DoD-Wide

Intelligence Career Development Program

ICDP

Assistant Secretary, of Defense
(Force Management and Personnel)
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GENERAL INTELLIGENCE PERSONNEL

Defense Intelligence Special Career Automated System

DISCAS

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Office of the Assistant Secretary of Defense
(Force Management & Personnel)

DoD 1430.10-M-3
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DOD—WIDE

CIVILIAN CAREER

PROGRAM FOR

GENERAL INTELLIGENCE PERSONNEL

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DOD 1430.10-M-3

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(FORCE MANAGEMENT AND PERSONNEL)

This manual supersedes DoD 1430.10-M-3, February 1978 and
DoD 1430.10-M (Annex 3: General Intelligence), March 1984

FOREWORD

The Presidential Memorandum of 5 November 1971 concerning the Organization and Management of the U.S. Foreign Intelligence Community stressed the need for an improved intelligence product and greater efficiency in the use of intelligence resources. More specifically, it emphasized the need for a determined effort to upgrade analyst personnel by providing "more rewarding careers for intelligence analysts."

The career development aspect of the Presidential Memorandum resulted in the issuance of DoD Directive 5010.10, "Intelligence Career Development Program," 9 August 1972. This Directive chartered the way toward developing a professionally competent and highly motivated civilian intelligence work force.

This manual is issued under DoD Directive 5010.10, and DoD Instruction 1430.10, "Civilian Career Program Publications," 22 June 1981. It establishes a DoD-Wide career development program for general intelligence civilian personnel. Its purpose is to prescribe a framework for a career development program which has as its goals more rewarding and satisfying careers for intelligence professionals, more efficient use of these professionals, and ultimately, an improved intelligence product. It also prescribes uniform procedures and assigns responsibilities for operations and use of the Defense Intelligence Special Career Automated System.

This revised manual 1430.10-M-3 includes program requirements, changes, and refinements which have been established since the issuance of the original manual in July 1973. It supersedes and consolidates DoD 1430.10-M-3, dated February 1978, and DoD Manual 1430.10-M (Annex 3: General Intelligence) Procedural Manual, "Defense Intelligence Special Career Automated System," dated March 1984. The consolidation provides a one-source document for registrants within the Intelligence Career Development Program. "This manual supports recent congressional legislation, that under the authority delegated by the Secretary of Defense, DIA and the Military Services are exempt from the OPM Classification Act and authorized to establish separate personnel systems for civilian intelligence officers and employees."

The provisions of this Manual apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Unified and Specified Commands, the Defense Agencies, and the Federal Research Division of the Library of Congress.

This publication is for official use or for administrative or operational purposes only. Distribution is limited to U.S. Government agencies. Records responsibility for this publication is assigned to the Defense Intelligence Agency, Directorate for Training (OT-1), Washington, DC 20340-5200.

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DOD—CIVILIAN CAREER PROGRAM FOR GENERAL INTELLIGENCE PERSONNEL

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CHAPTER 1

DoD-WIDE CIVILIAN CAREER PROGRAM
FOR GENERAL INTELLIGENCE PERSONNEL

I. GENERAL

This manual, issued pursuant to DoD Directive 1430.2, "Assignment of Responsibility for Civilian Career Program," May 9, 1966, and DoD Directive 5010.10, "Intelligence Career Development Program," dated August 9, 1972, establishes a DoD-wide Civilian General Intelligence Career Development Program (hereafter referred to as the civilian ICDP) which shall be administered in accordance with the policies, requirements, and procedures contained herein. The procedures and requirements in this manual also include the Defense Intelligence Special Career Automated System (DISCAS), operated by the Defense Intelligence Agency (DIA).

II. ROLE OF CIVILIAN GENERAL INTELLIGENCE PERSONNEL

Civilian general intelligence personnel are those civilians engaged in the collection, processing, analysis, production, and dissemination of intelligence information, or involved in the planning, programming, and management of intelligence resources. Intelligence information is data-related to one or more aspects of foreign countries or areas which is immediately or potentially significant to the development and execution of plans, policies, and operations. The term "intelligence analyst" used throughout this manual is a short title description for personnel involved in career areas defined in chapter 3.

III. OBJECTIVES

A. The civilian ICDP is designed to improve the career development of DoD civilian general intelligence personnel and thereby improve the DoD intelligence capability through aggressively pursuing and obtaining the following objectives. All objectives must be accomplished in accordance with U.S. Office of Personnel Management (OPM) and DoD policies governing Equal Employment Opportunity (EEO) Program goals and concepts.

1. Ensure timely, planned development on a long-range basis, effective motivation and efficient use of the required numbers and types of civilian intelligence personnel.

2. Provide to all career civilian intelligence personnel opportunities for education, training, rotation, and promotion equal to other DoD civilian career personnel to meet the needs of the community.

3. Ensure that career intelligence personnel are carefully selected, provided opportunities and incentives to increase their skills and broaden their experience, and are motivated toward primary careers in one or more areas of intelligence.

4. Achieve an appropriate balance of skills and experience to ensure an effective and meaningful long-range career program and shortcomings such as restrictive mobility.

B. Emphasis will be placed on improving career development and advancement opportunities by:

1. Projecting and implementing planned work assignments that follow clear lines of progression to higher skill and grade levels and to successively more responsible positions.

2. Integrating these work assignments with the DoD component's Plan for Executive Development as provided for by DoD Instruction 1430.8 and Federal Personnel Manual Letter 412-1, "Guidelines for Executive Development in the Federal Service."

3. Affording the opportunity of cross-movement and promotion to positions in and among DoD components requiring intelligence professionals. Cross-movement of intelligence personnel will be accomplished in accordance with the " U.S. DoD Special Training Agreement; Delegation Agreement, June 13, 1980 and DoD Memorandum, 29 October 1981," (to be in effect until revised, superseded, or revoked).

4. Affording appropriate educational and training opportunities.

IV. APPLICABILITY

This manual applies to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, Defense Agencies, and the DIA, hereafter referred to collectively as DoD components.

V. SCOPE (COVERAGE)

The provisions of this manual apply to DoD civilian professional positions and current employees, grades 05 and above, which meet the criteria for the occupational series described below. Positions which meet the following criteria are in the Excepted Service. The Excepted Appointment Authority is Schedule A, Section 213.3106 (d) (1) or Title 10, USC, Section 1590 or 1604. Personnel required to enroll in the National Security Agency (NSA) career system are excluded.

A. INTELLIGENCE Series (0132) positions (Non-Cryptologic) which are engaged in advising, administering, supervising, or performing work in the collection, processing, analysis, production, evaluation, interpretation, dissemination, and estimation of general intelligence information.

B. SCIENTIFIC and TECHNICAL (S&T) positions (Non-Cryptologic) engaged in targeting and/or the engineering, physical, or technical sciences in an intelligence function, which are assigned to an organizational component performing a general intelligence function. A representative list of S&T related occupational series, which may be included in the civilian ICDP, is contained in chapter 3.

C. INTELLIGENCE RELATED (IR) positions are:

1. civilian professional positions assigned to an organizational component performing a general intelligence, cryptologic intelligence, counterintelligence or security (non-Law Enforcement) function and

2. a portion of the incumbent's time is spent advising, administering, supervising or performing work in support of the collection, processing, analysis, production, evaluation, interpretation, dissemination, estimation, or training, planning, programming and management of general intelligence, cryptologic intelligence, counterintelligence or security (non-Law Enforcement) functions.

Intelligence Related Cryptologic Intelligence positions will be specifically identified as such to the DoD ICDP Office by the servicing Civilian Personnel Office using Figure 5-6. Series 0132 and S&T positions not identified by this form will be subject to required referral at grade 13 and above.

A representative list of occupational series within which such positions might fall is listed in chapter 3 under "Intelligence Related Career Area."

D. Non-DoD intelligence organizations or activities should use the following criteria as a guide to determine inclusion in the Intelligence Career Development Program (ICDP):

1. Must be a Federal employee currently serving in an Excepted Service position.

2. Employees must be US citizens.

3. The duties of the employee's current position must meet the criteria of the SCOPE statement as defined in paragraphs A through C above.

4. The employee must be clearable for a security clearance up to TOP SECRET.

VI. STANDARDS

The provisions of this manual establish standards applicable to all DoD personnel engaged in or pursuing careers in general intelligence.

VII. RESPONSIBILITIES

A. The Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (ASD(C³I), as the DoD principal staff assistant for intelligence, has overall responsibility in accordance with the provisions of DoD Directive 5010.10 for overseeing, guiding, and coordinating the civilian ICDP consistent with overall manpower policies and standards issued by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). ASD(C³I) has established and, at his discretion, will convene as his chief advisory body a joint "Intelligence Career Development Steering Group," chaired by the Principal Deputy ASD(C³I) and composed of senior military and civilian representatives (Intelligence and Personnel) from each of the Military Departments, OJCS, DIA, NSA, and ASD(FM&P).

B. ASD (FM&P) will provide overall guidance to ASD(C³I) in the operation, evaluation, and implementation of the civilian ICDP.

C. The Director, DIA, in accordance with provisions of DoD Directive 1430.2, has been designated by DoD Directive 5010.10 as functional director, under the guidance and direction of ASD(C³I) for establishing a DoD career development program designed to provide civilian general intelligence career personnel for duty with DIA, Service Intelligence Staffs, and Unified and Specified Commands.

1. In exercising this responsibility, the Director, DIA, is charged with:
   a. Acting as executive agent for the development of an overall career development program for all DoD civilian general intelligence personnel in accordance with DoD Directive 1430.2

   b. Delineating the civilian general intelligence field and establishing and maintaining a referral system for all identified billets and personnel.

   c. Establishing in consonance with the referral system an overall assignment and promotion opportunity for civilian general intelligence personnel and appropriate cross assignments among DoD components for professional broadening.

   d. Submitting proposals, including possible required legislation, to upgrade career opportunities by providing more rewarding careers for the civilian general intelligence community, including the opportunity to reach higher salary levels while remaining analysts.

   e. Evaluating the adequacy of the civilian ICDP and providing appropriate comments and recommendations to ASD(C³I) on the achievements, problems, and plans for solving the problems.

2. To facilitate development and operation of the civilian ICDP, the Director, DIA, has established a civilian ICDP Planning Group, and a joint DIA-Departmental group, designed to exchange information and achieve coordination in planning for and developing the civilian ICDP.

3. As executive agent for the civilian ICDP, DIA is responsible, under general guidance of ASD(FM&P), for developing changes and revisions to this manual as required.

D. The head of each DoD component will implement the civilian ICDP within the component. The organizational structure and responsibilities for the implementation of the civilian ICDP within specified DoD components is found in chapter 2.

VIII. WORK FORCE ASSESSMENT

This is a first step in the ICDP development process. It is considered indispensable to the process of isolating and identifying areas in need of improvement or adjustment. The assessment process will provide the Director, DIA, and the functional chiefs with the basic information needed to determine which improvements and adjustments the work force must undergo to more effectively meet the organizational requirements. During the assessment process managers must be sensitive to work-force characteristics, such as age, retirement eligibility and plans, education, performance, qualifications, mobility, and career objectives of each employee. Each of these can produce a major impact upon an activity's capability to perform its mission and therefore must be taken into account when plans for work force change or adjustments are being considered.

IX. ENTRY SYSTEM

A. General. Entry of highly qualified personnel into the civilian ICDP on a planned basis is essential to development and maintenance of an effective general intelligence program. Each DoD component will develop a system for identifying and meeting intake requirements in accordance with the following:

1. Recruitment shall be related to replacement needs based upon long-range personnel requirements with due consideration given to known and projected attrition rates, planned expansions or contractions, and technological advances. Each component should provide, within their respective manpower accounting systems, the means of accommodating entry level personnel intake. Entry level personnel should be given permanent placement in the organization upon completion of training or as soon thereafter as possible.

2. Although primary emphasis is placed on entrance into the civilian ICDP at the entry level, intake of qualified individuals may be accomplished at the journeyman or higher level. Through effective selection and training of employees at the entry level, the ICDP will have an employee population with potential for career advancement. Selection of personnel from outside the civilian ICDP for vacancies above the entry level will normally be made only when qualified candidates are not available within the career field. The decision to concurrently consider personnel outside the ICDP will be based upon applicable component directives. Intake above the entry level is subject to the mandatory referral requirements as outlined in this manual.

B. Recruitment Sources. Recruitment and selection practices for the general intelligence career field will follow the principle of obtaining the best qualified candidate for the position to be filled. Each DoD component is responsible for designing an effective system to attract and assure consideration of all prospective candidates without regard to race, color, religion, sex, age, or national origin. Recruitment brochures or literature, paid advertising, or other appropriate and authorized publicity measures will be employed as necessary to support career intake recruitment. College and university relations and recruiting programs will be used as a means for attracting promising students for employment in the intelligence career field. Each entry level candidate will meet all basic eligibility and qualification standards prescribed by the DoD component. Types of individuals from the various sources include:

1. College graduates with good academic qualifications.

2. DoD employees who have necessary qualifications and demonstrated ability to perform effectively.

3. Employees from industry or other federal agencies who possess technical or specialized skills and abilities appropriate to the general intelligence field.

4. DoD employees who are eligible and qualified and who have been displaced as a result of base closures, transfers of function, and reductions-in-force.

5. DoD employees who are eligible and qualified and who have return rights from overseas assignments.

6. DoD employees who are eligible and qualified who wish to leave intelligence positions areas, but who do not have return rights to positions in CONUS.

7. Prior military personnel who possess technical or specialized skills and abilities appropriate to general intelligence field.

C. Resource Support for Career Trainees. Personnel entering the general ICDP at the entry level as trainees should be trained and utilized in accordance with the entry level trainee program (chapter 6). To assure continuity of training and to eliminate possible conflict between long- and short-range objectives, resources for trainee intake will be provided and allocated to DoD component level as additive operational resources and may be delegated under appropriate controls to the major activity or command level. DoD Component Functional Chiefs will review annually with the appropriate DoD principal staff assistant the requirement and allocation determinations for this purpose and will assure, in coordination with ASD(FM&P), proper allocation and utilization of resources earmarked for trainee intake.

X. DISCAS PERSONNEL INVENTORY

A. *The Personnel Inventory* will consist of individual Employee Qualification Records which consists of 3 forms: a coded inventory of background experience, education, and performance (DD Form 1932); an automated narrative statement describing distinctive occupational experience (DD Form 1932-1); and an individual development plan for identifying career developmental opportunities (DD Form 1917).

1. *Computerized Inventory.* The DISCAS data base contains related data which combine to make up an employee profile. The general content and source of these data are described below.

a. *Personal Identification Information:* Name, address, position title, grade, and other information that describe an individual and his/her position. The principal source of this information is the Notification of Personnel Action, Standard Form (SF)50, generated by the servicing CPO; other personal data comes directly from the employee.

b. *Work Experience:* Includes functional areas, occupational specialties, political/ geographic areas, and foreign language proficiency. This data comes directly from the individual (see chapter 4, part 1 through part 4).

c. *Formal Education:* Academic study at accredited colleges and universities, to include dates of attendance, degree or highest level of education attained, academic major and minor, and the name of the institution. This data comes directly from the individual (see chapter 4, part 5 and part 6).

d. *Special Skills and Achievements:* Includes membership in professional/ honorary organizations; licenses obtained; and proficiency in machines and equipment.

e. *Composite Record of Training:* Completed course work from the ICDP Master Training and Education Plan and other training experiences that are related to the employee's overall career development program. Most of this data will come directly from the employee; however, servicing CPOs or training offices may from time-to-time be required to provide information on completed training.

f. *Individual Development Plan (IDP):* Significant factors from the completed IDP (DD Form 1917) will be cumulatively stored. A copy of each IDP will be sent to DIA, ATTN: OT-1, by servicing CPOs.

g. *Awards and Recognition:* Consists primarily of federal career awards but also includes other awards that would be significant demonstration of ability or personal achievement. This data will come from the employee.

h. *Record of Consideration for Vacancies:* The DISCAS will record each time

an employee is assessed as highly qualified and his/her name placed on DIA Form 316, Annotations to Referral Listing, by selecting authorities. This record of consideration will be provided to employees, for their information, on the annual update of the Employee Qualification Record. Up to 12 of the most recent incidents are listed, showing title, series, grade and the component where each vacancy occurred. This is not an accounting of computerized retrieval and referral; it is a report of incidents of merit selection considerations by the appropriate placement authorities. This data will be provided to DISCAS by servicing CPOs after final selection. The information listed in this section does not appear on DISCAS referrals.

2. *Narrative.* Each employee will provide a maximum of four short narrative descriptions of their most recent and/or significant positions. The narrative portion (DD Form 1932-1) of the Employee Qualification Record is used as a backup for computer screenings and provides elaboration of the skills and experience of each employee.

B. *Security Classification.* DISCAS and all input and output documents are treated "For Official Use Only" and may not include classified information. Special care must be taken in the construction of the narrative portion of the Employees Qualification Record to describe duties in terms of skills required and not the success or failure of an intelligence mission.

