable to DCIPS employees.

e. Establish a threshold level to meet or exceed the "natural break score" (i.e. resume ranking and interview panel scoring matrices or similar documents, etc.,) that ranks all candidates and demonstrates a clear cut-off for forwarding names of applicants who will be interviewed, if interviews are to be conducted.

f. Ensure that Selecting Officials adhere to their responsibilities, as described in Enclosure (2), and submit a completed package to the servicing CPAC that includes the following related documents for the application of veterans' preference:

- Army DCIPS Veterans' Preference Checklist
- Resume Ranking Review Panel Summary, including matrices (if applicable)
- Interview Panel Review Summary, including matrices (if applicable)
- 30% Percent Non-Select Memo/Justification Memo, including all required passover documents, as described in Enclosure (3) (if applicable)
- Preference Non-Select Memo/Justification (if applicable)
- 30% Passover Request Form/Template

ENCLOSURE 2

PROCEDURES

1. REFERENCES:

a. Department of Defense Instruction (DoDI) 1400.25, Volume 2001, subject: DoD Civilian Personnel Management System: Defense Intelligence Personnel System (DCIPS) Introduction, 29 December 2008.

b. DoDI 1400.25, Volume 2005, subject: DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement, 3 March 2012.

c. Clarification of DCIPS Policy (CDP) 2005-04, DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement, 27 March 2015.

d. Title 10, United States Code, Sections 1601-1614 – Defense-Wide Intelligence Personnel Policy

e. Title 5, United States Code, Section 2108 – Veteran; Disabled Veteran; Preference Eligible

f. Memorandum, Under Secretary of Defense (Intelligence) (USD(I)), 29 April 2011, subject: Interim Policy Change – 30 Percent Disable Veteran's Preference Passover.

g. Army Policy Volume (APV) 2005, subject: Defense Civilian Intelligence Personnel System (DCIPS): Employment and Placement, 23 March 2012.

h. Memorandum, Headquarters, Department of the Army (HQDA), Office of the Deputy Chief of Staff (ODCS), G-2, Intelligence Personnel Management Office (IPMO), 27 June 2011, subject: External Recruitment DCIPS Interim Policy Change – Veterans' Preference 30% Passover.

2. APPLYING VETERANS' PREFERENCE FOR EXTERNAL RECRUITMENT:

When recruiting from external (non-federal sources), Army organizations with Defense Civilian Intelligence Personnel System (DCIPS) positions shall use the authority granted by Title 10, United States Code (U.S.C.), Section 1601 and be consistent with merit system principles. Veterans' preference is not applicable to recruitment from internal sources. When staffing from external sources, veterans preference-eligible candidates, as defined by Reference 1e above, Title 5, U.S.C., Section 2108 shall be given preference for employment.

In accordance with Reference 1b and Reference 1g, Army organizations with DCIPS positions must ensure that, as a minimum, the Selecting Officials treat veterans'

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preference eligibility as a "positive factor" in all stages, at each decision point of the review process, when making a selection from external sources.

a. Generally, veterans' preference principles apply when filling DCIPS positions that are open to external sources, meaning competitive hiring actions for both permanent and time limited positions where external candidates are invited to apply. Army organizations and personnel that: establish and approve DCIPS employment and placement program's policy framework and guidance; provide employment and placement guidance to activity commanders, supervisors, and managers must ensure that personnel comply with all applicable laws, rules, and regulations.

b. Consistent with Reference 1b, Enclosure 2, Paragraphs 6 and 18, veterans' preference does not apply to recruitment from internal candidate sources and certain external candidate sources. This consists of current permanent government employees who have completed a probationary or trial period in the federal service (competitive service or excepted service employees) or former Federal employees, internal candidates, promotions, reassignments, reappointment, realignment, details, lateral transfers, or direct-access actions to local or national sources of high-quality, diverse candidates with or without public notification or vacancy notices.

c. Military retirees at or above the ranks of Major (Army, Air Force, Marine Corps) or Lieutenant Colonel/Commander (Navy, Coast Guard) or higher are not eligible for preference in recruitment and hiring unless they are disabled veterans.

