

The Stable Shadow Employee:

A SUPERVISOR'S GUIDE



November 2011

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INTRODUCTION

The Stable Shadow program is a Headquarters, Department of the Army, G-2 program.

Historically, civilians have played an important role in the conduct of U.S. military operations. More recently, Army civilians have established themselves as an integral and vital part of America's Army team. With distinction, they perform critical duties in virtually every functional facet of Combat Support and Combat Service Support, both at home and abroad. Serving beside deployed Soldiers, they also provide the critical skills necessary to assure the availability of essential combat systems and weaponry; thereby maximizing the fighting capability of the combat Soldier and success of Army contingency operations.

This Stable Shadow Supervisor's Guide has been prepared to assist those who lead Stable Shadow Army civilian employees. It is to be used in conjunction with the Employee Deployment Handbook. The information contained in this guide is designed to provide you with knowledge about the Stable Shadow program and to help alleviate any angst as you incorporate the Stable Shadow employee into your unit and mission. It is *not intended* to replace existing Department of the Army Instructions. Rather, it consolidates much of the information you are responsible for providing to your employees into one easy-to-read document. This information is accurate as of the current date, but is subject to change based on evolving Department of Defense directives, policies, and procedures. This information will be updated on a periodic basis as required.

We welcome your recommendations, comments and questions. Please address them to:

HQDA, ODCS G-2
ATTN: DAMI-ZXM 1000 Army Pentagon
Washington, DC 20310-1000.
Telephone: DSN 221-9276, COMM 703-695-1396, FAX 703-695-3070.

PURPOSE OF THE STABLE SHADOW PROGRAM

The Stable Shadow (SS) Program was established in FY 2006 and is managed by HQDA G-2. The purpose of the Stable Shadow Program is to resource critical Military Intelligence (MI) shortages in the Central Command's (CENTCOM's) and Africa Command's (AFRICOM's) areas of responsibility (AOR) by identifying qualified Military Intelligence civilians, contractors or former military personnel for employment and deployment as temporary DA civilians in lieu of (ILO) military personnel.

COMMAND AND CONTROL

Stable Shadow employees are under the direct command and control of the on-site supervisory chain. However, they cannot be directly supervised by another Stable Shadow employee. Stable Shadow employees are not hired to be in Supervisory positions (exceptions are to be coordinated with HQDA G-2 Program Manager). The on-site supervisory chain will perform the normal supervisory functions which include: ensure accuracy of timecard submissions, complete performance evaluations, assign tasks/assignments, and recognition and disciplinary actions (if necessary).

Supervisors of Stable Shadow personnel should establish communication with the HQDA G-2 Stable Shadow team as soon as Stable Shadow personnel are assigned.

REFERENCE:

AR 690-700, Chapter 751

EVALUATIONS

Department of the Army Stable Shadow personnel are required to have an evaluation upon the completion of their initial 12 month tour of duty and for each successive 12 month tour. All Stable Shadow personnel are considered HQDA G-2 personnel and thus, fall under the Defense Civilian Intelligence Personnel System (DCIPS).

Supervisor-employee collaboration in the development of meaningful, well written, and effective performance objectives and self accomplishment reports and evaluations is essential to ensuring that employees:

- Understand what is expected of them at the beginning of the performance cycle
- Focus on work that aligns with and supports organizational goals and priorities
- Are appropriately rated and recognized for their contributions

When employees are assigned to an organization, rating officials are required to establish employee performance plans. Employees are to be involved in developing their performance objectives to ensure a shared understanding of expectations. Performance plans are approved once rating officials have reviewed them and the plans are communicated to employees.

Throughout the performance cycle, employees and rating officials engage in performance-related conversations and review performance plans. This ongoing dialogue ensures employees remain focused on organizational priorities.

Midway through the performance cycle (approximately 6 months after arrival on staff), employees and rating officials complete the required midpoint performance review. The midpoint performance review is an opportunity to adjust performance objectives if expectations and priorities have changed. Performance objectives will not be changed after the midpoint performance review to allow employees sufficient time to demonstrate their ability to meet performance expectations.

Employees will receive end of period performance evaluation 12 months after arrival. At the end of the performance cycle, employees complete self-assessments that document their accomplishments as they relate to their performance objectives and performance elements. After reviewing an employees' self assessment, rating officials complete their evaluations and ratings and submit them to the reviewing official for approval. Final ratings are used as justification to determine performance-based payouts that are given in the form of base salary increases, bonuses, or combinations of both.