C. *Abbreviations and Coding.* As in any automated system, acceptable abbreviations or coding must be used to standardize record format and content. Without this stand- ardization, retrieval would be erratic and comparison impossible. Therefore, in chapter 4, part 1 through part 6, are tables and lists of abbreviations and codes to be used in DISCAS registration and referral. Most of the experience areas, academic background, and languages are structured as abbreviated English plain text that can be easily understood without reference. Coding for other data fields may be more terse, but follows available Government/DoD standards. It should be noted that no other symbols, letters, or abbreviations will be acceptable to those data fields with prescribed abbreviations or coding.

D. Personnel data in the DISCAS will be accorded the same protection as Official Personnel Folders. The collection and updating of this information is done with complete knowledge of employees, will be used only for official government business, and will be disclosed only in accordance with the Privacy Act (see Standardized Privacy Act Statement attached to individual forms) and other appropriate statutes.

E. Specific DISCAS registration procedures can be found in chapter 4 of this manual. Specifics concerning DISCAS referral procedures can be found in chapter 5.

XI. INDIVIDUAL DEVELOPMENT PLAN (IDP) (DD Form 1917)

A. **Counseling:** The system for counseling employees in the civilian general ICDP is described in chapter 4, section C. The DD Form 1917 has been developed by the Intelligence Career Development Program Planning Group and approved by ASD(FM&P) for use by general intelligence personnel only. It replaces DD Form 1917, March 84. IDPs will, as a minimum, be conducted and recorded at least annually. The scheduling of annual IDPs is at the discretion of the component. It is suggested that the IDP be accomplished in conjunction with the performance appraisal. Approved IDPs will be filed in DISCAS in accordance with the instructions in chapter 4, II.C.1.b.

B. **Career Plans:** All personnel registered in the DISCAS will annually indicate their career plans in the appropriate sections of the Individual Development Plan.

These plans will be the result of a joint counseling effort between the employee and the supervisor with the advice and assistance of the Local ICDP Advisor and the use of the information in chapter 4, section C and chapter 6. All career plans will represent those training and development requirements that can reasonably be planned ahead for 5 years with emphasis on specific development opportunities during the ensuing year. Plans are to be reviewed periodically, updated, and revised annually. It is important that the various developmental activities be related to the development and/or improvement to the employee's qualifications as they relate to the qualification standards of the position occupied as well as to the next career position and the general career progression goals (see chapter 4 and chapter 6).

C . **Performance:** DoD components, in carrying out their personnel management responsibilities, should, when justified, take appropriate action to remove from the program or the rolls, any employee who is not fully meeting acceptable training criteria and/or work performance standards.

XII. CAREER PATTERN

A . Career Program participants will have the opportunity to advance to key positions in one of the functional specialties. Vertical movement or progressive advancement is the common desire of careerists who change positions. However, to advance beyond the individual specialty areas, individuals should be encouraged to participate in developmental or lateral assignments.

B . The particular pathway through the intelligence career pattern by employees will depend largely upon their training and development. Therefore, it is essential that employee interests, abilities, and potential be continually addressed and that employees be advised by their supervisors and local ICDP advisor of the training and developmental assignments required to qualify them for career advancement. Training plans and qualification standards provide for promotion and lateral movement between occupational specialties.

C . An individual may move from one occupational series or specialty to another within the career field provided the employee possesses or acquires the necessary experience and education needed to meet the requirements identified to applicable Qualification Standards. The pathways in advancing from the entry level to the highest positions of technical and managerial responsibilities are contained in chapter 6; these progressive steps include both the vertical and horizontal scope of the career program. The pattern is divided between the Senior Management and Senior Analyst career development pathways. Chapter 6 displays typical Developmental Assignments that the 0132 and S&T personnel should complete to be fully qualified for a key position within the intelligence function.

XIII. TRAINING AND DEVELOPMENT

A . The Master Training and Education Plan, and pertinent course information, chapter 6, outlines and describes the mandatory and desirable training available to the employee for development and improvement of technical knowledge and skills throughout the employee's career in the general intelligence career field. In addition to job-related instruction, either formal or informal, the Master Training and Education Plan delineates other training for the career levels described below.

1 . **Entry Level (Grade 5 through Grade 9):** The range of grade levels in which employees normally enter the career field and progress through mandatory training assignments toward full performance in an occupation. Employees at this level will normally possess a Bachelor's degree or show equivalent education and/or experience. Entry level civilian intelligence personnel will receive a foundation in specialized training, together with a general orientation with respect to the position and role of the employing activity in

accomplishing the DoD mission. Progressively responsible work assignments, job-related training, formal courses of instruction, and self-development activities will be included.

2. **Journeyman Level (Grade 10 through Grade 12):** The range of grade levels in which employees receive training and developmental assignments to increase technical knowledge, skill, and general job competence. Work assignments are selected which add to the depth and breadth of technical competence. At this career level, increasing emphasis is placed upon administrative ability and experience. Training and developmental activities generally are concerned with increasing emphasis on human relations and supervisory skills as well as technical matters. Self-development activities should be accelerated and training opportunities provided on a selective basis. Personnel will receive advanced technical training and progressively responsible work assignments. In addition, individuals identified for supervisory positions will be given appropriate courses in supervision.

3. **Senior/Expert Level (Grade 13 through Grade 15):** The range of grade levels in which employees who are technically competent and have demonstrated potential are expected to attain top level competence in an occupational field and assume high level duties and responsibilities, either in management and supervision or in advanced technical or professional specialization. Training and development will be provided to enable employees to keep abreast of technical changes and advanced management skills. Training becomes more generalized with greater emphasis on self-development. Employees in this career level will be given opportunities to gain experience and demonstrate potential for executive positions.

4. **Senior Expert/Executive Level (Grade 16/Senior Executive Service):** The range of grade levels representing the capstone of the Federal Civil Service System. The training and executive development of employees at their career level is covered in individual career programs. Employees at this level are practically concerned with technological developments, new legislation, innovative management practices, research activities, and current policy and program initiatives. Development is oriented toward the highest professional capabilities, top managerial skills, and advanced study of Government policy and operations.

B. In addition to being arranged in four levels, the formal courses have been further identified as mandatory or desirable in accordance with the relationship of the course content to the mission of the general intelligence function. DoD components have the authority to designate desirable courses as mandatory to their mission requirements. Additional courses pertinent to individual components may also be added.

1. Mandatory—Those areas of training providing basic skills required for an employee to advance within a career field consistent with mission requirements. Normally, employees will be expected to complete th.; mandatory training or creditable training/experience prescribed in chapter 6 for their current career level before advancement to the next career level. However, an otherwise qualified employee who has not had the opportunity to receive the mandatory training for a particular career level may, nevertheless, be advanced if he/she is scheduled to take such training within 12 months after the promotion. Upon achieving the next career level, employees should receive, as soon as feasible, the mandatory training required for that career level.

2. Desirable—All other areas of training recognized as important but not mandatory.

C. In order to maintain a dynamic training program, the Director, DIA, is responsible for assuring the continual review of the Master Training and Education Plan by the Civilian ICDP Planning Group for necessary or desirable changes. Likewise, DoD components, through their ICDP Functional Chief, are encouraged to recommend to the Director, DIA, (ATTN: OT-1) revisions, deletions, or additions to formalized training or course offerings. This includes requested course substitutions or equivalent course determinations. Approved changes will be made in accordance with paragraph XVIII.

D. The following special provisions have been made for meeting mandatory training requirements:

1. During the inception of this program in July 1973, it was assumed that all GS-0132 general intelligence personnel had satisfied the mandatory training requirements for the career level they had achieved. These 0132 personnel were expected to complete the mandatory training requirements for each career level attained subsequent to July 1973 before advancement to the next higher career level (see chapter 6.)

2. It is also assumed that all S&T general intelligence personnel as of February 1978 have satisfied the mandatory training for the career level they have achieved. These S&T personnel will be expected to complete the mandatory training requirements for each career level attained subsequent to February 1978 before advancement to the next higher career level (see chapter 6).

3. Creditable training/experience will be accepted in lieu of mandatory training. Determination of additional creditable training/experience for specific courses will be made by the Civilian ICDP Planning Group.

XIV. ENTRY LEVEL DEVELOPMENT PLAN

Each DoD component will design and administer a comprehensive Entry Level Development Plan for newly-hired personnel which will include and implement Master Training and Education Plan mandatory courses. These programs will cover the selection, appointment, and training of civilian ICDP trainees to assure that these trainees receive planned, concentrated training and phased, related work experience necessary to perform effectively in their jobs and to qualify them for journeyman level positions in any one of the job series covered by the career program. The programs and supporting training plans will be developed in coordination with the appropriate DoD component functional chief. Completion of a formal civilian ICDP general intelligence trainee program will be a major factor in considering employees for promotion to journeyman level. Trainee programs should cover a sufficient period of time to accomplish optimum development of the trainee. Chapter 6 should serve as a model for the development of an appropriate plan. Each DoD component shall provide the Director, DIA (ATTN: OT-1) with a copy of the Entry Level Development Plan.

XV. DEVELOPMENT THROUGH ROTATIONAL ASSIGNMENTS

As an important element of an individual's development, every opportunity will be provided for rotational assignments within and between organizational segments of each DoD component as well as between DoD components. The head of each DoD component will assure that a continuing program of developmental assignments is established. (For ICDP personnel, the guidelines for programs cross-training and exchange of individuals between installations within a DoD component and between DoD components are outlined in DoD Instruction 1430.8, paragraph VII.C.5 and accomplished as indicated in paragraph III.B.3 of this chapter. This program will include regular surveys of all resources for the identification of individuals at all echelons possessing the skills, knowledge, abilities, and personal characteristics needed

perform successfully in specific developmental assignments. Likewise, projects and assignments within an activity suitable for use as vehicles in the development of employees through official detail to such projects or assignments will be identified. Individuals responsible for appraisal of the potential of employees will recommend individual developmental assignments at the time of the employee's career appraisal.

XVI. SPECIAL PROGRAM PROCEDURES

In keeping with the objectives of planned development, effective motivation, and efficient use of civilian general intelligence personnel, the following special program procedures have been developed:

A. ***Placement Assistance for Overseas Personnel (PAFOP)*** is designed to provide assistance to ICDP employees who wish to leave intelligence positions overseas but who do not have return rights to positions in the CONUS. In order to be eligible for PAFOP, employees must be serving in a position within the scope of the general ICDP, must have a current DISCAS registration, and must have satisfactorily completed their overseas service obligation. To participate in PAFOP, employees will apply through their overseas servicing Civilian Personnel Office (CPO). Upon receipt of a PAFOP request, the CPO will supply the DoD ICDP Office with the employee's name, geographical preferences, lowest acceptable grade for placement (which may not exceed the highest grade held in the ICDP), and a statement that the employee has satisfactorily completed duty assignment and any transportation agreement. The ICDP Office will then forward notification of the employee's desire for placement in the CONUS to the DoD CPOs which staff intelligence positions.

B. ***Return Reemployment Rights*** for overseas positions will be granted, effective 2 June 1976, by DoD components to any ICDP employee who: (1) is recruited from the 50 states or the District of Columbia by any Defense component; (2) is a bona fide registrant in DISCAS; (3) is referred for selection through DISCAS; (4) is selected for assignment in the U.S. territories or possessions, foreign areas, Hawaii, Alaska or the Canal Zone; (5) satisfactorily completes the prescribed tour of duty in an ICDP position and any official extensions; and (6) makes proper application within 90 days before completion of such overseas duty. Return rights will be granted for the initial tour and approved extensions for and aggregate period not to exceed five years. This agreement will not apply to employees serving in overseas positions prior to June 1976 who were not granted return rights before the time of departure for duty overseas.

C. ***Reduction-In-Force (RIF) Administrative Procedures*** have been implemented to give visibility to the qualifications of those civilian ICDP personnel identified for separation by RIF. It is the CPO's responsibility to: assure that ICDP employees presented with a notice of separation due to RIF are identified to the DoD ICDP Div; assure that employees are fully registered in DISCAS and that their records are kept current until actual separation. Also, DoD component CPOs will: receive from the DoD ICDP Div a list of RIF-affected employees along with their qualification records, provide for the consideration of these employees for appropriate vacant positions, notify the DoD ICDP Div of employment offers extended to RIF-affected candidates and the final disposition of the offer including furnishing a copy of the Notification of Personnel Action (SF 50) if the offer is accepted. Candidates will remain on the list and in DISCAS for a period of one year from the effective date of separation. However, candidates will be removed from the list if they decline an offer of employment at the same or higher grade within the same commuting areas as the position from which they will be or have been RIFed, or if they accept a position in the DoD intelligence community. These administrative procedures are in accordance with the non-application of DoD Priority Placement Program "Stopper Lists" when placing selected excepted intelligence community surplus employees.

D. *Exceptions to the DoD Priority Placement Program (PPP)*

1. General: Employees serving in positions within the scope of the DoD-wide General ICDP who are scheduled for separation under reduction-in-force or declination of transfer of function outside of the commuting area, may be reassigned to vacant positions in the excepted service intelligence community which are also within the scope of the ICDP, as an *exception* to the DoD Priority Placement Program. Therefore, CPOs need not consult "Stopper Lists" if there is an ICDP employee scheduled for separation, as described above, and if there is a vacant position within the ICDP community to which the employee can be reassigned.

2. Qualifications Adjudication: In staffing positions in the excepted service under the DoD-wide Priority Placement Program (PPP), the final adjudication of qualified/ not-qualified is made by the gaining intelligence organization (either the head of that organization who has the authority to make appointments, or the civilian personnel office to which appointment authority has been delegated). In staffing excepted service positions, the gaining activity is the final adjudicating authority. Regional, zone and theater coordinators are not requested to resolve conflicts in determination of qualified/not-qualified for excepted service positions.

3. Managers may waive the requirement for security procedures in emergency cases. If a competitive service candidate under the PPP is offered an excepted service position, and if it is otherwise appropriate, the person can be advised that the offer is contingent on the completion of a security investigation. If they do not wish to undergo the investigation, they can decline the offer with no adverse effect since such a PPP declination to excepted service work does not constitute a valid PPP offer and does not remove the employee from the PPP. If they do agree to the investigation, they would remain under the PPP and on the "Stopper List" *for referral for another* vacancy which may offer more timely placement. If they are picked up for another vacancy sooner, they are dropped from the PPP and the intelligence/personnel manager would proceed to other "Stopper List" candidates; and if none exists, to other staffing methods.

XVII. AMENDMENTS

A. Amendments to this manual will be in the form of "changes" issued by ASD(FM&P) through the Executive Agent responsibilities for developing, coordinating, and maintaining a record of changes, in coordination with the ASD(C3I). DoD components may submit amendment proposals in writing to the Director, DIA, (ATTN: OT-1).

B. Personnel at all levels are encouraged to submit, through appropriate channels, suggestions for improving the effectiveness of this career program.

XVIII. REPORTING REQUIREMENTS

Reporting requirements will be in accordance with DoD Directive 5010.10, DoD Instruction 1430.10, and this manual.
1. Biennial Status Report, Report Control Symbol (RCS): DD-FM&P(BI)1200 by 2 January every two years.

CHAPTER 2

INTELLIGENCE CAREER DEVELOPMENT PROGRAM (ICDP) ORGANIZATION

I. ORGANIZATION FOR IMPLEMENTING THE CIVILIAN ICDP

The general organizational structure for implementing the DoD-wide civilian ICDP consists of the following:

A. The ASD(C3I) serves as principal assistant to the Secretary of Defense for overseeing, guiding, and coordinating all DoD component ICDPs (see chapter 1, paragraph VII.A.).

B. The ASD(FM&P) provides overall guidance to ASD(C3I) with respect to the civilian ICDP (see chapter 1, paragraph VII.B.).

C. The Director, DIA, serves as Functional Director for the civilian ICDP (see chapter 1, paragraph VII.C.).

D. DoD Functional Chiefs (see II. below).

E. The Civilian ICDP Planning Group (see III. below).

F. The Senior Civilian ICDP Advisor (see IV. below).

G. Local ICDP Advisors (see V. below).

H. Civilian ICDP Board (see VI. below).

I. Civilian ICDP Panels (see VII. below).

J. Unified and Specified Commands (see VIII. below).

K. Management (see IX. below).

L. Civilian Personnel Officers (see X. below).

II. FUNCTIONAL CHIEFS

A. To provide effective representation as well as effective career management of the civilian general intelligence communities within the Military Departments, the Service Functional (Intelligence) Chiefs will act as the Functional Chiefs for ICDP. The Functional Chiefs, in addition to representing and managing the careers of general civilian intelligence personnel, will be responsive to the Director, DIA, in his capacity as the Functional Director for the overall civilian ICDP.

B. The following are designated as Functional Chiefs for implementing the civilian ICDP within their DoD components:

1. Deputy Chief of Staff for Intelligence, Department of the Army.

2. The Commander, Naval Intelligence Command, Department of the Navy.

3. The Assistant Chief of Staff, Intelligence, Department of the Air Force.

4. The Director of Intelligence, United States Marine Corps.

5. The Chief of the Federal Research Division (FRD), Library of Congress (LOC), in conjunction with the Chief of the DoD ICDP Office.