3. DOCUMENTATION OF VETERANS' PREFERENCE:

Preference-eligible candidates who wish to claim veterans' preference are required to provide appropriate documentation to exercise entitlement. Under DCIPS preference-eligible candidates are:

- A veteran as defined by Title 5 U.S.C., Section 2108, paragraph (1) (A), (B), (C), or (D);
- A disabled veteran;
- The unmarried widow or widower of a veteran as defined by paragraph (1) (A) of Title 5 U.S.C., Section 2108;
- The spouse of a service-connected disabled veteran if the veteran has been unable to qualify for any appointment in the civil service or in the government of the District of Columbia;
- Certain mothers of a service-connected permanently and totally disabled veteran;
- Certain mothers of veterans who lost his or her life under honorable conditions while serving in the armed forces;
- A veteran who was discharged or released from a period of active duty by reason of sole survivorship discharge (sole survivor);

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Acceptable documentation to claim preference is SF-15 and DD-214. Please note that veterans are not required to provide documentation of their preference eligibility unless they wish to claim preference.

a. The nature of the DCIPS recruitment action (i.e., announcements that are open to external applicants new to federal service employment) drives the need to apply veterans' preference throughout the candidate review and selection process, even if a current employee is ultimately selected.

b. The servicing CPAC Advisor should use the "Army DCIPS Veterans' Preference Checklist" (Appendix A) to advise Selecting Officials on the application of veterans' preference. CPAC Advisors should check the "H" box next to the statement and sign checklist to acknowledge that this information has been provided and discussed with the Selecting Official.

c. The servicing CPAC Advisor must work with the Selecting Official to ensure understanding of the hiring process and specific responsibilities regarding the application of veterans' preference under DCIPS.

d. Selecting Officials should use the "Army DCIPS Veterans' Preference Checklist" (Appendix A) to indicate their understanding of the application of veterans' preference under DCIPS for external recruitment. Selecting Officials should check the "S" box next to the statement, sign and return checklist to acknowledge that this information has been provided and discussed by the servicing CPAC Advisor.

4. FILLING A DCIPS POSITION THROUGH THE EXTERNAL COMPETITIVE PROCESS:

All advertising of DCIPS positions should include, but not limited to the following: (1) an explanation that the position is a DCIPS position in the Excepted Service; (2) an explanation that DCIPS applies veterans' preference as provided under Reference 1b and Reference 1g; and (3) an explanation of how veterans' preference should be documented or claimed by the applicant.

When advertising externally, candidate referral lists should identify candidates as internal or external. Ensure that preference-eligible candidates are identified (i.e., TP, CP, CPS).

5. SELECTIONS:

a. The servicing CPAC shall identify candidates with veterans' preference and adjudicate any claim of veterans' preference prior to issuing candidate certificates.

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b. Selecting Officials should ensure that veterans' preference eligibility is treated as a "positive factor" in all stages, at each decision point, of the review process, when making a selection from external sources. CPAC representatives shall ensure that this requirement is included in the email to the Selecting Official, when releasing candidate certificates of eligibles.

c. Selecting Officials shall apply veterans' preference as a "positive factor" at each decision point of the DCIPS competitive selection process. Throughout the hiring process, as the determination is made regarding which candidate will proceed to the next step of consideration (e.g., interview, selection, etc.), all preference-eligible whose qualifications are roughly equal, similar or substantially the same as other candidates, after application of veterans' preference as a "positive factor" are considered substantially equal to the other candidates moving forward in the selection process, must also move forward to the next step of the hiring process. When the preference-eligible is no longer substantially equal, similar or the same as the candidates moving forward in the process, even after the application of preference, the selection record is documented as such and the preference-eligible is no longer considered for the position.

(1) Veterans' preference positive factors should solely be related to addressing the differentiating qualifications between the preference-eligible and other candidates who are moving forward in the competitive selection process. The application of preference continues through to final selection, unless or until there is a substantial difference in skill, ability, experience, and the "preference" no longer keeps the preference-eligible on-par with the other candidates moving forward.

(2) Points for veterans' preference shall not be added to ratings, nor shall the "rule of three" be utilized.

(3) The application of veterans' preference as a "positive factor" shall be documented in the record for each step in the hiring process and maintained in the selection record. Documentation should demonstrate how veterans' preference as a "positive factor" was applied in all stages, at each decision point of the competitive selection process.

(4) Throughout the process if, even with the application of "preference", if the candidate is not roughly equal, similar, or substantially the same as those proceeding to the next step, the veteran does not proceed.

d. When making final tentative selections (i.e., at the point where those candidates under serious consideration for an offer have been identified) from external sources, the Selecting Official, with the assistance of the command HR and the servicing CPAC

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Advisor, should once again ascertain whether any of the candidates are preference-eligible.