Stable Shadow employees are not tied to the standard DCIPS rating cycle (01 Oct – 30 Sep). Request DCIPS forms and guidance from the HQDA G-2 Stable Shadow staff (**Appendix B**).

AWARDS AND INCENTIVES

Stable Shadow employees supporting theater operations may be eligible to receive honorary and/or monetary civilian award recognition in accordance with AR 672-20.

Honorary Awards:

- Decoration for Exceptional Civilian Service
- Meritorious Civilian Service Award
- Superior Civilian Service Award
- Commander's Award for Civilian Service
- Achievement Medal for Civilian Service
- Certificate of Appreciation for Patriotic Civilian Service
- Civilian Award for Humanitarian Service
- Certificate of Achievement
- Commendation Certificate
- Certificate of Appreciation
- Armed Forces Civilian Service Medal
- Award for Outstanding Service in the Army Senior Executive Service
- Secretary of Defense Medal for Defense of Freedom i.e. (Purple Heart for Civilians)

Monetary Awards:

- An organization may submit a monetary award for a Stable Shadow employee at *anytime* if the award is paid using **internal** organization funds.
- An employee must be assigned to the Stable Shadow Program for **18 months or more** before an organization can submit a request for a monetary award for a Stable Shadow employee to be paid using Stable Shadow funds. HQDA Operations leadership will be the final review and authorization for this award.

Submit all documentation (independent of the funding source) supporting a request for monetary awards to the Stable Shadow Administrator or Assistant for inclusion in the Stable Shadow employee's personnel file.

Quality Step Increase:

A quality step increase (QSI) is only authorized for employees whose DCIPS evaluation rating is between a 4.5 and a 5.0. This is not an automatic increase, it is reserved for the highest performers.

- Justification for the QSI will consist of an Exceptional rating of record for the rating period.
- Submit the nomination (including a copy of the evaluation paperwork) to the HQDA Stable Shadow team for a QSI within 30 days of approval of the rating of record.

A QSI has the same effect on the employee's salary as a **within-grade-increase** (WGI). It moves the employee from one step of his or her grade to the next higher step. The QSI moves the employee to the higher step ahead of the normal required waiting period. QSIs increase an employee's salary costs for the subsequent fiscal year; therefore exercise judgment to ensure that only the "top" performers are recommended for this award.

REFERENCE:
AR 672-20

TIME AND ATTENDANCE

All Stable Shadow employees are required to report their hours worked and/or leave each pay period through the submission of timecards. These timecards must accurately reflect **all hours worked**. Unlike Soldiers, Stable Shadow employees receive additional compensation (overtime and/or differential pay) for time worked outside of their regular shift and for time worked at night, on holidays, and on Sundays. Stable Shadow employees are not authorized to be paid for time spent outside of the normal work environment (i.e. meals, gym, R&R, etc.)

Supervisor Responsibilities:

- Ensure the timely submission of time cards. The Stable Shadow employee should have received the dates for timecard submission from Stable Shadow Accounting Technician prior to deployment. You will also receive a copy of the timecard submission schedule when you identify yourself to the HQDA G-2 SS team as the SS employees' supervisor.
- Submit supervisor approved timecards via e-mail or fax to the Stable Shadow Accounting Technician.
- The individual's supervisor must sign SF Form 1190 Foreign Allowances Document, as well as all associated forms and documents required for submission within two weeks of the employee arriving in country and upon the employee's departure/return from leave/R&R. These documents should be submitted to the Stable Shadow Accounting Technician with the timecards.

Work Schedules:

- A normal work schedule for a SS employee is eight hours a day, Monday – Friday. Any time outside of the eight hours or on a Saturday or Sunday is considered overtime.
- Authority for establishing and changing a Stable Shadow employee's work day and shift, when dictated to meet operational requirements, is delegated to the employee's theater commander or supervisor.
- Submit a Justification memorandum to the SS Program Lead, SS Human Resources Administrator and the SS Accounting Technician when assigning employees to a different duty position or when changing their work hours.
- Unless the work schedule corresponds with the work week of the local economy, do not change work schedules just to give the employee the additional benefit to receive the 25% *Sunday Premium Pay*. **Supervisors must monitor overtime pay as the employee will not receive any overtime premiums when they reach the mandatory DoD pay cap for that calendar year.**
- Commanders/supervisors may allow Stable Shadow to conduct physical training (PT). However, Stable Shadow employees cannot be paid for time taken to do PT, eat meals, go to chapel, etc. SS employees are encouraged to conduct PT for health and fitness on their own time.