6. Directors of Defense Agencies and the Senior Intelligence Official at each Unified and Specified Command.

C. Functional Chiefs in their respective Services will be responsible for:

1. Providing the leadership, direction, coordination, and continuous evaluation of their Service's part of the civilian ICDP.

2. Serving as the DoD component focal point with the Functional Director (Director, DIA).

3. Appointing the Senior Civilian ICDP Advisor within their Service, who will serve as representative to the Civilian ICDP Planning Group (see III.&IV. below) and who may be designated as the Chairman of the component Civilian ICDP Board (see VI. below).

4. Providing appropriate organization to maintain the viability of the ICDP at all levels. As a minimum, by:

   a. Establishing a Civilian ICDP Board for the DoD component (see VI. below).

   b. Establishing such additional Panels at those locations where the number of personnel within the ICDP require them for efficient program operations (see VII. below).

   c. Ensuring the appointment of Local ICDP Advisors at the organization levels where intelligence personnel are employed (see V. below).

5. Supporting and promulgating instructions for the DISCAS with respect to the referral of all personnel occupying delineated general intelligence positions.

6. Assuring coordination with the Civilian Personnel Officer of their Service on civilian personnel matters.

7. Assuring adequate resources are planned, programmed, and provided for to meet immediate and long-range requirements.

III. THE CIVILIAN ICDP PLANNING GROUP

A. The Civilian ICDP Planning Group shall consist of the Senior Civilian ICDP Advisors and appropriate civilian personnel representatives from the Military Departments, the DIA, and the FRD. The Functional Chiefs of each component may nominate alternate representatives as deemed necessary.

B. The Chief, DoD Intelligence Career Development Program Office, DIA, will chair the Civilian ICDP Planning Group.

C. The ICDP Planning Group will meet as required to exchange information, achieve coordination in planning for, and developing procedures for the accomplishment of the civilian general ICDP.

IV. SENIOR CIVILIAN ICDP ADVISOR

A. The Functional Chief will appoint a Senior Civilian ICDP Advisor to serve as the advisor to the Functional chief for the civilian ICDP within the component. The Senior Civilian ICDP Advisor should be a high level civilian knowledgeable of the available resources and criteria for employee development as well as the administrative requirements for funding and budgeting, training, and programmed objectives of management.

B. The Senior Civilian ICDP Advisor will promote, monitor, and integrate the career program with the areas for which the component is responsible. This includes:

1. Assisting the Functional Chief in implementing the ICDP at all levels.

2. Ensuring full dissemination of information on the ICDP to all ICDP Advisors and servicing CPOs.

3. Serving as the component's primary member on the Civilian ICDP Planning Group.

4. Providing an advisory service to Board and/or Panels, Local ICDP Advisors, and all management levels.

5. Evaluating the adequacy and effectiveness of the ICDP (in each career field) and advising the Functional Manager and Board of findings.

6. Providing the Board and Panels with information on school quotas, criteria for admission, and any other pertinent data.

7. Providing each Panel and/or Board with current data identifying the personnel and jobs included within the constituency of the Panel/Board.

8. Providing pertinent information as to qualifications, appraisals, and other data on candidates being screened for training, reassignment or promotion by the Board/Panels.

9. Reviewing the propriety of the actions proposed by the Board/Panels.

V. LOCAL ICDP ADVISORS

A. The Senior Civilian ICDP Advisor will be assisted by such Local ICDP Advisors as may be necessary for efficient operation of the program, Local ICDP Advisors will normally be located in field organizations and could also be:

1. A member of the organization's Board/Panel.

2. A Personnel Officer servicing the organization.

3. An Employee Development Officer servicing the organization.

4. A Training Committee representative or an individual responsible for human resources needs for the organization in which delineated civilian general intelligence personnel are employed.

B. The Local ICDP Advisor will assist the Senior Civilian ICDP Advisor at the local level and will be responsible for:

1. Ensuring full dissemination of information on the ICDP to all employees in the general intelligence career field within the organization.

2. Providing guidance to both supervisor/manager and employee regarding selection of the next career position(s).

3. Providing guidance, when appropriate, to supervisors and management regarding the commitment of training funds. This may be accomplished at the time the supervisor and the employee are completing the Individual Plan, DD Form 1917. Local ICDP Advisors are responsible for ensuring that the training and education requirements are valid and consistent with chapter 1, paragraph XI.

4. Analyzing and determining the feasibility of each of the individual career development plans in relation to programmed objectives of management.

5. Providing advice about the nature of competition surrounding the employee's career plan, management needs, career patterns, specific qualifications requirements, and other factors affecting opportunities for achieving the specific career goal.

6. Furnishing information about available resources and criteria for career development as well as the administrative requirements for funding and budgeting for training.

VI. CIVILIAN ICDP BOARD

A. Each Military Department and the Defense Intelligence Agency will establish, as a minimum, a Civilian ICDP Board consisting of the following voting members:

1. Senior Civilian ICDP Advisor.

2. Chairman of each Civilian ICDP Panel (if panels are needed or used) or senior representatives from each career field.

3. The Director of Equal Employment Opportunity or his/her designated representative.

4. The Federal Women's Program Coordinator or his/her designated representative.

5. A senior civilian personnel specialist/officer (may be one of the previously listed).

6. One military officer, 06 or above.

7. An *ad hoc* management representative to participate, as required, in the activities described in paragraph B.5. below.

B. The component Civilian ICDP Board will report directly to the Functional Chief for the DoD component concerned and will:

1. Assure that the Panels (if needed or used) are adequately and effectively discharging their assigned responsibilities.

2. Screen, for the approval of the Functional Chief of the component concerned, those personnel whose names will be submitted as general intelligence nominees for selection to the National War College, Industrial College of the Armed Forces, the Service War Colleges, and the Armed Forces Staff College. Screening criteria is outlined in chapter 6.

3. Recommend to the Chief of the DoD component concerned nominees for selection to the Federal Executive Institute Resident Course, personnel for courses of a full semester or more at civilian colleges/universities, personnel for attendance at the Post Graduate Intelligence Program (MSSI), Defense Intelligence College, and for attendance at any career course designated as requiring Board consideration.

4. Consider management requests for review of Panel actions and recommend resolutions to the Chief of the component concerned.

5. Participate in the screening and/or selection of candidates on a DoD-wide basis for position vacancies at grades 15 and above in accordance with personnel policies and procedures established by the respective DoD component.

VII. CIVILIAN ICDP PANELS

A. When necessary because of large numbers of positions, separate Panels may be established in the following career areas which are defined in chapter 3.

1. Intelligence Career Area. When circumstances dictate, the Intelligence Career Area may be organized into appropriate Panels which address the career fields within the Intelligence Career Area. Representative groupings of these career fields are:

a. Intelligence Management

b. Military Capabilities and Estimates

c. Strategic Mobility

d. Military Geography

e. Collection

f. Imagery Interpretation

g. Production Support and Resources

2. Scientific and Technical (S&T) Career Area. When circumstances dictate, the S&T Career Area may be organized into appropriate panels which address the career fields within the S&T Career Area. Representative groupings of those career fields are:

a. Biological Science

b. Engineering

c. Physical Science

d. Mathematics

3. Intelligence Related Career Areas.

B. Civilian ICDP panels will, if necessary, be established within the respective components in accordance with procedures established by those components and will:

1. In conjunction with the Civilian Personnel Officer, participate in the development of educational, experience, and physical requirements for employment in each professional career level in each career field as requested by the component Senior Civilian ICDP Advisor.

2. Screen and nominate to the Board personnel for the joint colleges, Service war colleges, and general intelligence career courses.

3. Participate in the screening and/or selection of candidates to fill vacant positions on a DoD-wide basis at grade 13 and above. Managers, if they desire, may request panel action for any position at grade 12 and below.

VIII. MANAGEMENT

Management at all levels will implement the general civilian ICDP within their organizational elements in accordance with the provisions in this Manual. The selecting official will:

A. Cooperate with the servicing CPO to establish screening criteria for submission to the DoD ICDP Office.

B. Carefully consider each eligible DoD employee on the referral listing who has indicated availability.

C. Make such arrangements as appropriate for interviewing candidates.

D. Make selection for promotions based upon merit and qualifications; make selections for reassignment based upon qualifications and appropriateness of the position to the career development of the selectee.

E. Provide written explanation to the DoD ICDP Office for non-selection from the DISCAS referral listing.

IX. CIVILIAN PERSONNEL OFFICERS

The Civilian Personnel Officers or their representatives, will provide guidance and assistance to the Local ICDP Advisors, Civilian ICDP Board/Panels, Management and employees in effective operation of the program in accordance with the Federal Personnel Manual (FPM), Civil Service regulations, and DoD/Service/Local regulations. Servicing Civilian Personnel Officers (CPOs) will:

A. Assure that all employees who are eligible to participate in the ICDP (based on the Scope statement in chapter 1, paragraph V.) are registered in the DISCAS and that their records are kept complete and up-to-date. This will include employee qualification information, IDPs and any other required data. (see section A of this chapter).

B. Coordinate with the selecting official and/or Career Panel to establish screening criteria and assure that lists of eligible are requested from the DoD ICDP Office.

C. Forward inquiries of availability to referred candidates or request that inquiries of availability be forwarded by the DoD ICDP Office.

D. Assure that selections are made in accordance with this Manual and applicable Component and/or OPM regulations.

E. Assure that candidates on lists of eligibles furnished by the DoD ICDP Office who are available but not selected are notified of the filling of a vacancy. (see chapter 5, Referral).

F. Assure that every referral list is annotated and returned to DIA, ATTN: OT-1 (see chapter 5, Referral).

G. Assure that advice and assistance in the use of the DISCAS is provided and that there is timely cooperation in the use of the system.

H. Assure that written explanation is obtained from the selecting official for non-selection from a required DISCAS referral listing.

I. Perform such administrative duties as are normally assigned to personnel offices in appointing, reassigning or promoting the selected individual to the vacant position in accordance with established procedures.

X. DoD INTELLIGENCE CAREER DEVELOPMENT PROGRAM (ICDP) OFFICE

A. Code, enter, establish and maintain (update) the inventory records of employees required to be registered in the DISCAS under the DoD-wide Civilian General Intelligence Career Development Program (ICDP).

B. Receive from DoD components requests for referral lists.

C. Review and coordinate requests for referral to ensure clarity, completeness of criteria, and compliance with established policies, directives and principles governing the intelligence career program. When coordination fails to achieve agreement, requests and associated rationale will be fowarded to the DoD Component Functional Chief for resolution.

D. Forward inquiries to employees regarding their availability for specific position vacancies when requested by the DoD component.

E. Furnish referral listings of DoD eligibles for specific vacancies.

F. Periodically furnish copies of individual employee records for review by employees or servicing civilian personnel offices.

G. Ensure the satisfactory operation of the automated aspects of the DISCAS.

H. Maintain files and records for historical or management information purposes.

I. Maintain liaison with DoD Component Functional Chiefs.

XI. EMPLOYEES REGISTERED IN THE DISCAS

A. Complete their Employee Qualification Record and return it through their servicing CPO to DIA, ATTN: OT-1, Washington, DC 20340-5200.

B. Review their Employee Qualification Record annually, as required by this Manual, for accuracy and currency.

C. Notify their respective CPO and the DoD ICDP Office of any discrepancies in their records.

D. Return statements of availability to the appropriate selecting activity within three workdays after receipt.

E. Note that the security standards of the respective DoD components, although compatible, are not the same; and that when transferring from one DoD component to another the employee must meet the security standards of the gaining component.

CHAPTER 3

CAREER AREAS (TERMS AND DEFINITIONS)

I. THE GENERAL INTELLIGENCE CAREER AREA

The Intelligence Career Area embraces all those nonscientific, general intelligence positions in the 0132 series, which involve the activities of collection, processing, evaluation, analysis, integration, production, interpretation, dissemination, and management of information and resources. These activities concern one or more aspects of foreign nations or areas of operations and are immediately or potentially significant to military planning and operations. The Intelligence Career Area may include among others the following career fields:

A. The Intelligence Management Career Field includes those general intelligence positions involved in the management of intelligence programs and resources.

B. The Military Capabilities and Estimates Career Field includes general intelligence positions involved in the production of intelligence on military ground, naval, air and paramilitary forces, the assessment of capabilities and vulnerabilities of military forces, and the development and production of intelligence estimates concerning foreign force structures, weapons systems, and overall military capabilities, strategy, and defense policies.

C. The Strategic Mobility Career Field includes general intelligence positions involved in the production of intelligence on transportation systems and individual system elements, including railways, highways, inland waterways, airfield, civil air facilities, merchant marine, and ports, and the assessment of capacities, vulnerability, and constraints on the military use of transportation systems and lines of communication (LOC) facilities.

D. The Military Geography Career Field includes general intelligence positions involved in the development and maintenance of a military intelligence data base and production of finished intelligence on physical and cultural geography, coasts and landing beaches, petroleum, oil, lubricants (POL), natural gas and electric power facilities and fixed civil and military telecommunications; the assessment of significance of terrain, urban areas, and coasts and landing beaches with respect to military operations, and the assessment of the operational capacity, relative importance and vulnerability of POL, electric power, and telecommunications installations and facilities.

E. The Collection Career Field includes those general intelligence positions involved in the management, operations, and coordination of intelligence collection and surveillance activities and the processing and initial exploitation of derived data.

F. The Imagery Interpretation Career Field includes those general intelligence positions involved in the interpretation and analysis of multisensor imagery.

G. The Production Support and Resources Career Field includes those general intelligence positions involved in the development and maintenance of the intelligence data base and the production of intelligence, in the areas of medicine, meteorology, military economics, civil defense, escape and evasion, demography, and ground, naval, and aerospace material production as well as plants and shipyards engaged in such production, repair, or maintenance.

II. THE SCIENTIFIC AND TECHNICAL (S&T) INTELLIGENCE CAREER AREA

The Scientific and Technical (S&T) Intelligence Career Area includes those positions engaged in targeting and/or the engineering, physical, or technical sciences in an intelligence function, which are assigned to an organizational component performing an intelligence function. The main functions of these activities are to manage DoD

S&T intelligence collection requirements and production programs, to evaluate S&T intelligence data, to produce S&T intelligence, and to evaluate S&T intelligence studies in support of weapons systems development and force determination. The S&T career area may include among others the following career fields:

A. The Biological Science Career Field includes those positions in an intelligence function involved in scientific and professional work dealing with living organisms and vital processes and their characteristics, plant or animal, and the analysis of the effects of biological processes on various areas of the environment.

B. The Engineering Career Field includes those positions in an intelligence function engaged in professional and scientific work of a special or miscellaneous character in any engineering area involving application of a knowledge of engineering fundamentals or professional work involving several branches of engineering.

C. The Physical Science Career Field includes those positions in an intelligence function involved in professional and scientific work in physical science and related science and technology. These include the areas concerned with matter, energy, physical space, time nature of physical measurement, fundamental structural particles, and the nature of the physical environment.

D. The Mathematics Career Field includes those positions in an intelligence function engaged in professional work involving research on basic mathematical principles, methods, procedures, techniques, or relationships, and the development of mathematical methods in the solution of scientific, engineering, economic, and military-related problems. Also, work involving the translation of mathematical formulations to computer languages as an adjunct to the mathematical analysis in the resolution of problems.

E. *Representative* List of S&T Intelligence Occupational Series:

JOB SERIES	TITLE	JOB SERIES	TITLE
401	General Biological Science	896	Industrial Engineering
403	Microbiology	1301	General Physical Science
602	Medical Officer	1310	Physics
801	General Engineering	1313	Geophysics
806	Materials Engineering	1320	Chemistry
808	Architecture	1321	Metallurgy
810	Civil Engineering	1340	Meteorology
830	Mechanical Engineering	1360	Oceanography
840	Nuclear Engineering	1370	Cartographer
850	Electrical Engineering	1515	Operations Research
855	Electronic Engineering	1520	Mathematics
861	Aerospace Engineering	1529	Mathematical Statistician
893	Chemical Engineering		

III. THE INTELLIGENCE RELATED CAREER AREA

The Intelligence Related Career Area includes all those positions which meet the criteria established in the Scope statement, chapter 1, paragraph V.C. of this manual. The following is a *representative* list of intelligence related occupational series:

JOB SERIES	TITLE	JOB SERIES	TITLE
080	Security	1045	Translator
110	Economics	1060	Photographer
132	Intelligence (Cryptologic)	1082	Writing & Editing

JOB SERIES	TITLE	JOB SERIES	TITLE
301	General Administration	1083	Technical Writing and Editing
334	Computer Specialist	1084	Visual Information Specialist
340	Program Management	1386	Photographic Technology
343	Management Analysis	1410	Librarian
345	Program Analysis	1412	Technical Information
800	Engineering (Cryptologic)	1670	Equipment Specialist
1001	General Arts and Information	1710	Education & Vocational Training
1020	Illustrator	1712	Instructor

CHAPTER 4

REGISTRATION

I. ENTERING AND MAINTAINING EMPLOYEE RECORDS IN THE DISCAS

A. *General Responsibilities for Providing data for DISCAS.* Information for DISCAS is collected from (1) management (commanders, supervisors, Functional Chiefs, and servicing CPOs), and (2) employees. Most data that is common to official personnel actions (i.e., data which appears on the SF50) will be forwarded to DIA, ATTN: OT-1 by servicing CPOs. The remainder of the data must come from, and be updated by, individual employees. This data is the expression of personal qualifications that is most used for screening and referral.