(1) If all relevant considerations for the position are deemed equal, the Selecting Official must offer the position to an equally qualified preference-eligible candidate as opposed to an equally qualified non-preference-eligible candidate, except if the applicant has prior Federal or DCIPS service.

(2) No documentation is required to support the non-selection of a preference-eligible if another preference-eligible is selected.

e. If an external non-preference-eligible is selected, the reason(s) for non-selection of any equally qualified preference-eligible must be documented in writing, made part of the selection record, and stored in a centrally accessible location.

f. The Selecting Official with the assistance of local Civilian Personnel Representative/Liaison, and the servicing CPAC Advisor should ensure that external recruitment selections remain consistent with merit system principles and are in compliance with the proper application of veterans' preference under DCIPS. This includes when recruiting from external applicant sources through, IC-hosted websites, newspapers, job fairs or college campus recruiting activities organized by the command, employee referral programs or other means. Army organizations with DCIPS positions are ultimately responsible for ensuring that preference is given to preference-eligibles.

(1) When the external selection will be from a source other than certification from an established inventory, the selection record must include and demonstrate that full consideration, in accordance with employment and placement procedures, has been given to eligible internal employees; and the vacancy has been publicized to give all interested candidates an opportunity to apply.

(2) If the certificate contains preference-eligible candidates, the following documents must be submitted:

- Army DCIPS Veterans' Preference Checklist (Appendix A)
- Resume Ranking Review Panel Summary (if applicable)
- Interview Panel Review Summary (if applicable)
- 30% Percent Non-Select Memo/Justification Memo (if applicable)
- Preference Non-Select Memo/Justification (if applicable)
- USD(I) 30% Passover Request Form/Template (Appendix B)

g. In accordance with Reference 1g, Army DCIPS organizations must request approval in advance if they desire to select a non-preference-eligible candidate over a equally-qualified preference-eligible veteran candidate with a service-connected

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disability of 30 percent or more; that is referred to in DCIPS policy as a "Passover". Special procedures apply for the very rare situations where passing over a veteran with a compensable service-related disability of 30 percent or more is deemed appropriate.

6. PREFERENCE-ELIGIBLE WITH A COMPENSABLE SERVICE CONNECTED DISABILITY OF 30 PERCENT OR MORE

a. In all cases, the "Passover" request must include the "USD(I) Passover Request Template" (see Appendix B), position description and vacancy announcement for the position, the application (or resume) of the proposed selectee, and the application (or resume) of the preference-eligible candidate with compensable service-related disability of 30 percent or more (refer to paragraph (5.e.) for complete list of documents). In addition, all "Passover" requests must include a detailed justification memorandum (including any supporting documentation) of candidates not selected.

b. The Selecting Official, before initiating action for "Passover", must coordinate and submit all requests to the Commander, local command G-1, HR Director or Civilian Personnel Representative/Liaison for endorsement (non-concur or concur) prior to submission to the serving CPAC.

c. Upon receipt of "Passover" request from the Selecting Official, the servicing CPAC shall review the tentative selection to determine if management provided proper justification and/or documentation to support the "Passover" of a equally-qualified preference-eligible with a compensable service connected disability of 30 percent or more.

(1) The servicing CPAC and the Selecting Official should ensure that the records used by the Selecting Official in making the decision to initiate action are accurate, relevant, timely, and complete to the extent reasonable necessary to ensure fairness to the preference-eligible in any determination.

(2) The servicing CPAC Team Lead, Branch Chief and/or CPAC Director should review, endorse (concur/non-concur) "Passover" request, prior to submission to HQDA, ODCS G-2, IPMO.

(3) Upon endorsement from CPAC Team Leader, Branch Chief and/or CPAC Director, the servicing CPAC Advisor shall submit "Passover" request to HQDA, ODCS G-2, IPMO for review and endorsement (concur/non-concur). HQDA, ODCS, G-2 retains the authority to request additional information, disapprove the request or endorse for USD(I) approval.

ENCLOSURE 2

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(4) The servicing CPAC shall retain list of candidates pending final G-2 review/endorsement (concur/non-concur) and/or USD(I) approval of 30 percent or more "Passover" requests.

d. HQDA, G-2, IPMO will review the "Passover" request for concurrence, if approved, will endorse and submit to the Under Secretary of Defense for Intelligence (USD(I), Human Capital Management Office (USDI/HCMO) for final approval.