LEAVE AND TRAVEL

There are several types of leave available to Stable Shadow employees. In addition to Rest and Recuperation leave, Stable Shadow employees are also entitled to Home Leave. Contact the SS Human Resources Department for any questions regarding leave.

Rest and Recuperation (R&R) Travel

Stable Shadow employees assigned to overseas contingency areas on a 12-month deployment are eligible for a minimum of 15-days of chargeable R&R leave at the commander's discretion. R&R leave must be completed in one block period. The SS employees' R&R trip cannot be taken until they have been in country a minimum of 60 days. The SS employees' theater chain of command is the approving authority for all R&R trips.

- R&R Leave is not an entitlement. Mission requirements may not allow for R&R.
- R&R is charged to the employees' normal leave account. Non-chargeable administrative leave begins the day the individual departs their duty location. Chargeable leave starts the day after arrival at the leave destination. Leave ends the day before travel begins to return to the theater of operations. If an employee experiences involuntary layovers resulting from circumstances beyond the traveler's control (e.g., local security reasons, cancelled flights or labor disputes), it is the employee's responsibility to notify the theater chain of command to request additional leave. The supervisor should then notify the SS Human Resources' personnel once that request has been granted.
- Individual trips may not exceed 21 calendar days away from the official duty station, including travel time. The theater supervisor may authorize additional leave (i.e. annual

leave, compensatory time) to allow longer leave duration or to compensate for travel delays.

- Although the travel is officially authorized, it is not for work purposes, and is therefore not covered by compensatory time for travel regulations. Employee timecards should reflect the hours per day when traveling to/from R&R.
- The Government pays for transportation (economy) to and from the leave destination for all Stable Shadow employees who are authorized R&R leave (one trip per 12 months in the program). Determination of all employee travel will normally be at the most cost effective and efficient routing available to the government traveler as decided by the CTO or the Stable Shadow Program Manager.

Home leave

Stable Shadow employees officially assigned to Iraq or Afghanistan for a tour of at least 12 months by means of Temporary Change of Station (TCS) entitlement earn home leave at the rate of 15 days per 12 months. Earned home leave can be granted only after completion of the 12 month OCONUS service period, and only if the employee is expected to return to service abroad, or to another overseas location upon completion of the home leave period. Home leave granted under this authority is not granted unless the employee will return to service abroad. Only extremely urgent mission needs should interfere with a request for home leave.

PERFORMANCE AND CONDUCT

All Stable Shadow employees serve in a **probationary status** during the **first two years** of their initial Term Appointment with HQDA G-2. The purpose of the probationary period is to provide the Government with an opportunity to evaluate an individual's conduct and performance on the job to determine if an appointment to the civil service should become final. During the probationary period, the supervisor must continually evaluate the employee's job performance and work behavior, as well as his/her character, conduct, and attitude that directly affect job performance. The supervisor should document the employee's performance and conduct throughout the probationary period. If an employee is failing to meet the requirements during the probationary period, the supervisor must take action early and consult with the SS Program Manager or SS Human Resources Administrator on available options.

A probationary employee, whose performance and/or conduct is unsatisfactory may be removed at any time during the probationary period. The supervisor does not have to wait until the end of the probationary period to initiate action. However, prior to initiating action, the supervisor is advised to consult with the SS Program Manager or SS Human Resources early in the process.

A probationary employee can appeal his or her termination for unsatisfactory performance or misconduct to the Merit Systems Protection Board only if he or she alleges discrimination due to EEO, marital status, political partisan affiliation, race, or gender.

Sample counseling documents can be found at: <http://www.opm.gov/er/poor/sampledocs.asp>

REFERENCES:

AR 690-300 Ch 315, Subchapter 9
CFR Title 5, Ch 315

EXTENSIONS

Stable Shadow employees who wish to extend their initial tour of duty must request via email through their supervisor to the Stable Shadow Program Lead no later than (NLT) 60 days prior to the end of their initial tour. The extension request must be approved by the supervisor and then forwarded to the Stable Shadow Program Assistant and the Stable Shadow Human Resources Assistant.

The request and concurrence should be submitted within 60 – 90 days prior to an individual's scheduled departure from theater date.

The extension request will consist of an e-mail providing the following information:

The (command/unit/directorate/division) concurs with Mr./Ms. _____ request to extend for _____ months.

Mr./Ms. extension will take them through DAY/MONTH/YEAR

Justification for retaining the employee (supported by Evaluation).