B. *New Registration.*

1. *Responsibilities of Servicing CPOs:* Whenever an employee becomes eligible (based on the Scope statement in chapter 1, paragraph V.) for inclusion into the DISCAS (by accession, promotion, reassignment, etc.) the servicing CPO will submit a copy of the Standard Form 50 (SF50) to DIA, ATTN: OT-1 **within 10 workdays of the date of the action.** The DoD ICDP Office will use the SF50 data to create an automated record a ... to provide the new registrant with an Employee Qualification Record (DD Forms 1932, 1932-1, and 1917) for completion.

2. *Employee Responsibilities:* Employees entering the ICDP for the first time will receive a DISCAS qualifications printout within 90 days of their entrance on duty. This record will include minimum personal identification data collected from the initiating personnel action. All employees performing in positions identified within the scope of the DoD-wide Intelligence Career Development Program (ICDP) **will be required** to complete the Employee Qualification Record and forward it to DIA, ATTN: OT-1, in accordance with the instructions from the servicing Civilian Personnel Office. NOTE: Employees who are *not currently* employed in a position meeting the Scope statement in chapter 1, paragraph V, will *not* be registered in the ICDP/DISCAS.

C. *Maintaining and Updating the DISCAS.*

1. *Responsibilities of servicing CPOs:*

a. *Notification of Personnel Action (SF50):* Within 10 working days following the effective date of Notification of Personnel Action, the servicing CPO will forward one legible copy of such action to DIA, ATTN: OT-1. Machine recognizable input is acceptable in lieu of hard copy SF50 actions. Method and format may be arranged between the appropriate submitting office and the DoD ICDP Office. SF50 actions in either hard copy or machine recognizable form, to be forwarded include:

(1) Promotions—on repromotions, include in the remarks section the date the individual *first* attained that grade.

(2) Accessions

(3) Attritions

(4) Reassignments or mass changes*

(5) Changes to lower grades

(6) Corrections or changes that require SF50, except those which change or correct FEGLI (Item 9), Salary (Item 25), or Appropriation (Item 36).

*Letter orders or lists of mass changes will be acceptable provided they include full name and Social Security Number of each employee affected and provided that such lists are considered bona fide documentation for Official Personnel Files.

b. Individual Development Plan (IDP):

    (1) The IDP is to be accomplished annually and a copy must be forwarded to DIA, ATTN: OT-1 upon completion.

    (2) The scheduling of annual IDPs is at the discretion of the component.

    (3) When a personnel action occurs before a full year is concluded, the CPO with the Local ICDP Advisor will determine if the change is significant enough to warrant a new individual development plan.

c. Quarterly Delinquent List:

    (1) Servicing CPOs will be provided a Quarterly Delinquent List (January, April, July, and October) by the DoD ICDP Office (OT-1) reflecting the registration status of each registrants' Employee Qualification Record.

    (2) Delinquent Employee Qualification Records will be provided by the DoD ICDP Office to each servicing CPO for transmittal to registrants for review and update.

    (3) Servicing CPOs are to ensure updated Employee Qualification Records are returned to the DoD ICDP Office within 90 days of original receipt.

2. *Employee Qualification Record:*

a. Periodically and not less than once a year, the DoD ICDP Office will furnish individual employee records to servicing CPOs for transmittal to employees for review of accuracy and currency of their DISCAS information.

b. Servicing CPOs are to ensure updated Employee Records are returned to the DoD ICDP Office within 90 days of original receipt. If an employee has departed or cannot be located, the record must be so noted and returned as soon as possible. All records must be returned. A copy of the narrative portion of the Employee Qualification Record will accompany printouts, but need not be returned if there is no change. CPOs are encouraged to return these records to DIA, ATTN: OT-1 as they are completed, but no later than the 90 day period.

3. *Employee Responsibilities:*

a. *Annual Records Update:* The Employee Qualification Record will be furnished each year to employees via servicing CPOs. Changes, corrections, additions, or deletions may be made directly on the printouts. If employees have no changes or corrections, the record must be marked as accurate and returned. If changes are to be made to the narrative portion, see section B for explicit instructions. All employees performing in positions identified within the scope of the DoD- wide Intelligence Career Development Program (ICDP) will be required to complete the Employee Qualification Record and forward it to the DoD ICDP Office in accordance with the instructions from the servicing Civilian Personnel Office. A feedback copy of the updated Employee Qualification Record will be furnished to the employee's mailing address 60-90 days following each update.

b. *Special Updating:* Employees may make changes as desired throughout the year. Corrections, additions, or requested deletions must be forwarded, in writing, to DIA, or through the servicing CPO to DIA, ATTN: OT-1. A Feedback copy will be provided to the employee. Although the DoD ICDP Office will be notified of assignment changes, it is suggested that employees submit a change to the narrative portion (DD Form 1932-1), showing the new duties shortly after assuming a new position, and forward it to DIA, ATTN: OT- 1. NOTE: Notification of Personnel Action and IDP data will be provided to the DoD ICDP Office by the CPOs and are not the responsibility of the employee.

c. *Detailed Instructions:* Special instructions for completing and updating DISCAS qualification records, including examples, are at section A.

II. GENERAL INSTRUCTIONS

A. **GENERAL:** These instructions are to assist you in completing and updating the Employee Qualification Record: the DD Form 1932—a coded inventory of background experience, education, and performance, and the DD Form 1932-1—an automated narrative statement describing distinctive occupational experience. Both forms reflect information stored in the DISCAS for use in retrieval and referral of candidates for positions in the civilian general intelligence community. Data for this system comes from three major sources:

1. Employee

2. Servicing Civilian Personnel Officer (CPO)

3. Supervisor or ICDP Advisor

Data included on the Notification of Personnel Action, SF50, is the responsibility of servicing CPOs. The DoD ICDP Office, DIA, will maintain certain SF50 data in coordination with servicing CPOs. You have primary responsibility for completing and updating the remaining data on the DD Form 1932. All employees *are required* to complete the Employee Qualification Record (DD Form 1932). However, for any employee who does not wish to be referred through DISCAS for any position, it is requested that they write in bold letters across the DD Form 1932, "I do not wish to be referred for any position vacancies through DISCAS," sign and date the form and return it to DIA, ATTN: OT-1, in accordance with instructions issued by the servicing Civilian Personnel Office. An employee who indicates such a desire may reverse this decision by notifying the DoD ICDP office in writing, but at least annually must reaffirm their desire not to be referred. You should read sections A, B, & C of this chapter carefully before attempting to complete the DD Forms 1932, 1932-1, and 1917. The following instructions may then be used as a step-by-step guide in completing these important career documents.

B. **ANNUAL UPDATE:** Each year you will have an opportunity to review the information in your DISCAS record. An update should be done *at least annually*, but can be done at any time of the year for any part of the form. This is an opportunity to *add* data, *correct* data, or *delete* data. Changes may be made directly on the DD Form 1932. Draw a line through data you wish to delete; cross out incorrect data and legibly re-enter correct data in the same block; or add data by legibly printing it in the appropriate section. If data pertinent to the SF50 is *incorrect*, please double check your most recent SF50 and report errors to your servicing Civilian Personnel Office.

WORK

OCCUPATIONAL SPECIALTIES	YEARS OF EXPERIENCE
OB-GEN	03
OB-GRND	02
INTEL MGMT-PRODN CONT	01
TRANSP-HWY	03
TRANSP-RAIL	01
LOG-GRND	03
GEOGY/ENVIRMT-GEN	01
TIA-GEN	01

CHANGE

DELETION

C. **CODING:** Codes and abbreviations are used to standardize record content. Most of the abbreviations that you must use to reflect work experience and academic background are found in section A, part 1 through part 6 of this chapter. All other coding and acceptable abbreviations are included in the Detailed Instructions. On updating, you may notice that the computer has printed out words or abbreviations for items that are otherwise codified. This is done as a convenience to users and if the information is correct, you need not re- enter codes. All additive or corrective data, however, must be coded when ap- propriate.

D. **EXAMPLE:** Coded Entry:

CIVILIAN EDUCATION LEVEL

17

When printed out will appear:

CIVILIAN EDUCATION LEVEL

MASTERS DEG

E. **CLASSIFICATION:** DD Forms 1932 and 1932-1 are premarked "For Official Use Only (when filled in)." Abbreviations in section A, part 1 through part 6 are unclassified. You may **not** use classified coding or enter **any** classified information in describing your duties or reflecting your background experiences/skills. Your completed forms will be protected as "For Official Use Only" and will be accorded the same protection as Official Personnel Files. Please check with your local security officer if you have any questions on classification.

F. **DISTRIBUTION AND RETURN OF FORMS:** The DD Forms 1932, 1932-1 and 1917 will be forwarded to you through your servicing CPO; completed forms must be returned to DIA/ATTN: OT-1. Only one copy of the DD Form 1932 will be provided for update; this *original*, with corrections/additions, *must be returned.* Likewise, an original, not duplicate copy, of the DD Forms 1932-1 and 1917 must be returned to DIA, ATTN: OT-1. Please remember to sign and date both forms.

G. **FEEDBACK PROCEDURE:** The ICDP Staff provides a Feedback copy of DD Forms 1932 and 1932-1 to each employee approximately 60-90 days after a change has been submitted. This Feedback copy is sent to the registrant's mailing address as indicated on the DD Form 1932. After you have verified the data on your Feedback copy, if there are no corrections needed, you should file it for use in updating your record throughout the year. Destroy any previous copies, because you should always update from the most recent printout.

III. **PRIVACY ACT NOTICE: DOD-WIDE INTELLIGENCE CAREER DEVELOP- MENT PROGRAM (ICDP)/DEFENSE INTELLIGENCE SPECIAL CAREER AUTOMATED SYSTEM (DISCAS) (DD FORMS 1932 and 1932-1)**

AUTHORITY: 10 U.S.C. 133d, 44 U.S.C. 3101, 5 U.S.C. 301 and 302, Executive Order 9397

PURPOSE: Register all eligible DoD civilian employees. Provide for: verification and update of previously provided information; automatic referral for position vacancies in the DoD Intelligence Community, to include the individual's own (local) organization; summary descriptive, statistical or analytical management information.

USES: Determine employee eligibility and qualifications for promotions, reassignments, and training, in the DoD Intelligence Community, to include the individual's own (local) organization; annual review, verification and update; management information reports.

DISCLOSURE: DoD officials and managers involved in the ICDP process; required by law; prior written approval.

EFFECTS OF
NON-DISCLOSURE: Disclosure is mandatory except for Date of Birth, Home Address and Professional/Honorary Organizations. Individuals may not receive full consideration for promotion, reassignment or training opportunities in the DoD Intelligence Community, to include the individual's own (local) organization.

Figure 4A-1

FOR OFFICIAL USE ONLY (When Filled In)   EMPLOYEE QUALIFICATION RECORD   DATE PRINTED:

PERSONAL IDENTIFICATION

NAME	BIRTH DATE	A/SR COMPONENT	HIGH GRADE	GRADE	STEP	GRADE DATE	JOB SCHED	SERV COMP DATE	OFFICE SYMBOL	OFFICE PHONE
SMITH ARNOLD S	SEP 11,1939	OCT 1984	GS14	GS14	06	AUG 1981	00132	OCT 17,1963	OT-1	(243) 3732806

SOC SEC NO	CIVILIAN EDUCATION LEVEL	STATUS-APPTMT	POSITION TITLE		LAST 1932 UPDATE
123456789	MASTERS DEG	STATUS- EXCP	IOS (ESTIMATES/OFFENSIVE MISSILE)		JUN 1988

COMPONENT/COMMAND IDENTIFICATION	SERVICING CIVILIAN PERSONNEL OFFICE
DEF INTEL AGCY/DIAC BOLLING AFB DC	DEFENSE INTELLIGENCE AGY WASH DC 20301

CAREER ENTRANCE			SECURITY CLEARANCE LEVEL	MILITARY CATEGORY		RETIRED MILITARY					SUPERVISION		
SOURCE	AGE	GRADE		VET PREF	RESERVE STATUS	SERVICE	GRADE	COMPONENT	RET'D DATE	ACTIVE	DISAB	LEVEL	YEARS	CURRENCY
MILITARY SERV	25	GS07	SAD	S-POINT								SENR	05	

MAILING ADDRESS	STREET NO	STREET	APT NO	CITY	STATE	ZIP CODE
	1776	JEFFERSON DAVIS DRIVE		SPRINGFIELD	VA	22150

WORK EXPERIENCE

FUNCTIONAL AREAS	OCCUPATIONAL SPECIALTIES	YEARS OF EXPERIENCE	RECENCY YEARS	LANGUAGE	SPEAK	READ	ORAL COMP	WRITE	DATE TESTED
EST	INTEL MGMT-PRODN CONT	01		FRENCH	LIMT	LIMT	LIMT	LIMT	
PLAN PROG	PLNG/PROG MGMT/ANAL	02		RUSSIAN	ELMN	LIMT	ELMN	ELMN	
CURR INTEL	TACTICS-GEN	01		GERMAN	FULL	FULL	FULL	FULL	8602
MIL CAP	CCBC	02							
R&D	THREAT ANAL	04							
BASIC INTEL	ELCTRON WAR	02	83						
POL/GEOG AREAS	OB-GEN	01	81						
WEST EUR	MISSLE SYS-GEN	04							
EAST EUR COM	TACTICS-MISSLE	02		SMITH ARNOLD S					
USSR	INTEL MGMT-PLNG	03		1776 JEFFERSON DAVIS DRIVE					
PRC	SPACE SYS-GEN	02		SPRINGFIELD VA 22150					
FAR EAST									

FORMAL EDUCATION

FROM	TO	HOURS	DEGREE	GRADE POINT	HON- ORS	ACADEMIC MAJOR	ACADEMIC MINOR	INSTITUTION NAME	LOCATION
SEP78	MAY80	0303H	MA/MS	3.6		MGMT SCI	INFO SCI	GEORGE WASHINGTON UNIV	WASHINGTON DC
JUN58	JUN62	124SH	BA/BS	2.8		FRGN AFFRS/INTNATL REL	FRGN AREA STUD-WEST EUR	GEORGETOWN UNIV	WASHINGTON DC

DD FORM 1932 1 OCT 76   (Page 1 of 2 Pages)

Figure 4A-1

SPECIAL SKILLS AND ACHIEVEMENTS

DATE PRINTED:

TYPING		SHORTHAND		PROFICIENCY IN MACHINES/EQUIPMENT, KIND OF LICENSE OR CERTIFICATE			EMPLOYEE IDENTIFICATION	
WPM	YEAR	WPM	YEAR	(Specify)	(Specify)	(Specify)	NAME	SSN
030	1987			MICROCOMPUTERS	COMPUTER TERM	STEREOSCOPE	SMITH ARNOLD S	R23456788

PROFESSIONAL/HONORARY ORGANIZATIONS · **PUBLICATIONS**

NAME OF ORGANIZATION	MEMBERSHIP	TITLE OF PUBLICATIONS	YEAR	AUTHORSHIP	TYPE PUBLICATION
AMER MGMT ASSN	MEMBER	EMERGING SOVIET LAND-ATTACK CRUISE MISL	1988	SCLF AUTHOR	IN-HOUSE
NATL MIL INTEL ASSN	MEMBER	SOVIET AIR DEFENSE V8 CRUISE MISSLES	1986	SCLF AUTHOR	IN-HOUSE
		SOVIET SHTATEGIC MISSILE FORCES	1986	SCLF AUTHOR	IN-HOUSE
		PROJECTED SOVIET LONG RANGE CRUISE	1987	CC AUTHOR	IN-HOUSE