(1) When the approved or disapproved "Passover" request decision is received from USD(I)/HCMO, HQDA, ODCS, G-2, IPMO will notify the servicing CPAC of approval or disapproval.

(2) When the servicing CPAC receives the approved or disapproved request from HQDA, ODCS, G-2, IPMO, the servicing CPAC Advisor shall notify the Selecting Official of decision. If "Passover" request is disapproved, the Selecting Official may either select the 30 percent or more preference-eligible or return the certificate unused to the servicing CPAC.

(3) When the "Passover" request is approved by USD(I), the reason(s) for non-selection must be provided to all equally-qualified 30 percent or more preference-eligible candidate(s) by the servicing CPAC.

(4) The servicing CPAC must receive endorsement from HQDA, ODCS, G-2 and approval from USD(I), prior to extending the final offer of employment to a non-preference candidate.

(5) The servicing CPAC shall retain G-2 endorsement decision and/or USD(I) approval/disapproval of 30 percent or more "Passover" request, the "Army DCIPS Veterans' Preference Checklist", and all related documents as part of the selection record and store in a centrally accessible location.

e. All requests for "Passover" must include, at a minimum, the following:

- Completed Passover Request Form/Cover Sheet
- Copy of Job/Vacancy Announcement or Solicitation and Competencies
- Position Description, Work Role Descriptor or equivalent
- Application/Resume for Proposed Selectee (non-preference-eligible)
- Resume for 30 percent or more veteran candidate (preference-eligible)
- Referral List(s)/Certificate of applicants / eligibles
- Selecting Officials Certification and Justification Memorandum
- Any supporting documentation that supports management's claim and/or assertion (resume and interview ranking panel documents, if applicable)
- A copy of VA disability determination document (preference-eligible)

ENCLOSURE 2

PROCEDURES

- Command level review and endorsement (concur/non-concur)
- CPAC level review and endorsement (concur/non-concur)
- Signed copy of "Army DCIPS Veterans' Preference Checklist"

f. CPAC/CHRA representatives shall submit "Passover" request to DCIPS INBOX via NIPR HQDA G-2 Inbox: DCIPS@mi.army.mil with courtesy copy (CC) to the Army HQ Employment and Placement Specialist and/or Army DCIPS Lead.

g. All requests for "Passover" must be approved/endorsed by the following prior to submission to USD(I) for approval:

- Commander, Command G-1 and/or Civilian Personnel Representative
- Servicing CPAC Branch Chief or CPAC Director
- HQDA, ODCS, G-2, Intelligence Personnel Management Office (IPMO)

If at any time the "Passover" request is disapproved by the command, servicing CPAC, HQDA, ODCS, G-2, IPMO or USD(I) the approval process will stop and the request will be returned to the Selecting Official. When "Passover" request is disapproved, the Selecting Official may either select the 30 percent or more preference-eligible or return the certificate unused to servicing CPAC. Please note that if a certificate is returned unused, the Selecting Official, upon expiration of referral certificate, the grace period to begin a subsequent recruitment action to fill the same vacancy is 90 days.

7. RECORD-KEEPING

The servicing CPAC shall retain all "Passover" request decisions. All related documents including the "Army DCIPS Veterans' Preference Checklist" shall be retained as a part of the selection record and stored in a centrally accessible location and/or uploaded to USA Staffing workbench.

ENCLOSURE 2

PROCEDURES

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

APV	Army Policy Volume
CDP	Clarification of DCIPS Policy
CPAC	Civilian Personnel Advisory Center
DCIPS	Defense Civilian Intelligence Personnel System
DoD	Department of Defense
DoDI	Department of Defense Instruction
HCMO	Human Capital Management Office
HQDA	Headquarters, Department of the Army
IC	Intelligence Community
IPMO	Intelligence Personnel Management Office
ODCS	Office of Deputy Chief of Staff
USD(I)	Under Secretary for Defense for Intelligence

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this policy.

Certificate of Eligibles

A list of applicants in score and veterans' preference order, submitted to the Selecting Official for appointment consideration in accordance with the procedures provided in DoD Instruction (DoDI) 1400.25, Volume 2005 and Army Policy Volume (APV 2005).

