



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

DAMI-CP (690)

7 JUL 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Temporary Promotions for Defense Civilian Intelligence Personnel System Employees

1. References.

a. Department of Defense (DoD) Instruction 1400.25, Volume 2005 (DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System Employment and Placement), Change 3, Effective 11 January 2022

b. Army Regulation 690-300 (Civilian Personnel: Employment)

2. This memorandum serves as interim guidance to authorize organizations with Defense Civilian Intelligence Personnel System (DCIPS) positions the flexibility to use temporary promotions, when appropriate, for mission effectiveness, as prescribed in reference 1a and authorized in reference 1b.

3. Temporary promotions.

a. Temporary promotions will be used for the temporary assignment of an employee to a higher-graded position for a specified period of time, with the employee returning to his or her permanent position upon the expiration of this temporary action.

1. Temporary promotions are authorized without competition for a period up to 240 days.

2. Temporary promotions exceeding 240 days are authorized, and competitive procedures must be used. Temporary promotions may be made permanent without further competition, provided the temporary promotion was originally made under competitive procedures. The fact that it might lead to a permanent promotion should be made known to all potential candidates.

b. When temporarily promoting an employee to a position in a different geographic area, the location of that position is the official duty station for pay purposes unless local arrangements permit remote work. In that case, the remote work location may determine pay.

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c. For both competitive and non-competitive temporary promotions, prior service under all details to higher-graded positions or temporary promotions during the preceding 12 months is included in the total time serving in the temporary promotion.

d. Temporary promotions may be extended for a limited period not to exceed 5 years.

4. This guidance is effective immediately; final guidance will be included in the next update of the Army DCIPS regulation. Organizations must coordinate the use of Temporary Promotions with their servicing Civilian Personnel Advisory Centers and monitor the usage of this authority to ensure sound position management.

5. My point of contact for this memorandum is Mr. Mark A. Johnson, DAMI-CP, available at (703) 695-3689 or mark.a.johnson18.civ@army.mil.



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