COMPOSITE RECORD OF TRAINING

FROM	TO	CLASS	COD	COURSE TITLE	INSTITUTION NAME	LOCATION
MAY 88	MAY 88	0008		WORDPERFECT	DIA (IN-HOUSE)	WASHINGTON DC
APR 87	APR 87	0012		DBASE III PLUS USER	DIA (IN-HOUSE)	WASHINGTON DC
APR 87	APR 87	0016		INTRU TO MICRO/MS-DOS	DIA (IN-HOUSE)	WASHINGTON DC
FEB 87	FEB 87	0012		LOTUS 1-2-3	DIA (IN-HOUSE)	WASHINGTON DC
JAN 85	FEB 85	0040		DEFENSE MGMT	DEFENSE INTEL COLLEGE	WASHINGTON DC
APR 84	JUN 84	0320		NATIONAL SENIOR INTEL PROGRAM	DEFENSE INTEL COLLEGE	WASHINGTON DC
DEC 82	DEC 82	0036		NUCLEAR WEAPONS ORIENT	US AIR FORCE	KIRTLAND AFB NM
SEP 81	SEP 81	0040		BALLISTICS MISSILE STAFF OFF	US AIR FORCE	OFFUTT AFB NEB
SEP 80	JUN 81	1280		AIR WAR COLLEGE SEMINAR	US AIR FORCE	MONTGOMERY AL
JUN 69	JUL 69	0120		ANTI SUB WARFARE	US NAVY	SAN DIEGO CAL
APR 68	APR 69	1410		RUSSIAN LANGUAGE	US NAVY	MONTEREY CAL
OCT 67	OCT 67	0090		ELECTRONIC WARFARE	US NAVY	SAN DIEGO CAL
JAN 66	MAR 66	0180		AIR INTERCEPT CONTROL	US NAVY	SAN DIEGO CAL
JAN 63	JAN 65	0060		NAVAL INTELLIGENCE	US NAVY	SAN DIEGO CAL
MAR 63	MAY 63	0240		CIC OFFICER	US NAVY	NORFOLK VA

INDIVIDUAL DEVELOPMENT PLAN (IDP) (DD1917) · XXXXXXXXXXXX **CAREER APPRAISAL** XXXXXXXXXXX · **GEOGRAPHIC MOBILITY REFERRAL OPTION**

DATE	SUPERVISOR	CAY	TRAINING/DEVELOPMENTAL ASSIGNMENTS	PRI	TYPE	FY	
8712	HOFFMAN JAMES C	1	EXECUTIVE SEMINAR CENTER PROGRAM	2	M	89	— NO REFERRAL
		1	FOREIGN AFFAIRS INTERDEPT SEMINAR	3	D	88	— NO WASH DC AREA
		1	NATL WAR COLLEGE	2	D	90	— NO CONUS EAST
		1	NATL SYS USERS EXECUTIVE COURSE	2	D	91	— NO CONUS WEST
							— NO PACIFIC
							XXX — NO PANAMA
							— NO EUROPE

LAST OFFICIAL PERFORMANCE RATING - 8712 OUTSTANDING

AWARDS AND RECOGNITION

	PRESIDENTIAL		DEPT OF DEF		OUTSTANDING PERFORMANCE RATING				SUSTAINED SUPERIOR PERFORMANCE				SPECIAL ACT			CERT. OF ACHIEVEMENT		LTRS OF APPRECIATION/COMMENDATION		
NO	DATE	NO	DATE	NO	DATE	DATE	DATE	NO	DATE	AMOUNT	DATE	AMOUNT	NO	DATE	AMT	NO	DATE	DATE	NO	DATE	DATE	DATE
				6	JUL87	JUL 86	JUL 85												18	JUL85	JUL83	MAY83

	QUALITY PAY INCREASE		SUGGESTIONS				OTHER AWARDS					
NO	DATE	NO	DATE	AMOUNT	VALUE	SPECIFY	SPECIFY	SPECIFY	SPECIFY	SPECIFY	SPECIFY
5	AUG86										

CONSIDERATION RECORD FOR VACANCIES

NUMBER	POSITION TITLE	GRADE	COMPONENT	INTERVIEWED	SELECTED	NUMBER	POSITION TITLE	GRADE	COMPONENT	INTERVIEWED	SELECTED
88-285	SUPV INTEL RES SPEC	GM14	ARMY			88-047	SUPV INTEL RES SPEC	GM14	ARMY		
88-249	SUPV INTEL RES SPEC	GM15	DIA			88-023	SUPV INTEL RES SPEC	GM14	NAVY		
88-158	SUPV INTEL RES SPEC	GM14	AIR FORCE			87-610	SIRS	GM15	AIR FORCE		
88-102	DEPUTY DIRECTOR	GM14	DIA			87-602	INTEL OPN SPEC	GM14	AIR FORCE		
88-096	SUPV INTEL RES SPEC	GM13	ARMY			87-382	SIRS	GM15	NAVY		
88-091	SUPV INTEL RES SPEC	GM15	ARMY			87-368	INTEL RES SPEC	G814	ARMY		

DD FORM OCT 76 1932 (Page 2 of 2 Pages)   FOR OFFICIAL USE ONLY (When Filled in)   EMPLOYEE SIGNATURE *Arnold S Smith*   DATE 12 July 1988

4-8

DETAILED INSTRUCTIONS FOR COMPLETING AND UPDATING DD FORM 1932, EMPLOYEE QUALIFICATION RECORD

I. PERSONAL IDENTIFICATION

LINE 1

NAME: Your name should appear on the form in the following order: last name, full first name and middle initial, and if you use some designation of linear descent (Jr., Sr., III), enter it after middle initial. Check your name for correct spelling.

BIRTH DATE: Check date for correct day, month, and birth year. If this block is blank or incomplete, please enter the date in year, month, day order using six numbers.

ARRIVED COMPONENT: Enter the date that you began civilian service with your present employer (military service or agency) in year, month, day order using six numbers.

HIGH GRADE: Enter here the highest General Schedule grade or Public Law Appointment ou have ever held as a civilian (for a minimum period of one year). Use two letters and two digits as appropriate; please do not space or hyphenate between pay plan and grade. If your current grade is your high grade, enter current grade.

PRESENT GRADE AND STEP: Check for correctness. If blank or incorrect, enter appropriate grade data using two letters and two digits. (NOTE: temporary promotions should *not* be included here. DoD ICDP Office will enter under Composite Record of Training in order to refer you for permanent promotions). Do not space or hyphenate. Enter your step using two digits (a 0 before any one digit number).

BIRTH DATE	AAR COMPONENT	HIGH GRADE	GRADE	STEP
390911	841024	GS14	GS14	06

PRESENT GRADE DATE: Using four numbers, indicate the year and month that you entered your current permanent grade. If you were previously at your present grade, downgraded, then returned to your present grade, indicate the date of the *first time* you entered your present grade.

JOB SERIES: Check job (occupational) series. If this block is blank enter your correct occupational series. (As reflected in item 29, Standard Form 50 (SF50)).

SERVICE COMPUTATION DATE: This is the computed date reflecting your appointment to civilian civil service, plus that part of military service that is creditable to your tenure as a civilian. If this block is blank, enter the correct date in year, month, day order using six numbers. Be sure that this data agrees with item 6 on your most recent SF50.

OFFICE SYMBOL: Check for correct office symbol abbreviation. Please do not reiterate major element, command, or installation if it is aready indicated in line 3, block 1 of your DD Form 1932. Enter only the preferred, authorized nomenclature using up to *six* numbers and letters. Office symbol should be complete enough to be used in addressing corres- pondence.

OFFICE TELEPHONE NUMBER: Enter the first three digits, the prefix, for placing an AUTOVON call to your office number. Because calls made to you regarding DISCAS registration, update or referral would be made during the workday, enter the seven digit commercial phone number for calls placed to your office in the remaining area.

GRADE DATE	JOB SERIES	SERV COMP DATE	OFFICE SYMBOL	OFFICE PHONE
8108	0132	631017	DE1	243 3732806

LINE 2

SOCIAL SECURITY NUMBER: Check for correctness. If this number is incorrect, please check your personnel and payroll records, and your Social Security account number card. If there is a correction to this item, enter the number, eliminating spaces and hyphens, and make sure it agrees with other personnel documents.

CIVILIAN EDUCATION LEVEL: Check for correctness. This data reflects a level of education, rather than a particular degree. If this item is blank or incomplete, please enter the level which most nearly reflects the extent of formal education you have obtained. Appropriate coding for this item is found in part 5 of this chapter; acceptable values are codes 00 through 22. Report degrees only from accredited institutions.

CIVILIAN EDUCATION LEVEL
17

CIVIL SERVICE STATUS AND CURRENT APPOINTMENT: This item reflects two pieces of information regarding appointment authority. The first, Civil Service Status, refers to *competitive status;* this is the personal status that an employee retains (throughout his/her Federal career) once having completed 3 full years as a competitive appointee. For this data element enter:

> S—for Competitive/Personal Status
> N—for No Status

The second data item refers to current position occupied. For this element enter:

> 1—for Competitive Service
> 2—for Excepted Service

Be sure that this data agrees with Item 35 of your most recent SF50.

EXAMPLE: An employee with competitive personal status, but who is currently in an Excepted Service Position would code status and appointment

STATUS—APP'MNT
S-2

POSITION TITLE: Check for accuracy. If this block is blank, please enter your official position title as it appears in Item 27 on your most recent SF50. (The DoD ICDP Office may use some abbreviations for purposes of conciseness and continuity. If these abbreviations appear to agree with your official title, it is not necessary to change the abbreviations to a long form.)

LINE 3

COMPONENT/COMMAND IDENTIFICATION: Check for accuracy. If this item is blank, please enter the name of the major command for which you work. *Do not* re-enter the name or abbreviation of the "Office Symbol," in Line 1. Enter the name (or accepted symbol) of the major command to which your office belongs. Please also indicate your installation (duty station). (See item 34 of your most recent SF50.)

COMPONENT/COMMAND IDENTIFICATION
DEF INTEL AGCY   WASHINGTON DC   20340

SERVICING CIVILIAN PERSONNEL OFFICE: Check for accuracy. If this item is blank or incorrect, please enter the appropriate organizational name and location. You need not complete or correct this item unless you are certain of the name and location of the Civilian Personnel Office that maintains your official records. If you wish you may enter the four digit Submitting Office Number found in Item 39.K. of your most recent SF50.

LINE 4

CAREER ENTRANCE: Enter here the requested information pertaining to entrance into your *first* civilian job in the DoD intelligence community.

1. *Source.* Enter the appropriate code from the table below. If your response is "other" please write in the source.

SOURCE	CODE
High School	A
College	B
Military Service	C
Other Career Field in DoD	D
Federal Agency Outside DoD	E
Non-Federal Job	F
Other	O

2. *Age.* Enter here your age at the time you first entered a civilian job in the DoD intelligence community.

3. *Grade:* Enter here the grade of your first civilian job in the DoD intelligence community. Please do not hyphenate or space between pay plan and grade.

SECURITY CLEARANCE/ACCESS LEVEL: Using the table below, enter the appropriate code for the highest security clearance/access you presently hold.

LEVEL	CODE
None	1
CONFIDENTIAL	2
SECRET	3
TOP SECRET	4
SI	5
SAO	6

MILITARY CATEGORY

1. *Veterans Preference.* Check for correctness. If this item is blank or incorrect, please enter the appropriate code from the table below. Be sure this information agrees with Item 5 of your most recent SF50.

PREFERENCE	CODE
None	1
5-Point	2
10-Point Disability	3
10-Point Compensated	4
10-Point Other	5
10-Point 30/Compensated	6

2. *Reserve/National Guard Status.* Please enter the code which depicts your present status in either the Reserve or National Guard.

STATUS	CODE
Ready Reserve	R
Standby Reserve	S
National Guard	G
None	N

RETIRED MILITARY: This item is applicable only to those personnel who have retired from military service, whether from active duty, reserve duty, or disability. Please check this data for accuracy. If blank, incomplete, or incorrect, please enter the appropriate codes from the follow- ing tables. Complete all segments of this item.

1. *Uniform Service Designation:*

SERVICE	CODE
Air Force	F
Army	A
Coast Guard	P
Environmental Sciences Services Administration	E
Marine Corps	M
Navy	N
Public Health Service	H

2. *Military Grade at Retirement:*

OFFICER: Enter grade 01 through 09
WARRANT: Enter grade W1 through W4
ENLISTED: Enter grade E1 through E9

3. *Uniformed Service Component:*

COMPONENT	CODE
Regular	1
Reserve	2
National Guard	3
National Guard, In Service of the U.S. (retiring directly from N.G. active duty)	4
Without Component	5

4. *Retirement Date:* Enter here the date of retirement from the military. Please put in year, month, day order using six numbers.

5. *Retirement from Active Duty:* If you retired from active service of at least 20 years, please enter a "Y" for this item. If you retired with less than 20 years of active service (such as from a non-active reserve status, or due to a disability) please enter an "N."

6. *Combat Disability:* If your retirement was a result of a combat disability, with or without 20 years of service, please enter a "Y." If your retirement was not based on combat disability, please enter an "N."

RETIRED MILITARY					
SERVICE	GRADE	COMPONENT	RET'D DATE	ACTIVE	DISAB
N	05	1	791225	Y	N

SUPERVISION: This item pertains to supervisory experience, and is to be completed *only* by employees who have been or are currently supervisors.

1. *Supervisory Level.* Enter the appropriate code from the table below for the highest level employee you have supervised. These levels are described in terms of federal or military positions; equivalents for experience in private enterprise may be made on the basis of salary.

LEVEL	EXPLANATION	CODE
Executive	SES, GM/GS/GG-16,07, Public Law, and above, or equivalent	5
Senior	GM/GS/GG-13 through 15, 05/6, or equivalent	4
Journeyman	GS/GG-11 and 12 professional employees, E-8/9, 01 through 04, or equivalent	3
Entry-Level Professional	GS/GG-5/7/9 professional employees, E-4 through 2 E-7, or equivalent	2
Clerical/Wage	All clerical, wage, and administrative employees in nonprofessional positions	1

2. *Years of Supervisory Experience.* Enter here your total years of all levels of supervisory experience.

3. *Recency/Currency of Supervision:* If you are *currently* in a supervisory position (as designated on your most recent SF50) enter the code "1." If you were previously a supervisor, enter the most recent year (using two digits) that you held a supervisory position.

SUPERVISION		
LEVEL	YEARS	CURRENCY
4	03	1

LINE 5

EMPLOYEE'S MAILING ADDRESS: The mailing address is used to forward letters of availability and interest to candidates who are nominated for selection for positions through DISCAS referral and to mail the Feedback copies of the DD Form 1932. Enter in this block the address where you receive your mail most expeditiously. Employees overseas are cautioned not to use stateside addresses; rather that they use the most current overseas address which would result in the most expeditious delivery of a letter of interest and availability for referral. Use correct U.S. Postal Service abbreviations for state, and be sure to enter the zip code. Additionally, if you change addresses, notification of the new address should be forwarded to: Defense Intelligence Agency, ATTN: OT-1, Washington, DC 20340-5200 at the earliest convenience to keep this data field current.

II. WORK EXPERIENCE

This section is a very important part of the DISCAS. The purpose of this section is to describe your past and present work experience through the use of the abbreviations found in parts 1 through 4 of this chapter. As with any basic employment document, it is your individual responsibility to accurately portray your work experience in a manner which is beneficial to your own career. Although this system enables an individual to describe total background and employment experience, the thrust of the skills inventory is reflective of the scope and nature of work performed within the general intelligence community. Justification for use of skill abbreviations will be accomplished on the supplemental narrative document, DD Form 1932—1. (On the narrative form you may describe work experience in greater detail, and indicate where and how your skills were utilized.) The entries in this section highlight the skills you have acquired during your work history. This information will be used in DISCAS operations as primary screening factors for a variety of career purposes (i.e., referral for promotion, reassignment, etc.). Work experience need not be thought of in terms of unique and specific position titles; instead it should be reflected in terms of skills demonstrated in a job (or during a career). Recency and length of experience are added as a related dimension in describing skills.

Your work experience may be indicated in terms of *Functional Areas, Occupational Specialties*, and *Political/Geographic Areas. Foreign Language and Proficiency* are also grouped into the background experience category. Follow the specific instructions of each Part listed below. If you find it difficult to describe your background adequately, please consult your Local ICDP Advisor, your servicing Civilian Personnel Office, or the DoD ICDP Office, DIA.

PART 1

FUNCTIONAL AREAS: An examination of the missions and activities within the ICDP community reveals that the conduct of intelligence contains many functional areas, some of which are intelligence based, and others, while found in intelligence activities, are not intelligence in nature. These functional areas are broad categories of work activity within which individuals perform or demonstrate occupational specialties. Functional areas, definitions and appropriate abbreviations, are found in part 1 of this chapter. Enter the exact abbreviation of the functional area in which you have at least *1 full year* of work experience. You may list up to six functional areas. If you have had experience in more than six, list those that are most significant in terms of your career and personal desires. Please remember that functional areas could transcend specific positions you have held; or, a specific position may have incorporated several functional areas. There is no significance to the order in which you list your functional areas.

FUNCTIONAL AREAS

EST

PLAN PROG

CURR INTEL

MIL CAP

R & D

BASIC INTEL

PART 2

OCCUPATIONAL SPECIALTIES: Occupational specialties are specific identifiers of the content of work assignments. They are designed to be used singularly or in combinations to describe work experience. Occupational specialties, definitions, and appropriate abbreviations are found in part 2 of this chapter. Enter the appropriate abbreviations of the occupational specialties in which you have at least *1 full year* of work experience. You may list up to 12 occupational specialties. If you have experience in more than 12, list the most significant or recent in terms of your career. There is no significance attached to the order in which you list occupational specialties. If a background experience is not exactly reflected in a definition of an occupational specialty, please select and list the one which *most nearly describes it.* Many positions may require performance in more than one occupational specialty at a time; you may list the component specialties of a position, provided the "whole year" rule of experience is judiciously applied.