External (non-Federal) Recruitment

Recruitment of applicants not currently serving in permanent positions in the Federal service in accordance with the procedures provided in DoD Instruction (DoDI) 1400.25, Volume 2005 and Army Policy Volume (APV 2005).

Internal (Federal) Recruitment

Recruitment of applicants currently serving in Federal service to appointments in the DoD Components with DCIPS positions in accordance with the procedures provided in DoD Instruction (DoDI) 1400.25, Volume 2005 and Army Policy Volume (APV 2005).

Preference Eligible

A veteran, spouse, widow, or mother, who meets the definition provided in Section 2108 of Title 5, United States Code is an applicant who satisfies the minimum qualifications requirements for the position, and therefore is eligible for consideration.

ENCLOSURE 2

PROCEDURES

Passover

Applies at the end of the selection process, when final candidates for a position who, after application of the veteran's preference, are equally-qualified and a non-preference-eligible is selected over the preference-eligible with a 30 percent or more compensable disability.

30 Percent Disabled Veterans' Preference Eligible

10 Point 30 Percent Compensable Disability Preference (CPS) based on a service-connected disability of 30 percent or more; CPS applicant who satisfies the minimum qualification requirements for the position, and therefore is eligible for consideration.

APPENDIX A TO ENCLOSURE 2



DEPARTMENT OF ARMY DCIPS VETERANS' PREFERENCE CHECKLIST FOR EXTERNAL RECRUITMENT



PURPOSE

- This checklist will help both HR Practitioners and Selecting Officials to ensure the consistent application of veterans' preference under DCIPS. While the servicing CPAC Advisor is responsible for ensuring that the Selecting Official understands the hiring process, Army organizations with DCIPS positions are ultimately responsible for ensuring that preference is given to preference-eligibles.
- In accordance with DoDI 1400.25, Volume 2005, "DCIPS Employment and Placement," DCIPS components must ensure that, as a minimum, the Selecting Officials treat veterans' preference eligibility as a "positive factor" in all stages of the competitive selection process, when making a selection from external sources.
- When recruiting from external (non-federal sources) Army organizations with DCIPS positions shall use the authority granted by section 1601, Title 10, and be consistent with merit system principles.
- When staffing from external sources, veterans' preference-eligibles, as defined by section 2108 and 3309 of title 5 U.S.C. shall be given preference for employment.
- Veterans' preference is not applicable to recruitment from internal sources.

INSTRUCTIONS

- The servicing CPAC Advisor will use this checklist to advise Selecting Officials on the application of Veterans' Preference in accordance with Army Policy Volume 2005 (AP-V 2005). CPAC Advisors should check the "H" box next to the statement and sign checklist to acknowledge that this information has been provided and discussed with the Selecting Official. When releasing candidate certificates, ensure that the "Army DCIPS Veterans' Preference Checklist" is attached to the email to the Selecting Official.
- The Selecting Official will use this checklist to indicate their understanding of the application of veterans' preference under DCIPS, in accordance with Army Policy Volume 2005 (AP-V 2005), for external recruitment. Selecting Officials should check the "S" box next to the statement and sign checklist to acknowledge that this information has been provided and discussed by the servicing CPAC HR Advisor. After a selection has been made, return the selection certificate with the signed "Army DCIPS Veterans' Preference Checklist" to the servicing CPAC.

SERVICING CPAC

H The servicing CPAC Advisor must work with the Selecting Official to ensure understanding of the hiring process and specific responsibilities regarding the application of veterans' preference under DCIPS.

H When advertising externally, the servicing CPAC shall confirm that candidate referral lists identify candidates as internal or external. Ensure that preference-eligible candidates are identified (i.e., TP, CP, GPS).

H The servicing CPAC Advisor shall ensure compliance with DCIPS applicable laws, policies, procedures and regulations.

30% OR MORE VETERANS' PREFERENCE PASSOVER REQUESTS

H Servicing CPAC shall review the tentative selection to determine if management should provide additional justification/documentation to support the "Passover" request of a equally-qualified preference-eligible with a compensable service connected disability of 30 percent or more.

H The servicing CPAC shall forward the request to HQDA, ODCS, G-2 for review and endorsement. HQDA, ODCS, G-2 retains the authority to request additional information, disapprove the request or endorse for USD(I) approval.

- (a) If CPAC non-concurs with "Passover", the CPAC returns the request to management and advises why the justification is not sufficient to warrant passing over a equally-qualified preference-eligible with a compensable service connected disability of 30 percent or more.