Name and position of the individual within the Chain of Command concurring with the request

Extension periods are for a minimum of six months; maximum of 12 months. All requests for extension will be verified against current, valid ARMY positions (JMD; unit MTOE; RFF). Any exceptions to extension requests must be addressed with the Stable Shadow Program Manager.

PERIODIC REINVESTIGATIONS

A minimum of a Secret clearance is required for all Stable Shadow employees. Every five years, a Periodic Reinvestigation (PR), an investigation conducted every five years for the purpose of updating a previously completed background or special background investigation, is required to be updated on employees occupying positions described in AR 380-67, paragraphs 3-700 through 3-711. The investigation consists of a personal interview, NAC, LACs, credit bureau checks, employment records, employment references and developed character references and will normally not exceed the most recent five-year period.

- Do not request a PR if the Stable Shadow employee is within 90 days of redeployment.
- All Stable Shadow employees will have 90 days after redeployment to submit a PR as long as their employer requires them to retain the same level of security clearance.

The HQDA, G-2 Periodic Reinvestigation Policy is located at **Appendix C**. Any Stable Shadow employee requiring a PR should contact the Stable Shadow Human Resources Administrator or Human Resources Assistant for further guidance and instructions. HQDA G2 will only update the PR at the level the employee was hired.

REFERENCE:

AR 380-67

REDEPLOYMENT

Stable Shadow employees require orders to redeploy from the theater of operations. The Stable Shadow Human Resources Program Assistant or the Human Resources Assistant will notify Stable Shadow employees when they are within 60 days of redeployment. At that time, the employee and supervisor will identify the date the employee will leave theater. The HQDA, ODCS G-2, Stable Shadow Human Resources Assistant will ensure that the SS employee has orders to return to CRC and home of record.

Prior to the SS employee leaving theater, a final evaluation (DCIPS) is required to be completed if the individual's annual evaluation is beyond 90 days.

Appendix A

Stable Shadow Points of Contact

HQDA G-2 Stable Shadow Program Manager, LTC Beverly Rouse
(COMM. 703-695-1395) (DSN: 225-1395)
NIPR: beverly.p.rouse@us.army.mil
SIPR: beverly.p.rouse@mi.army.smil.mil
FAX: UNCLASS/703-695-3252

Stable Shadow Program Administrator, Mr. Jerry Hall
(COMM. 703-695-1316) (DSN: 225-1316)
NIPR: jerry.hall@us.army.mil
SIPR: jerry.hall@dami.army.smil.mil
FAX: UNCLASS/703-695-3252

Stable Shadow Human Resources Administrator, Ms. Olindia Bolden
(COMM. 703-695-9276) (DSN: 225-9276)
NIPR: olindia.v.bolden@us.army.mil
SIPR: boldenov@mi.army.smil.mil
FAX: UNCLASS/703-695-3070

Stable Shadow Human Resources Assistant, Ms. Shabria Walker
(COMM. 703-695-3751) (DSN: 225-3751)
NIPR: shabria.walker@us.army.mil
SIPR: shabria.walker@mi.army.smil.mil
FAX: UNCLASS/703-695-3149

Stable Shadow Accounting Technician, Ms. Peggy Yeager
(COMM. 309-782-0447) (DSN: 793-0447)
NIPR: peggy.j.yeager.civ@mail.mil
FAX: UNCLASS/309-782-2618

Appendix B

Frequently Asked Questions

Q: Who has direct command and control of the Stable Shadow employees assigned to my operation?

A: Civilian employees are under the direct command and control of the theater Commander/supervisor. The onsite supervisory chain performs the normal supervisory functions such as performance evaluations, task assignments and instructions, and initiating and effecting disciplinary actions.

Q: What are the emergency leave notification procedures for civilian employees?

A: Emergency leave notification procedures for civilian employees are the same as military. If an emergency occurs in the family of a deployed civilian, the family notifies the nearest Red Cross Office, which will notify the theater Commander where the deployed civilian is located. If the emergency involves one of the immediate members of the employee's family, the employee is authorized emergency leave.

Q: Who makes the decision to issue weapons to civilians and provide training?

A: It is the responsibility of the theater Commander to determine whether or not a Stable Shadow employee should be issued weapons. If the Commander determines that the employee accompanying the armed forces is at risk in the event of an enemy or terrorist attack, he/she may issue side arms to the employees for personal self defense. Acceptance of such weapons is voluntary for all civilian personnel. Weapons familiarization training may be provided prior to deployment or during deployment.

Q: What is the impact on civilians if they are issued a self-defense weapon?