YEARS OF EXPERIENCE: For each occupational specialty you list, you must indicate under "Years of Experience" the number of full years of work experience you have had in that particular specialty. Enter the years of experience in two digits, (e.g., if you have 5 years of experience in a particular specialty, enter 05 in the Years column opposite the specialty listing). As noted above, you may *apportion* multi-faceted work experience into contributing specialties, but in so doing may only claim the years of experience for any specialty in proportion to the time you spent performing that specialty as part of your overall job. For example, if you performed in a position for 3 years and two-thirds of your time was in "Order of Battle, Air," and one-third was

in "Order of Battle, Air," and one-third was in "Doctrine, Tactics and Training (Air Force)," your entries should show OB-AIR 02 years and TACTICS-AIR 01 years. If you have only 1 year of total work experience but have performed the duties described in several occupational specialties, you must indicate the single most important specialty; you may not take credit for each specialty performed as your years of experience would exceed your total years of work experience. *The total of the years of experience cannot exceed the total years of your work experience.* For example, if you worked 5 years in a job and performed three different occupational specialties during that time, you could properly list the three specialties; but the total years of experience of the specialties when added together should not exceed 5 years.

RECENCY OF EXPERIENCE: If you are currently working in a specialty, leave the recency year *blank* for this specialty. If you are not currently working in the specialty indicate the last calender year using two numbers in which you worked in the specialty.

EXAMPLE: This shows properly completed entries for Occupational Specialties, Years of Experience, and Recency Years. In this example, the employee shows a total of 10 years of experience with five different occupational specialties.

OCCUPATIONAL SPECIALTIES	YEARS OF EXPERIENCE	RECENCY YEARS
PLNG/PROG MGMT/ANAL	03	
INTEL MGMT-PRODN CONT	02	
TACTICS-GEN	01	
CC & C	02	
ELECTRON WAR	02	83

*NOTE: Occupational specialties can be used to reflect work experiences that demanded the application of a number of skills, or they can be used to show a concentration of a particular skill. For example, an employee who has spent 10 years in intelligence research, specializing in transportation and logistics may choose to reflect his/her background:

WORK EXPERIENCE

OCCUPATIONAL SPECIALTIES	YEARS OF EXPERIENCE	RECENCY YEARS
TRANSP-GEN	05	
LOG-GEN	05	

The same employee may decide that, although he/she has had general transportation experience, he/she has had periods of concentration in specialized areas within the transportation discipline; the same for logistics.

The background may be reflected:

OCCUPATIONAL SPECIALTIES	YEARS OF EXPERIENCE	RECENCY YEARS
TRANSP-GEN	03	
TRANSP-HWY	01	
TRANSP-RAIL	01	
LOG-GEN	03	
LOG-GRND	02	

In either case, the employee's background is accurately reflected; one allows for an indication of concentration, the other for diversity.

PART 3

POLITICAL-GEOGRAPHIC AREAS: Political-geographic areas are found listed in part 3 of this chapter. Enter the appropriate abbreviation of the political-geographic areas in which you have at least *1 full year* of work experience. You may have up to six entries; if you have more than six, list the most significant or recent in terms of your own experience. There is no significance to the order in which you list your political-geographic areas.

POLITICAL GEOGRAPHIC AREAS
USSR
EAST EUR COM
PRC
WEST EUR
FAR EAST

PART 4

LANGUAGES AND PROFICIENCY LEVELS: Languages and language proficiency levels are found in part 4 of this chapter. Enter the full spelling of that language; opposite each language enter the year and month you were last tested in the language using two digits for each, e.g., 8503; and the code indicating the degree of proficiency you have in that language. You may enter up to six languages; if you have proficiency in more than six, enter those in which you have the greatest proficiency. There is no significance attached to the order in which you list the languages.

LANGUAGE	SPEAK	READ	COMP	ORAL WRITE	DATE TESTED
RUSSIAN	1	2	1	1	8503
FRENCH	2	2	2	2	8710
GERMAN	4	4	4	4	8602

III. FORMAL EDUCATION

Enter the dates of attendance, hours earned, degrees received, grade point average earned, honors, the major and minor subject studied, and the name and state of the college or university attended. There should be *one entry for each degree* beyond high school (only one line should be used to reflect all work leading to any given college degree). Do not enter individual course, class or war college (or war college level) experiences. List only degrees, or programs intended to lead toward a degree, of 15 semester hours (20 quarter hours) or more. A maximum of five entries may be made in this section. NOTE: Honorary degrees will be listed under AWARDS AND RECOGNITION, paragraph VII, rather than Formal Education as an earned degree.

1. **FROM:** Enter the year and month, using four digits, in which formal study began.

2. **TO:** Enter the year and month, using four digits, in which the study was completed. If you are presently enrolled, leave this item blank.

3. **HOURS:** Enter the total number of hours earned followed by S (for Semester hours) or Q (for Quarter hours); for example, 120S represents 120 Semester hours.

4. **DEGREE:** Enter the appropriate code from part 5 (listing of levels of civilian education) to represent the level of education attained for each instance of formal education.

5. **GRADE POINT:** Enter your overall grade point average for each instance of formal education by using two digits. This item is based on a 4.0 academic grading system and all entries must be based on the 4.0 base. If you attended an institution not utilizing the 4.0 system, you must compute your overall grade point average to that base before entering it in this item.

6. **HONORS:** Denote each instance of formal education in which you graduated with academic honors by entering a "Y" for yes. If no honors, leave blank.

7. **ACADEMIC MAJOR AND ACADEMIC MINOR:** Academic Study Fields and acceptable abbreviations are found in part 6 of this chapter which contains the complete listings of all permissible entries for describing academic major and minor subject areas. The abbreviations may be used for either major or minor fields and, for those that are not self-explanatory, definitions may be found in the OCCUPATIONAL SPECIALTIES tables (part 2). NOTE: For Foreign Language and Literature Study Fields, you may also refer to the List of Languages at part 4 and use appropriate codes.

8. **NAME OF EDUCATIONAL INSTITUTION:** Abbreviating when necessary, enter the name of the school, college or university.

9. **LOCATION OF INSTITUTION:** Enter location, city and state, of the school, college or university.

						FORMAL EDUCATION	
FROM	TO	HOURS	DEGREE	GRADE POINT	HON-ORS	ACADEMIC MAJOR	ACADEMIC MINOR
7809	8005	30S	17	3.6		MGMT SCI	INFO SCI
5806	6206	124S	13	2.8		FRGN AFFRS/INTNATL REL	FRGN AREA STUD-WEST EUR

INSTITUTION NAME	LOCATION
GEORGE WASHINGTON UNIV.	WASHINGTON, DC
GEORGETOWN UNIV.	WASHINGTON, DC

FORMAL EDUCATION—INPUT FORMAT: This format may be used if at least 15 semester hours (20 quarter hours) or more have been completed. Please forward the completed form to DIA, ATTN: OT-1. You will also have the opportunity to annually update your entire Employee Qualification Record (DD Form 1932). In some cases formal education can be used as one of several criteria for retrieval and referral of candidates for positions in the civilian general intelligence community. Therefore, a current reflection of your formal education activity and accomplishment could be important to your referral opportunities.

Figure 4-3

FORMAL EDUCATION		

NAME of TRAINEE | **GRADE** | **OFFICE SYMBOL**

COMPONENT/COMMAND IDENTIFICATION

CARD TYPE	SOC SEC NO	FROM DATE	TO DATE	HOURS	DE-GREE	GRADE POINT	HON-ORS
1 2	3 4 5 6 7 8 9 10 11	12 13 14 15	16 17 18 19	20 21 22 23	24 25	26 27	28

ACADEMIC MAJOR

29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51

ACADEMIC MAJOR

29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51

DISCAS USE ONLY

75 76 77 78 79 80

INSTITUTION NAME

LOCATION

SIGNATURE | DATE

(DIA FORM 494-2 (9-76)) (Extract of Education Block)

IV. SPECIAL SKILLS AND ACHIEVEMENTS

TYPING AND SHORTHAND: From time to time unique situations arise in the intelligence community that require professional personnel to have capabilities in typing and/or stenographic skills. To help meet these requirements, please enter here words per minute speed, and the year in which you last utilized the skill. If you currently use the skill, leave year blank.

TYPING		SHORTHAND	
WPM	YEAR	WPM	YEAR
45	75	95	74

PROFICIENCY IN MACHINES AND EQUIPMENT: In this block, you may enter a maximum of three of your most important proficiencies in machine or equipment use, or enter the kind of license or certificate you hold for the operation of such equipment. *Eighteen can operate a Stereoscope, are rated as an Amateur Technician on the Federal*

Communications Commission scale, and are licensed to fly a fixed wing aircraft, your entry for this section could be as shown in the example below:

SPECIAL SKILLS AND ACHIEVEMENTS

PROFICIENCY IN MACHINES/EQUIPMENT: KIND OF LICENSE OR CERTIFICATE		
(Specify)	*(Specify)*	*(Specify)*
STEREOSCOPE	FIXED WING PILOT	FCC TECH RATING

PROFESSIONAL/HONORARY ORGANIZATIONS: If you hold *present* membership in a professional society or organization associated with your professional field, you may list up to four such organizations in this block. Do not list previous membership in professional societies nor any organizations not having an association with your profession, such as religious or charitable organizations. You may also list honorary or academic organizations to which election to membership extends the rights and privileges of the honorary to the holder, or to which election to membership normally constitutes life-time affiliation.

Twenty-four character positions are allotted for each organization; use abbreviations, but avoid initials. Do not include assignments to committees. Also select, from the table below, the code which describes your membership.

MEMBERSHIP	CODE
Member	1
Officer	2
Fellow	3
Associate	4

PROFESSIONAL/HONORARY ORGANIZATIONS	
NAME OF ORGANIZATION	MEMBERSHIP
AM ASSN OF GEOGRAPHERS	2
AM MGMT ASSN	1
PHI BETA KAPPA	4

PUBLICATIONS: In this item, you may list not more than four of your most important or most recent publications. Enter the last two digits of the year of publication. Also enter the appropriate codes describing authorship and type of publication from the table below. *Forty characters* are allotted for the publication title. Abreviate when necessary, omitting colons, periods, quotation marks and commas. An academic thesis should be listed only if it is published.

(NOTE: In completing this item, use these guidelines: a) Use titles of articles only. b) Do not describe the particulars or substance of the article. c) If the article title itself is classified, you may identify your article by citing the title of the publication, date of publication, and volume and/or page numbers).

AUTHORSHIP	CODE	PUBLICATION TYPE	CODE
Sole or principal	1	Professional Book or Journal	1
Co or Junior Author	2	Newspaper or magazine	2
Editor	3	Government publication (Not in-house)	3
Contributor (contributes a segment of the total publication	4	In-house (Those publications primarily for internal DoD consumption)	4

V. COMPOSITE RECORD OF TRAINING

In this section you may enter up to *15 separate training experiences* that are not included under formal education in Section III. Do *not* report any training, conferences, workshops, or seminars of less than 16-class-hours. *Only enter those training programs or courses that are career related, and only those which have been completed.* Particular care should be taken to enter those training experiences listed as "Mandatory" or "Desired" in chapter 6 of this Manual. Care should also be taken to enter training related to intelligence, military science and technology, and technical disciplines.

FROM: In the "From" column enter the year, month (and day, if known) in which the training began.

TO: Enter the year, month (and day, if known) in which the training ended.

CLASS-HOURS: Enter the number of hours actually spent in the classroom or in a training exercise. Enter *actual hours,* not credit hours.

CORRESPONDENCE: If the course was a correspondence course, place an "X" in the column marked "CORS," and leave the "Class-Hours" column blank.

COURSE TITLE OR SUBJECT OF TRAINING: Enter the course title of training using abbreviations when necessary; 24 character maximum.

NAME OF TRAINING FACILITY: Enter the name of the school, college, university, facility, or organization where the training was taken. If the course or program was sponsored by one of the armed services, simply name the service. Use abbreviations when necessary; 25 character maximum.

LOCATION OF TRAINING INSTITUTION: Enter the city and state where the course was taken. The name of the fort, post, or base may be used, along with the state, when the training was given by one of the services. Use abbreviations when necessary; 16 character maximum.

COMPOSITE RECORD OF TRAINING

FROM	TO	CLASS HOURS	COR-RESP		COURSE TITLE
8710	8710	80			JOINT INTELLIGENCE MGMT COURSE
8409	8409	80			JOINT INTELLIGENCE COURSE
8309	8312	480			DEFENSE SENSOR INTERP
8210	8211	80			SE ASIAN AREA STUDIES
8111	8112	200			JOINT STRATEGIC INTEL ORIENTATION
8004	8005		X		ECONOMICS OF NATIONAL SECURITY
7809	7801	40			INTRODUCTION TO ADPS
7608	7610	280			BASIC PHOTO INTERPRETATION
7603	7604	160			AMPHIBIOUS TRAINING

INSTITUTION NAME	LOCATION
DEFENSE INTEL COLLEGE	WASHINGTON DC
DEFENSE INTEL COLLEGE	WASHINGTON DC
US AIR FORCE	OFFUTT AFB NB
FOREIGN SERV INST	ARLINGTON VA
DEFENSE INTEL COLLEGE	WASHINGTON DC
ICAF	WASHINGTON DC
AMERICAN UNIVERSTIY	WASHINGTON DC
US AIR FORCE	LOWRY AFB CO
US NAVY	LITTLE CREEK VA

COMPOSITE RECORD OF TRAINING—INPUT FORMAT: This format may be used to update the Composite Record of Training portion of your Employee Qualification Record (DD Form 1932) if any training course, conferences, workshops, or seminars of *16 class-hours or more* have been completed. You may also use this format to record any formal education courses you have completed, up to 15 semester hours (20 quarter hours), that are not reflected in the Formal Education portion of your DD Form 1932. You will also be given the opportunity to update annually the entire DD Form 1932 should you choose not to use this reproducible periodic update format. Please forward your completed format to DIA, ATTN: OT-1, through your Civilian Personnel Office and/or Training Office.

Figure 4-4

(DIA FORM 494-2(9-76)) (Extract of Training block)

VI. INDIVIDUAL DEVELOPMENT PLAN (IDP)

Information in this section is provided to DISCAS through servicing Civilian Personnel Offices in DD Form 1917. Do not change, correct, or enter data in this section. If you notice incorrect data, please notify your servicing Civilian Personnel Office.

VII. GEOGRAPHIC MOBILITY REFERRAL OPTION

In this section you have the option of indicating specific geographical areas for which you DO NOT want to be referred. Leaving the spaces blank will specify referral for all geographic areas. If the option "No Referral" is marked, you will not be referred for any positions through the DISCAS, regardless of geographic location. This block can be updated at any time.

NO REFERRAL (No consideration for ANY DISCAS referrals)
NO WASH DC AREA (Approximately 50 mile radius of Wash DC)
NO CONUS EAST (Area east of the Mississippi)
NO CONUS WEST (Area West of the Mississippi)
NO PACIFIC (includes Hawaii, Alaska, and the Far East)
NO PANAMA AREA
NO EUROPE AREA

VIII. AWARDS AND RECOGNITION

LAST OFFICIAL PERFORMANCE RATING: Enter your last official performance rating using one of the codes listed below, e.g., A2, which are consistent with each DoD component's rating system. Also enter the year and month of the performance rating using two digits for each, e.g., 8706.

ARMY PERSONNEL:	A1 Exceptional
	A2 Highly Successful
	A3 Fully Successful
	A4 Minimally Satisfactory/
	     Marginal
	A5 Unsatisfactory
		DIA Personnel:	D1 Outstanding
			D2 Exceeds Fully Successful/
			     Superior
			D3 Fully Successful/
			     Satisfactory
			D4 Minimally Satisfactory
			D5 Unsatisfactory

NAVY PERSONNEL:	N1 Outstanding
	N2 Superior/Highly
	     Satisfactory
	N3 Fully Successful/
	     Satisfactory
	N4 Marginal
	N5 Unsatisfactory
		LOC PERSONNEL: (FRD)	L1 Outstanding
			L2 Excellent
			L3 Satisfactory
			L4 Unsatisfactory

AF PERSONNEL:	F1 Superior F2 Excellent F3 Fully Successful F4 Minimally Acceptable F5 Unacceptable	OSD PERSONNEL:	O1 Outstanding/SES Fully Successful O2 Exceptional O3 Fully Successful O4 Minimally Satisfactory O5 Unsatisfactory

> LAST OFFICIAL PERFORMANCE RATING: A2, 8706

PRESIDENT'S AWARD FOR DISTINGUISHED SERVICE:

No.—Enter the total of these awards that you have received.
Date—Enter the year and month using four digits, of the most recent of these awards.

Example: One award in March 1986.