APPENDIX A TO ENCLOSURE 2

(b) "Passover" requests are only required when selecting a non-preference-eligible over a equally-qualified preference-eligible veteran with a compensable service-connected disability of 30 percent or more.

H The servicing CPAC will retain list of candidates pending final approval of "Passover" request.

H The servicing CPAC must receive endorsement decision from HQDA, ODCS, G-2 and/or approval from USD(I), HCMO for the "Passover" prior to extending the tentative offer of employment to another candidate.

SUBMISSIONS

H CPAC/CHRA representatives shall submit "Passover" request to DCIPS INBOX via NIPR HQDA G-2 Inbox: DCIPS@mi.army.mil with courtesy copy (CC) to the Army HQ Employment and Placement Specialist and/or Army DCIPS-Lead.

H When the servicing CPAC receives the approved or disapproved request from HQDA, ODCS, G-2, IPMO, it must retain the document as part of the selection record. If the request is approved, the reason(s) for non-selection must be provided to all equally-qualified 30 percent or more preference-eligible candidate(s) by the servicing CPAC. The servicing CPAC will notify the Selecting Official of the final approval or disapproval of "Passover" request.

PASSOVER DOCUMENTS

H When submitting "Passover" request to HQDA, ODCS, G-2, IPMO, please include the following:

- Completed USD(I) "Passover Request" Form/Template
- Copy of Job/Vacancy Announcement or Solicitation and Competencies
- Position Description, Work Role Descriptor or equivalent
- Application/Resume for Proposed Selectee (non-preference-eligible)
- Resume for 30 percent or more veteran candidate (preference-eligible)
- Referral List(s)/Certificate of applicants/eligibles
- Selecting Officials Certification and Justification Memorandum
- Supporting documentation that supports management's claim and/or assertion (resume/interview ranking documents)
- A copy of VA disability determination document (preference eligible)
- Command level review and endorsement (concur/non-concur)
- CPAC level review and endorsement (concur/non-concur)
- Signed copy of the "Army DCIPS Veterans' Preference Checklist"

RECORD-KEEPING

H The servicing CPAC shall retain all "Passover" request decisions. All related documents including the "Army DCIPS Veterans' Preference Checklist" shall be retained as a part of the selection record and stored in a centrally accessible location.

CPAC ADVISOR SIGNATURE

CPAC ADVISOR: My signature represents that the items addressed in this checklist were discussed with the Selecting Official

CPAC Advisor (Print Name):

Signature: _____

Date: _____

APPENDIX A TO ENCLOSURE 2

SELECTING OFFICIAL

S Ensure that the application of preference as a "positive factor" is demonstrated and documented in the record for each step in the hiring process at each decision point, and annotate on the resume ranking and/or interview review matrices (if applicable) or similar internal documents, which candidates are preference-eligible (VP).

S The Selecting Official shall ensure that external recruitment selections are in compliance with DCIPS applicable laws, policies, procedures and regulations.

S The Selecting Official, when recruiting applicant(s) through, IC-hosted websites, newspapers, job fairs or college campus recruiting activities organized by the command, employee referral programs or other means consistent with merit system principles, shall ensure proper application of veterans' preference under DCIPS in accordance with Army Policy Volume 2005, "DCIPS Employment and Placement.

S The Selecting Official shall ensure that at any stage of the competitive selection process, a preference eligible's qualifications, even after the application of a preference positive factor, are no longer substantially equal to candidates moving forward in the hiring process, that the reason(s) are documented in the "selection file/record" for each preference-eligible candidate that does not advance to the next stage in the process. Points for veterans' preference shall not be added to ratings, nor shall the "rule of three" be utilized.

S The Selecting Official along with command Civilian Personnel Representative shall ascertain that the records used by the Selecting Official in making the decision to initiate action are accurate, relevant, timely, and complete to the extent reasonably necessary to ensure fairness to eligibles in any determination.

S When making final tentative selections (i.e., at the point where those candidates under serious consideration for an offer have been identified), the Selecting Official, with assistance of the command Civilian Personnel Representative, should ascertain whether any of the candidates are preference-eligible. If all relevant considerations for the position are deemed equal, offer the position to a equally-qualified preference-eligible candidate.

S After a selection has been made, and if the certificate contains preference-eligible candidates, return the selection certificate with the signed "Army DCIPS Veterans' Preference Checklist" and all related documents to the servicing CPAC for final review.