A: Under both, Hague and Geneva Conventions, civilians captured while accompanying military forces in the field, regardless of whether carrying a self-defense weapon or wearing a uniform, may be entitled to be protected as a Prisoner of War (POW).

Q: What kinds of documents should the Commander expect civilians to be carrying with them when they arrive in country?

A: See below

- Official passport – Visas as required by the country of deployment/travel
- TCS Orders
- SF-50 (Detail) Notice of Personnel Action (A copy of this document can be obtained from the
- Rock Island CPAC before arrival in country)
- Common Access Card
- Uniform Services ID Card
- Geneva Convention Card
- DD Form 356, DOD Civilian Employee Overseas Emergency-Essential Position
- Agreement
- DD Form 93, Notification of Casualty

Q: Are civilian employees covered by the Uniform Code of Military Justice (UCMJ) during deployment or subject to the law of the country in which they are deployed?

A: Civilian employees generally are not subject to the Uniform Code of Military Justice when serving with or accompanying an armed force, however they may be subject to prosecution under the Military Extraterritorial Jurisdiction Act (18 U.S.C. Section 3261) for criminal acts.

When situations of misconduct or delinquency require corrective action, the on-site Commander is responsible for initiating same through established administrative disciplinary procedures. In cases resulting in a disciplinary or adverse action being proposed, the disciplinary action may be initiated on-site.

If possible, the U.S. Government will negotiate a Status of Forces Agreement (SOFA) with the host nation. The agreement may provide civilians accompanying U.S. Forces be subject to punitive or other legal actions that can be taken under appropriate U.S. military or civilian law, rule, or regulation, rather than the host nation. If the host nation will not agree to grant U.S. personnel some form of immunity, a Foreign Criminal Jurisdiction Arrangement (FCJA) will be negotiated that will provide jurisdictional protections and procedural safeguards for U.S. personnel. However, even though a FCJA with the host nation has been established, the host nation *may still* retain the right to prosecute U.S. personnel for offenses that are either exclusive violations of host nation law or those over which the host nation has primary concurrent jurisdiction.

Q: Does the Commander have the authority to determine when a civilian employee works?

A: Yes. "Tour of Duty" and "Hours of Work" is synonymous, meaning the hours of a day and the number of days of a civilian employee's regularly scheduled work week. The authority to establish and change the tours of duty for civilian employees is delegated to Commanders. The duration of the duty is dependent upon the particular operation and will be established by the organization Commander.

Q: Does the onsite Commander have the authority to place deployed civilians in an on-call status?

A: Yes. During crisis situations, the nature of the work may make it necessary to place employees in an "on-call" status because of emergencies or administrative requirements that might occur outside the established work hours. Onsite Commanders have the authority to designate employees to be on-call during off-duty times. If placing employees in an on-call status becomes necessary, use the following guidelines:

- There should be a definite possibility that the services of the designated employee might be required. Bring on-call duties required of the employees to the attention of all employees concerned.
- If more than one employee could be used for on-call service, the duty should be made on a rotating basis.
- On-call duty should not unduly restrict movement.
- The designation of employees to be "on-call" or in an "alert" posture will not, in itself, serve as a basis for additional compensation (i.e. overtime or compensatory time).
- If an employee is called in, the employee must be compensated for a minimum of two hours.

Q: What training requirements are Commanders responsible for?

A: All civilian personnel will receive training during CRC deployment processing in the areas of the Geneva Conventions, Code of Conduct, Uniform Code of Military Justice, Rules of Engagement, Health and Sanitation, Customs and Courtesies for the area of deployment, Legal Assistance and Status of Forces Agreement (if applicable). Training on other issues/topics, e.g., military driver's license, survival course tailored to the climate, training on use of a self-defense weapon, first aid, personnel recovery, Survival, Evasion, Resistance, and Escape (SERE) training, SHARP and CD training on equipment issued in theater may be provided before or during deployment.

Q: (a) How are civilian casualties handled? (b) How is notification of the next of kin handled?

A: (a) Civilian casualties are handled the same as military casualties. A casualty is defined as any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, detained, or missing in action. (b) The Casualty Area Command nearest to the residence of the next of kin will handle the notification promptly in an appropriate, dignified, and understanding manner. After official notification by the Casualty Area Command, local Commanders may contact the next of kin for expressions of condolence and offers of assistance. The CPAC at the home station will appoint a Casualty Assistance Officer to assist the next of kin in obtaining benefits and entitlements. The local Army Community Service is also available to provide assistance to the next of kin and eligible family members.