PRESIDENTIAL	
NO	DATE
1	8603

DOD DISTINGUISHED SERVICE AWARD:

No.—Enter the total number of these awards that you have received.
Date—Enter the year and month using four digits, of the most recent of these awards.

Example: Two awards, the last in September 1985.

DEPT OF DEF	
NO	DATE
2	8509

OUTSTANDING PERFORMANCE RATING:

No.—Enter the total number of written awards you have received for the *highest rating* available in your Component's official performance rating system (i.e., Air Force: Superior; Army: Exceptional; DIA: Outstanding; FRD: Outstanding; Navy: Outstanding). Be sure that you count only those performance ratings which have been completely certified; do not list a "recommended" rating which has not been fully approved or for which no award was issued.
Date—Enter the year and month using four digits, of the three most recent of these awards.

OUTSTANDING PERFORMANCE RATING			
NO	DATE	DATE	DATE
6	8707	8607	8507

SUSTAINED SUPERIOR PERFORMANCE AWARDS:

No.—Enter the total number of these awards that you have received.
Date—Enter the year and month using four digits, of the *two* most recent of these awards.

SUSTAINED SUPERIOR PERFORMANCE			
NO	DATE	DATE	
1	8508		

SPECIAL ACT OR SERVICE AWARD: List the total number, most recent award date in the manner previously indicated in these instructions.

SPECIAL ACT		
NO	DATE	
1	8405	

CERTIFICATE OF ACHIEVEMENT: List the total number and dates of the *two* most recent of these awards in the manner previously indicated.

CERT. OF ACHIEVEMENT		
NO	DATE	DATE
2	8601	8210

LETTERS OF APPRECIATION/COMMENDATION: List the total number and the dates of the *three* most recent of these letters in the manner previously indicated.

LTRS OF APPRECIATION/COMMENDATION			
NO	DATE	DATE	DATE
7	8507	8307	8305

QUALITY SALARY INCREASE: List the total number and dates of the *two* most recent of these awards.

QUALITY PAY INCREASE		
NO	DATE	DATE
2	8703	8409

SUGGESTION AWARDS: List the total number of suggestion awards received and the date of your most recent award.

SUGGESTIONS			
NO	DATE	DATE	DATE
1	8505		

OTHER AWARDS: You may list a maximum of six Government awards not previously stated, or any military or civilian award or commendation of major importance, including Honorary degrees awarded by academic institutions. Fourteen characters are allotted for each entry; abbreviate where necessary.

OTHER AWARDS		
SPECIFY	SPECIFY	SPECIFY
SILVER STAR	DRS MEDAL DIA	

IX. CONSIDERATION RECORD FOR VACANCIES

The entries in this section reflect the final consideration received for promotion or reassignment under the ICDP. This section is designed to keep you informed of the grades, offices, and position titles of each vacancy for which you received final consideration (see chapter 1, paragraph X.A.1.h.). It is not an accounting of computerized retrieval and referral; it is data supplied to the DoD ICDP Office by CPOs showing incidents of final merit selection con siderations by appropriate authority. Only occasions in which your name appeared on a merit selection certificate and your qualifications placed before a manager or career panel are repor ted. All judgments and decisions as to which employees referred are best qualified and which receive final consideration rest with Civilian Officers, career panels, and agency managers. This section will show you the 12 most recent occasions when your qualifications were so examined. If you notice incorrect data in this section, please contact your servicing Civilian Per- sonnel Officer, Local ICDP Advisor, or ICDP staff, DIA. The information listed in this section does not appear on DISCAS referrals. It is provided only to the registrants on their copy of the DD Form 1932.

FUNCTIONAL AREAS

TITLES	ABBREVIATIONS	DEFINITION PAGE #
ADMINISTRATION & SUPPORT	ADM & SUPRT	4-28
ATTACHE ACTIVITIES	ATTACHE	4-28
BASIC INTELLIGENCE PRODUCTION	BASIC INTEL	4-28
COLLECTIONS	COLLECTIONS	4-28
COUNTERINTELLIGENCE	CNTR INTEL	4-28
CURRENT INTELLIGENCE & INDICATIONS	CURR INTEL	4-28
DISSEMINATION	DISSEM	4-28
ESTIMATES	EST	4-28
INTELLIGENCE DATA HANDLING SYSTEMS	IDHS	4-28
INTELLIGENCE EDUCATION	INTEL EDUC	4-28
LOW INTENSITY CONFLICT	LIC	4-29
MAPPING, CHARTING & GEODESY	MAP CHRTG	4-29
MEDICAL INTELLIGENCE	MEDINT	4-29
MILITARY CAPABILITIES	MIL CAP	4-29
NATIONAL FOREIGN INTELLIGENCE BOARD	NFIB	4-29
PHYSICAL VULNERABILITY STUDY	PHYS VUL STUD	4-29
PLANS & PROGRAMS	PLAN PROG	4-29
PROCESSING	PROCSNG	4-29
PRODUCTION PLANNING & MANAGEMENT	PRODN PLNG	4-29
PRODUCTION SUPPORT & PHOTOGRAPHIC SERVICES	PRODN SUPRT	4-30
RECONNAISSANCE & SURVEILLANCE	RECON	4-30
RESEARCH & DEVELOPMENT	R & D	4-30
SCIENCE & TECHNOLOGY	SCI & TECH	4-30
SECURITY COUNTERMEASURES	SECURITY	4-30
SYSTEMS SCIENCE	SYS SCI	4-30
TARGET INTELLIGENCE	TARG INTEL	4-30
TRANSPORTATION & LOGISTICS	TRANSP LOG	4-30

FUNCTIONAL AREAS

Definitions   **Abbreviations**

Administration and Support   ADM & SUPRT

Activities relating to personnel administration, manpower, fiscal and library functions in support of the agency intelligence missions; work in this area is based on skills particular to the function and require a minimum knowledge of intelligence functions.

Attache Activities   ATTACHE

Activities relating to the Defense Attache System.

Basic Intelligence Production   BASIC INTEL

The application of a basic knowledge of a professional discipline, the principles and techniques of inductive and deductive reasoning and a subject matter knowledge of either a geographical area or an occupational specialty to the production of finished intelligence reports and studies. Includes the research and evaluation of collected information, drawing pertinent inferences from its analysis and, when appropriate, interpreting such inferences in the perspective of planning and policy decisions.

Collections   COLLECTIONS

Activities relating to the review, development, coordination, supervision, registration, or validation of collection requirements or procedures; programs involving collection via technical means or collection activities involving human resources; the publication or review of collection manuals and guides.

Counterintelligence   CNTR INTEL

Information gathering and activities devoted to defending against, destroying, neutralizing, or controlling through the exploitation of HUMINT, SIGINT, IMINT, ELINT, MASINT sources. Inimical foreign intelligence operations.

Current Intelligence and Indications   CURR INTEL

Activities relating to information, in various degrees of evaluation, which bear on the intention of a potentially hostile force to adopt or reject a course of action; or on an impending crisis.

Dissemination   DISSEM

Activities relating to the development of criteria for, and the conveyance of intelligence information and intelligence in suitable form, graphic or written, to authorized recipients. This includes the original receipt, analysis for customer determination based on validated requirements, reproduction, and distribution.

Estimates   EST

The appraisal of the elements of intelligence relating to specific or general situations or conditions with a view to determining the courses of action open to a hostile or potentially hostile force and the probable order of their adoption.

Intelligence Data Handling Systems   IDHS

Activities related to the processing of intelligence data among and between humans and machines. This includes the functions of receipt from collection sources, transformation, coding, storage, search, retrieval, manipulation, presentation, and the function of dissemination where an interface between humans and machines is involved.

Intelligence Education   INTEL EDUC

Activities relating to intelligence education at the Defense Intelligence College, its predecessors, the Military Departments or other Government Agencies.

Low Intensity Conflict   LIC

Intelligence research and analysis involving potential or ongoing low intensity conflict (LIC) situations that could affect U.S. or allied national military strategy. Includes pre-conflict analysis of Third World issues such as instability, dissent, subversive non-ruling political/military movements, insurgency coalitions which increase the resistance potential in the Third World, and narcotics interdiction that culminates by providing for focused support effort to U.S. policymakers, planners and operational commands. This focused support includes insurgent based data base, resistance potential studies, coordinated LIC collection strategies and counterinsurgency operational support products.

Mapping, Charting and Geodesy   MAP CHRTG

Activities involving the application of disciplines in geodesy (classical and satellite), geophysics (gravity and geomagnetism) geography, cartography (classical and digital), topography, oceanography, navigation and celestial mechanics in the management of land, air, and sea surveys; and in the production of topographic maps, aeronautical charts, nautical charts and related items.

Medical Intelligence   MEDINT

Professional activities dealing with the collection, evaluation, analysis, classification, interpretation, and production of intelligence of foreign medical, bio-scientific material and environmental information, epidemiological information, flora, fauna, sanitary conditions, foreign field medical delivery systems and capabilities for strategic and tactical military medical planning and operations.

Military Capabilities   MIL CAP

The study and analysis of intelligence on military ground, naval, air, space and paramilitary forces to include their organization and equipment force structure (order of battle), doctrine, tactics and training; the evaluation of capabilities, vulnerabilities, and ability by the governments, and military forces of an assigned geographic area to execute a specified or probable course of action.

National Foreign Intelligence Board   NFIB

Activities involving full or part-time work for NFIB (formerly USIB) Committees or Committee Staffs attempting to resolve community-wide intelligence problems.

Physical Vulnerability Study   PHYS VUL STUD

The study of the susceptibility of potential targets to damage or impairment by the damage agents of a weapon; bomb damage assessment; weapons requirements estimation; damage prediction; weapons effect analysis.

Plans and Programs   PLAN PROG

The development of plans, policies, and programs for the overall operation and management of intelligence functions to include the strengthening of capabilities and support; long-range conceptual studies as a basis for planning guidance; contingency and war planning; and the continuous review and assessment of plans and program goals.

Processing   PROCSNG

Data reduction and readout—those actions necessary to reduce raw data (obtained through photographic or technical resource exploitation, translation or other means) to readable text or other forms usable by a researcher or analyst; or for storage in an automated data bank.

Production Planning and Management   PRODN PLNG

The coordination of the processing and production of intelligence to insure the substantive quality of intelligence products; the coordination of acquisition, exploitation and production activities; the evalutation of resources utilization; and the development and implementation of processing and production systems, schedules, inputs, and requirements.

Production Support and Photographic Services   PRODN SUPRT

Activities involved in facilitating and supporting intelligence production to include document storage and retrieval; reference and research; library operations; maps, chart and target chart materials storage; publication of digests, visual presentation, graphic arts, cartographic and reproduction services; and photographic and laboratory services for mapping, charting, and intelligence photography.

Reconnaissance and Surveillance   RECON

Obtaining through observation or other detection methods, information about foreign activities and resources and data concerning the meteorological, hydrographic or geographic characteristics of a particular area and maintaining a systemic watch of air, surface, or subsurface areas by visual, electronic, photographic or other means.

Research and Development   R & D

The examination of basic and applied research efforts and programs; the initiation of technical feasibility studies of new concepts; the evaluation, assessment, and review of requirements and projects pertaining to research, exploratory development, advanced development, engineering development and operational systems development. The above effort may also be applied to solution of intelligence problems.

Science and Technology   SCI & TECH

Activities using the basic knowledge of a professional discipline such as engineering, biological, physical medical and social sciences, and mathematics as they relate to foreign scientific research and development as it concerns the national economy and military potential; and foreign technological development, performance, and operational capabilities of foreign material which now, or may eventually have a practical application for military purposes.

Security Countermeasures   SECURITY

The direction, planning, development, implementaticn, coordination, control, inspection, or conduct of programs designed primarily to protect personnel and classified information, material, operations, and/or facilities from compromise, unauthorized disclosure, or espionage.

Systems Science   SYS SCI

Professional activities that are related to information science, system analysis, operations research, and computer sciences; work in this area support, to varying degrees, all other areas, to include the management and administrative operations of the intelligence community.

Target Intelligence   TARG INTEL

Target intelligence is special purpose military intelligence, derived from all available sources, to support decision makers in both the target planning and operations disciplines—planning for preparation and execution of strikes/attacks against selected enemy facilities, forces, capabilities, and activities—and to support developers of U. S. policy/planning guidance and military planners engaged in weapons acquisition and force structure decision making. Target intelligence consists of: collection, fusion and analysis of multi-source intelligence based upon definitive objectives, target system/target development, weapons/strike force considerations, and post-strike damage assessment.

Transportation and Logistics   TRANSP LOG

The study and analysis of the complete system of lines of communication (overland, water, and air travel) including their capacities and all means of transport available which connect and support an operating military force with one or more bases of operations and along which supplies and reinforcements move; activities relating to the science of planning and carrying out the movement and maintenance of forces; the design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of material; movement, evacuation, and hospitalization of personnel; acquisition or construction, maintenance, operation, and disposition of facilities; and acquisition or furnishing of services. Includes national level mobilization systems and capabilities, and national level military manpower.

OCCUPATIONAL SPECIALTIES

CONTENTS

OCCUPATIONAL SPECIALTIES

SPECIALTIES	ABBREVIATIONS
ACCOUNTING AND BUDGET SPECIALTIES	
Accounting/Auditing	ACCTNG/AUDNG
Accounting Technician	ACCTNG TECH
Accounts Maintenance	ACCT MAINT
Budget Administration	BUDG ADM
Cash Processing CASH	PROCSNG
Financial Management/Comptroller	FINCL MGMT/COMPT
Program and Accounting	PROG & ACCTNG
Voucher Examining	VOUCHER EXAMNG
ADMINISTRATIVE/MANAGEMENT PERSONNEL SPECIALTIES	
Office Services Administration/Management	OFC SVC ADM/MGMT
Personnel Management/Administration	PERS MGMT/ADM
Planning/Program Management/Analysis	PLNG/PROG MGMT/ANAL
Project Assignment Analysis	PAF ANAL
APPLIED TECHNOLOGY SPECIALTIES	
Acoustical Intelligence	ACOUSTINT
Aerodynamic Systems-Aircraft	AERO SYS-AIR
Aerodynamic Systems-Missiles	AERO SYS-MISSLE
Beam Weapon Technology (other than Laser)	BEAM WPN
Chemical, Biological, and Radiological Operations	CBR OPNS
Chemical, Biological, and Radiological Technology	CBR TECHNL
Communications Intelligence	COMINT
Communications Specialist	COMM SPEC
Electromagnetic Systems	ELCTROMAG SYS
Electronic Intelligence	ELINT
Electronic Warfare	ELECTRON WAR
Electro-Optics Intelligence	ELECT-OPT INTEL
Energy Conversion	ENRGY CONV
Food Technology	FOOD TECHNL
Ground Weapons Systems Analysis	GRND WPN SYS
Guidance-Fire Control	GUIDNC
Lasers	LASERS
Manufacturing Technologies	MFG TECHNL
Measurement and Signature Intelligence	MASINT
Military Weapons Systems Analysis	MIL WPN SYS
Missile Systems Analysis (Engineering)	MISSLE SYS-ENGR
Missile Systems Analysis (General)	MISSLE SYS-GEN
Munition Technology	MUNITN TECHNL
Naval Weapon Systems Analysis	NAV WPN SYS
Nuclear Weapons Energy	NUCLR WPN/ENRGY
Propulsion	PROPULSN
Radar Intelligence	RADINT
Sensors	SENSOR
Signals Intelligence	SIGINT
Space Systems Analysis (Engineering)	SPACE SYS-ENGR
Space Systems Analysis (General)	SPACE SYS-GEN
Telemetry	TELEMETRY
Test and Evaluation Techniques/Equipment/Facilities	T&E TECH/EQUIP/FAC
Threat Analysis/Assessment	THREAT ANAL
Trends and Forecasts	TREND FRCST
Unconventional Warfare	UNCONVTL WAR

AUTOMATIC DATA PROCESSING SPECIALTIES

Computer Production Control	COMPTR PRODN CONT
Computer Programming	COMPTR PROGMNG
Computer Retrieval	COMPTR RETRVL
Computer System Administration	COMPTR SYS ADM
Computer Systems Analysis	COMPTR SYS ANAL
Computer Systems Security	COMPTR SYS SECUR
Data Base Management	DATA BASE MGMT
Data Code and Element Analysis	DATA CODE & ELMNT
Document Analysis	DOCMNT ANAL
IDHS Plans and Development IDHS PLAN/DEVLP	
Information Sciences	INFO SCI
Management Information Systems	MGMT INFO SYS
MIS Plans and Development	MIS PLAN/DEVLP

BIOLOGICAL SCIENCE SPECIALTIES

Administration, Biological Sciences/Scientific and Technical	ADM BIO SCI/S&T
Agriculture/Agronomy	AGRICULTR/AGRONMY
Biology/Biophysics	BIOLGY/BIOPHS
Cybernetics	CYBERNTCS
Laboratory Technician	LAB TECH
Medical Science	MEDICAL SCI
Microbiology/Bacteriology/Epidemiology	MICRO/BACT/EPID
Parasitology	PARASTLGY
Pharmacology	PHARMCLGY
Physiology	PHYSIOLOGY
Radiology	RADIOLGY
Toxicology	TOXICOLOGY
Zoology	ZOOLGY