30% OR MORE VETERANS' PREFERENCE PASSOVER REQUESTS

S In accordance with Army Policy Volume 2005, "DCIPS Employment and Placement," the Selecting Official must submit "Passover" request for approval in advance if they desire to select a non-preference eligible candidate over a equally-qualified preference-eligible candidate with a service-connected disability of 30 percent or more.

S "Passover" requests are only required when selecting a non-preference-eligible over a equally-qualified preference-eligible with a compensable service-connected disability of 30 percent or more.

S The Selecting Official shall ensure that all "Passover" requests of a equally-qualified preference-eligible candidate with a compensable service connected disability of 30 percent or more are approved by the Commander, command G-1, HR Director or local Civilian Personnel Representative prior to submission to the serving CPAC.

DISAPPROVAL

S If at any time the "Passover" request is disapproved by the command, the servicing CPAC, HQDA G-2, IPMO or USD(I), the approval process will stop and the request will be returned to the Selecting Official. The Selecting Official may resubmit a disapproved request with additional information to support "Passover" request.

SELECTING OFFICIAL SIGNATURE

SELECTING OFFICIAL: Signature represents that the items were discussed with me by the servicing CPAC Advisor and my understanding of the items addressed in this checklist.

Selecting Official (Print Name):

Signature: _____

Date: _____

Questions regarding this checklist should be directed to your servicing CPAC. Please disseminate within your organization.

Request for Passover of a Preference-Eligible Veteran with Compensable Service-Connected Disability of 30% or More Form

In accordance with DoDI 1400.25, Volume 2005, "DCIPS Employment and Placement," Army organizations with DCIPS positions must request approval in advance if they desire to select a non-preference-eligible candidate with substantially equal qualifications over a preference-eligible veteran candidate with a service-connected disability of 30% or more; this is referred to in DCIPS policy as a "Passover". Approval of this request must be received from USD(I) prior to extending an offer of employment (including a tentative, contingent or conditional offer) to a non-preference-eligible candidate.

Passover Request Required Documentation

- Completed "USD(I) Passover Request" Form/Template
- Copy of Job/Vacancy Announcement or Solicitation and Competencies
- Position Description, Work Role Descriptor or equivalent
- Resume for Proposed Selectee (non-preference-eligible)
- Resume for 30 percent or more veteran candidate (preference-eligible)
- Referral List(s)/Certificate of applicants/eligibles
- Selecting Officials Certification and Justification Memorandum
- Any supporting documentation that supports management's claim and/or assertion (resume and interview ranking panel documents)
- A copy of VA disability determination document (preference-eligible)
- Command level review and endorsement (concur/non-concur)
- CPAC level review and endorsement (concur/non-concur)

Required Information

1. Name of Component:
2. Name of Organizational Unit:
3. Vacancy Announcement/Solicitation Number:
4. Position Title, Pay Plan, Series, Grade:
5. Duty Location:
6. Area of Consideration:
7. Number of Qualified External Candidates:
8. Number of Qualified External Preference-Eligible Candidates:

Request for Passover of a Preference-Eligible Veteran with a Compensable Service-Connected Disability of 30% or More

9. Number of Qualified External Preference-Eligible Veteran Candidates with a Service-Connected Disability of 30% or more:
10. Name of the Non-Preference-Eligible Candidate proposed for selection:
11. Name of the Qualified Preference-Eligible veteran candidate with a Service-Connected Disability of 30% or more proposed for non-selection:
12. Specific documentation supporting the "Passover" request. "Passover" requests are only required to select a non-preference-eligible over a preference-eligible veteran with a compensable service-connected disability of 30% or more.
13. Specific reason(s) for the "Passover" request:

Submission Instructions: CPAC/CHRA representatives shall submit passover request to DCIPS INBOX via NIPR HQDA G-2 Inbox: DCIPS@mi.army.mil with courtesy copy (CC) to the Army HQ Employment and Placement Specialist and/or Army DCIPS Lead.

USD(I) Action: _____ **Approve** _____ **Disapprove**

This documentation of USD(I) approval/disapproval of the request must be retained as part of the selection record. In accordance with DCIPS Volume 2005, if the requested passover is approved, the reason(s) for non-selection must be provided to the preference-eligible veteran candidate with a compensable service-connected disability of 30% or more.

PLEASE NOTE: Incomplete submissions and/or submissions will be rejected