Q: During deployment, can civilians get legal assistance from the Judge Advocate General (JAG)?

A: Yes, legal assistance is available for matters related to their actual or imminent deployment, as determined by the onsite supervising attorney or JAG office. This applies to those civilians designated as “mission essential” or “emergency essential” as well as those notified that they are to deploy. These services include such things as preparation of wills and powers of attorney and basic income tax assistance. Additionally, legal assistance is authorized for employees and family members for a reasonable period after the employee returns from the deployment to close out ongoing legal assistance matters related to deployment that arose before or during deployment.

Q: Is the Family Assistance program available to deployed civilians?

A: Yes, during deployment, the family assistance program will provide family assistance in the following areas:

- Assist casualty assistance officers in providing support to survivors.
- Assist families in relocating.
- Provide support to waiting families
- Serve as sponsor for families with special needs.
- Keep Commanders abreast of major problems.

Q: What privileges are civilians entitled to?

A: Civilian employees are entitled to the same privileges given active duty military including in theater medical care and pharmacy support. Civilian employees who require treatment for disease or injury sustained during the deployment will be provided care at no cost to the employee under the DOD Military Health Services System. The care provided would be equivalent to that received by active duty military personnel.

Q: (a) How are civilian casualties handled? (b) How is notification of the next of kin handled?

A: (a) Civilian casualties are handled the same as military casualties. A casualty is defined as any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, detained, or missing in action. (b) The Casualty Area Command nearest to the residence of the next of kin will handle the notification promptly in an appropriate, dignified, and understanding manner. After official notification by the Casualty Area Command, local Commanders may contact the next of kin for expressions of condolence and offers of assistance. The CPAC at the home station will appoint a Casualty Assistance Officer to assist the next of kin in obtaining benefits and entitlements. The local Army Community Service is also available to provide assistance to the next of kin and eligible family members.

Appendix C

Stable Shadow Periodic Reinvestigation Policy



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

DAMI-CDS

AUG 09 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Personnel Security – Extension of Timelines for Submission of Periodic Reinvestigations (PR)

1. References:

- a. Army Regulation 380-67, Personnel Security Program, 9 Sep 1988.
- b. Department of Defense (DoD) 5200.2-R, DoD Personnel Security Program, Jan 1987, as amended by Change 3 on 23 Feb 1996.

2. This memorandum updates current Army policy and procedures for the submission of periodic reinvestigations (PR) for military and civilian personnel requiring access to classified information and/or occupancy of a sensitive position. The Army currently spends approximately \$110M annually on personnel security investigations (PSI). As the Army continues to operate under critical fiscal constraints, we must implement action to reduce the escalating costs of the PSI program while ensuring full compliance with the requirements of the DoD Personnel Security Program.

3. Effective immediately, PR requests will only be submitted to the Office of Personnel Management (OPM) at five years from the completion date of the requisite investigation for Top Secret/Sensitive Compartmented Information (TS/SCI), 10 years from the completion date of the requisite investigation for SECRET, and 15 years from the completion date of the requisite investigation for CONFIDENTIAL security clearance requirements. Except for those cases identified in paragraph 4. below, PRs will no longer be submitted to OPM six months in advance or at any time prior to the 5, 10 or 15 year timelines. An existing security clearance will remain current if the PR is submitted at the required five year time period for TS/SCI, 10 year time period for SECRET, and 15 year time period for CONFIDENTIAL clearances. Access entry in the Joint Personnel Adjudication System will not be administratively downgraded based solely on the fact that a PR was not initiated within the specified timeframes for TS/SCI, SECRET, or CONFIDENTIAL clearances.

4. The only exception to this policy will be PRs required for personnel participating in Special Access Programs (SAPs). SAP personnel may continue to submit PRs no earlier than six months prior to the date of completion of the requisite investigation.

DAMI-CDS

SUBJECT: Army Personnel Security – Extension of Timelines for Submitting Periodic Reinvestigations (PR)

5. We request that you remain judicious when submitting investigative requests and limit submissions to only those required for duty position, military occupational specialty or security clearance requirements.

6. The HQDA, DCS, G-2 points of contact for this matter are Teresa Nankivell, DSN 225-9605 or commercial 703-695-9605, teresa.nankivell@us.army.mil or Julia Swan, DSN 225-2629 or commercial 703-695-2629, julia.swan@us.army.mil.



JOHN F. KIMMONS
Lieutenant General, GS
Deputy Chief of Staff, G-2

DISTRIBUTION:

Administrative Assistant to the Secretary of the Army
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