BUSINESS AND INDUSTRY SPECIALTIES

Attorney/Law	LAW
Business/Commerce/Industrial Administration/Operations	BUS/ADM
Printing Management	PRNTG MGMT
Production Control	PRODN CONT
Public Relations	PUBLIC REL
Reproduction Operations	REPRODCTN OPNS

CAPABILITY SPECIALTIES

Biographics	BIOGRPHIC
Camouflage/Concealment & Deception	CC&D
Doctrine, Tactics and Training (Air Force)	TACTICS-AIR
Doctrine, Tactics and Training (General)	TACTICS-GEN
Doctrine, Tactics and Training (Ground Forces)	TACTICS-GRND
Doctrine, Tactics and Training (Intelligence)	TACTICS-INTEL
Doctrine, Tactics and Training (Missiles)	TACTICS-MISSLE
Doctrine, Tactics and Training (Naval Forces)	TACTICS-NAV
Military Manpower	MIL MINPWR
Military Organizations	MIL ORGNZN
Military/Political Security Posture/Policy/Sociological	MIL/POL/SEC/SOC
Order of Battle (Air)	OB-AIR
Order of Battle (Electronic)	OB-ELCTRON
Order of Battle (General)	OB-GEN
Order of Battle (Ground)	OB-GRND
Order of Battle (Intelligence)	OB-INTEL
Order of Battle (Missile-Space)	OB-MISSLE
Order of Battle (Naval)	OB-NAV
Space Systems—Tactical Exploitation of National Capabilities	SPACE SYS-TENCAP
Technology Transfer	TECHNL TRANSFER

COLLECTION SPECIALTIES
Collection Analysis	COLL ANAL
Collection Operations-Human Resources	COLL HUM
Collection Operations-Technical Resources	COLL TECHNL
Collection Requirements	COLL REQ
Multi-Discipline Collection MD	COLL

COUNTERINTELLIGENCE SPECIALTIES
Defensive Counterespionage Investigator	CI-DCE
Interrogation	INTEROG
Investigator	INVESTGR
Multi-Discipline Threat-Counterintelligence	MD THREAT-CI
Offensive Counterintelligence Case Officer	CI-OFCO
Polygraph Examiner	POLY EXAM
Technical Surveillance Countermeasures	TSCM

EDUCATION SPECIALTIES
Education and Training	EDUC & TRNG
Instructor	INSTRCT

ENGINEERING SPECIALTIES
Administration, Engineering	ADM ENGR
Architecture	ARCHTCT
Architecture, Naval	ARCHTCT NAV
Construction/Maintenance	CONST/MAINTNCE
Engineering, Aerospace (Aeronautical and Astronautical)	ENGR AEROSP
Engineering, Agricultural	ENGR AGRI
Engineering, Ceramic	ENGR CERAM
Engineering, Chemical	ENGR CHEM
Engineering, Civil/Structural	ENGR CIV/STRUCT
Engineering, Construction	ENGR CONSTR
Engineering, Drafting	ENGR DRFT
Engineering, Electrical	ENGR ELCTRL
Engineering, Electronic	ENGR ELCTRON
Engineering, General	ENGR GEN
Engineering, Industrial	ENGR IND
Engineering, Marine	ENGR MARN
Engineering, Materials	ENGR MTRL
Engineering, Mechanical	ENGR MECH
Engineering, Mining	ENGR MIN
Engineering, Nuclear	ENGR NUCLR
Engineering, Petroleum/Natural Gas	ENGR PETRL/NAT GAS
Engineering, Safety	ENGR SAFETY
Engineering, Sanitary	ENGR SANIT
Engineering, Technician	ENGR TECH
Engineering, Vulnerability	ENGR VULNR
Electronic Technician	ELCTRON TECH
Surveying Technician	SRVYNG TECH

ENVIRONMENT/GEOGRAPHY SPECIALTIES
Evasion and Escape	E&E
Geography/Environment (Basic Industries)	GEOGY/ENVIRMT-IND
Geography/Evironment (Coasts and Landing Beaches)	GEOGY/ENVIRMT-COAST
Geography/Environment (Cultural)	GEOGY/ENVIRMT-CULT
Geography/Environment (General)	GEOGY/ENVIRMT-GEN
Geography/Environment (Military/Medical)	GEOGY/ENVIRMT— MIL/MEDCL
Geography/Environment (Physical)	GEOGY/ENVIRMT-PHYS

IMAGERY/PHOTOGRAPHIC INTERPRETATION SPECIALTIES

Imagery Intelligence	IMINT
Imagery-Interpretation/Analysis (Aerial Survey)	IIA-AIR SRVY
Imagery-Interpretation/Analysis (Air Force)	IIA-AIR
Imagery-Interpretation/Analysis (CBR Warfare)	IIA-CBR
Imagery-Interpretation/Analysis (Digital)	IIA-DIGITAL
Imagery-Interpretation/Analysis (Electronics)	IIA-ELCTRON
Imagery-Interpretation/Analysis (General)	IIA-GEN
Imagery-Interpretation/Analysis (Ground Forces)	IIA-GRND
Imagery-Interpretation/Analysis (Guided Missiles)	IIA-MISSLE
Imagery-Interpretation Analysis (Immediate Mission Reporting and Indexing	IIA-MSN RPTG
Imagery-Interpretation/Analysis (Industry)	IIA-IND
Imagery-Interpretation/Analysis (Instructor)	IIA-INSTRCT
Imagery-Interpretation/Analysis (Keys)	IIA-KEY
Imagery-Interpretation/Analysis (Logistics)	IIA-LOG
Imagery Interpretation/Analysis (Mensuration)	IIA-MENSRN
Imagery-Interpretation/Analysis (Naval Forces)	IIA-NAV
Imagery-Interpretation/Analysis (Nuclear Energy)	IIA-NUCLR
Imagery-Interpretation/Analysis (Radar)	IIA-RADAR
Imagery-Interpretation/Analysis (Research and Development)	IIA-R&D
Imagery-Interpretation/Analysis (Transportation)	IIA-TRANSP
Intelligence Aid/Clerk (Imagery-Interpretation)	INTEL AID/CLK (II)

INFORMATION AND ARTS SPECIALTIES

Drafting	DRFTNG
Editorial Assistant	EDITL ASST
Exhibits	EXHBT
Illustration	ILLUSTRN
Negative Engraver/Scriber	NEG ENGRAVER/SCRIBER
Visual Information	VIS INFO
Writing and Editing	WRIT & EDIT

LIBRARIANSHIP

Archivist	ARCHVST
Document Research	DOCMNT RESRCH
Librarian	LIBRN
Library Assistant	LIB ASST

MANAGEMENT SPECIALTIES

Budget Analysis	BUDG ANAL
Intelligence Management (Automatic Data Processing Interface)	INTEL MGMT-ADPI
Intelligence Management (Collection Requirements)	INTEL MGMT-COLL REQ
Intelligence Management (Consumer Requirements)	INTEL MGMT-CONS REQ
Intelligence Management (Coordination and Integration)	INTEL MGMT-COORDNTN
Intelligence Management (Dissemination)	INTEL MGMT-DISSEM
Intelligence Management (Exploitation of Reconnaissance Products)	INTEL MGMT-EXPLOIT
Intelligence Management (Plans, Programs, Resources)	INTEL MGMT-PLNG
Intelligence Management (Production Control)	INTEL MGMT-PRODN CONT
Intelligence Management (Release and Disclosure)	INTEL MGMT-RELSE
Intelligence Management (Research, Development, Test and Evaluation	INTEL MGMT-RDT&E

MATHEMATICS SPECIALTIES

Cryptography	CRYPTOGY
Mathematics	MATHCS
Mathematics/Statistics	MATH/STAT
Mathematics Technician	MATHCS TECH
Operations Research	OPNS RESRCH

OTHER INTELLIGENCE RELATED SPECIALTIES

Briefing	BRIEF
Command, Control and Communications	CC&C
Congressional Affairs	CONGRESS
Counternarcotics Analysis	NARCOTICS
Dissemination of Intelligence Information/Reports	INTEL DISSEM
Foreign Intelligence Officer Operations	FIO OPNS
Foreign Material Exploitation	FME
Indications and Warning Intelligence	I&W
Inspector General	I G
Intelligence Aid/Technician	INTEL AID/TECH
Intelligence Operations	INTEL OPNS
Liaison	LIAISON
Military Material Identification Analysis	MIL/MTRL IDENT ANAL
Psychological Operations/Warfare	PSY OPNS/WAR
Sonar	SONAR
Submarine/Anti-Submarine Warfare	SUB SW
Technical Information Specialist	TECHNL INFO SPEC
Terrorist Activities	TERRORISM
Translation	TRANSLATN
Wargaming	WARGAMING
Weapon Systems Acquisition	WPN SYS ACQ

PHOTOGRAPHIC SERVICES SPECIALTIES

Film/Photographic Files	FILM/PHOTO
Photographic Technology	PHOTO TECHNL
Photography, General	PHOTO GEN

PHYSICAL SCIENCE SPECIALTIES

Administration, Physical Science/Scientific and Technical	ADM PHYS SCI/S&T
Astronomy/Space Science	ASTRONMY/SPACE SCI
Ballistics	BALLISTCS
Cartography	CARTOGRY
Cartographic Technician	CARTOGR TECH
Chemistry/Biochemistry	CHEMSTRY/BIOCHEMSTRY
Geodesy	GEODSY
Geodetic Technician	GEODTC TECH
Geology	GEOLGY
Geophysics/Seismology	GEOPHYSCS/SEISMLGY
Hydrology/Hydrography	HYDROLGY/HYDROGY
Metallurgy	METALLGY
Meteorological Technician	METEORLGL TECH
Meteorology and Climatology	WEATHER INTEL
Oceanography	OCEANOGY
Photogrammetry	PHOTOGRMTRY
Physical Science Technician	PHYS SCI TECH
Physics, Atmospheric	PHYSCS ATMOSPHRC
Physics, Atomic and Nuclear	PHYSCS NUCLR
Physics, Cryogenics	PHYSCS CRYO
Physics, Electricity and Magnetism	PHYSCS ELECTRCY MAG
Physics, Electronics	PHYSCS ELECTRON
Physics, General	PHYSCS GEN
Physics, Mechanical	PHYSCS MECH
Physics, Molecular	PHYSCS MOLEC
Physics, Optical	PHYSCS OPT
Physics, Plasma	PHYSCS PLASM
Physics, Solid State	PHYSCS SOL ST
Physics, Sound	PHYSICS SOUND
Physics, Theoretical	PHYSCS THEOR
Physics, Thermodynamics	PHYSCS THERMO

RESOURCES SPECIALTIES

Energy Intelligence	ENRGY INTEL
Government Control and Civil Defense	GOVT CONT & CIV DEF
Industrial Production/Economics	IND PRODN/ECONMCS
Military Economics	MIL ECONMCS
Military Production	MIL PRODN
Materiel Production (Aerospace)	MTRL PRODN-AERO
Materiel Production (Electric Power)	MTRL PRODN-EL PWR
Materiel Production (Electronics)	MTRL PRODN-ELCTRON
Materiel Production (General)	MTRL PRODN-GEN
Materiel Production (Ground Forces)	MTRL PRODN-GRND
Materiel Production (Missiles)	MTRL PRODN-MISSLE
Materiel Production (Petroleum)	MTRL PRODN-POL
Materiel Production (Shipbuilding and Repairs)	MTRL PRODN-SHIP
Research and Development Analysis	R&D ANAL
Resources Intelligence	RESOURCE
Telecommunications	TELECOM

SECURITY/(COUNTERMEASURES) SPECIALTIES

Communications Security	COMSEC
Computer Systems Security (see page 4-49 for definition)	COMPTR SYS SECUR
Electronic Security	ELSEC
Foreign Disclosure Security	FOR DIS SECURITY
Industrial Security	IND SECURITY
Information Security	INFO SECURITY
Operations Security	OPSEC
Personnel Security	PER SECURITY
Physical Security	PHYS SECURITY
Release/Disclosure/Freedom of Information	RELSE/FOIA
Security Specialist	SECURITY SPEC
Technical Specialist	TECHNL SPEC
Technology Security	TECH SECURITY

SOCIAL SCIENCE SPECIALTIES

Cost Analysis	COST ANAL
Demography	DEMOGRPHY
Economics	ECONMCS
History	HISTORY
International Cooperation	INTNATL COOP
Psychology	PSYCHGY

SUPPLY SPECIALTIES

Purchasing/Procurement	PURCHG/PROCURMT
Supply Specialist, General	SUPP SPEC GEN

TARGETING SPECIALTIES

Damage Assessment	DAMGE ASMT
Physical Vulnerability Analysis	PHYS VULNR ANAL
Target Data Base Maintenance	TARG DATA BASE MAINT
Target Development	TARG DEVLP
Target Materials	TARG MTRLS
Target Publications	TARG PUBL
Weaponeering	WEAPONEERING

TRANSPORTATION/LOGISTICS SPECIALTIES

Air Mobility Equipment	AIR MOBIL EQUIP
Merchant Marine Intelligence	MERCHANT MARINE
Logistics (Air)	LOG-AIR
Logistics (General)	LOG-GEN
Logistics (Ground)	LOG-GRND
Logistics (Missile)	LOG-MISSLE
Logistics (Naval)	LOG-NAV
Logistics (Space)	LOG-SPACE
Packaging and Containerization	PACK & CONTNRZN
Transportation Analysis	TRANSP-ANAL
Transportation (Civil Air)	TRANSP-AIR
Transportation (General)	TRANSP-GEN
Transportation (Highways)	TRANSP-HWY
Transportation (Inland Waterways)	TRANSP-WATER
Transportation (Maritime)	TRANSP-MARITIME
Transportation (Ports)	TRANSP-PORT
Transportation (Railways)	TRANSP-RAIL
Transportation Systems	TRANSP-SYS

TRANSPORTATION SPECIALTIES

Traffic Management	TRAF MGMT

OCCUPATIONAL SPECIALTIES INDEX

Occupational Specialties Index—*Continued*

Occupational Specialties Index—*Continued*

Occupational Specialties Index—*Continued*

OCCUPATIONAL SPECIALTIES

Definitions   **Abbreviations**

ACCOUNTING AND BUDGET SPECIALTIES

Accounting/Auditing   ACCTNG/AUDNG

The performance of professional accounting work relating to the design, development, installation, operation, and inspection of systems; the prescription of requirements; audit of accounts and records; and interpretation of accounting data and reports.

Accounting Technician   ACCTNG TECH

Duties involved in nonprofessional accounting work, such as maintaining ledger accounts and journals; installing prescribed accounts; checking, verifying or inspecting accounting records for accuracy; preparing vouchers, schedules, and statements; and examining and posting data to accounting records.

Accounts Maintenance   ACCT MAINT

Records and files commitments and obligations documents when authorized, furnishes and/or verifies fund citation. Effects monthly reconciliation of unliquidated obligations and/or accounts payable, and periodically reviews document files of commitments and obligations for reconciliation with fund ledgers and for withdrawal or completion of inactive items.

Budget Administration   BUDG ADM

Work involved in the formation of budget estimates, including the planning, development, and review of fund requirements to support plans and operating programs; the presentation of budget estimates; and the execution of approved budgets.

Cash Processing   CASH PROCSNG

Administering, supervising, or performing clerical work in the receipt, disbursement, examination, deposit, safekeeping, or other clerical processing of cash items.

Financial Management/Comptroller   FINCL MGMT/COMPT

The management and direction of the financial resources of an agency to include an integrated system of financial staff services; exercising control over financial resources; interpreting the results of operations; carrying out policies, procedures, and plans; and reviewing and analyzing program accomplishments.

Program and Accounting   PROG & ACCTNG

The management and direction of the accounting activities engaged in the maintenance of the established accounting systems including the general and subsidiary ledgers and preparation of financial statements, reports, and a civilian payroll function.

Voucher Examining   VOUCHER EXAMNG

Administering, supervising, or performing work consisting of examination, for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other request for payment.

ADMINISTRATIVE/MANAGEMENT/PERSONNEL SPECIALTIES

Office Services Administration/Management OFC SVC ADM/MGMT

The internal administration, operation, and functioning of an organization with the paramount qualification of subject matter of functional knowledge and skill in executing administrative functions and services planning, organizing, and analytical or equivalent work, not of a clerical nature; this may include a variety of service functions such as space control, office equipment maintenance and supply.

Personnel Management/Administration PERS MGMT/ADM

Work involving the direction of a military or civilian personnel management program or the performance of specialized personnel program functions (manpower development, position classification, staffing, placement, employee-management relations, labor-managment relations, salary and wage administration, equal opportunity, career management, emp' ,yee career development and training).

Planning/Program Management/Analysis PLNG/PROG MGMT/ANAL

Professional work involving the management or direction of one or more programs, including appropriate supporting service organizations, or work in the administration, operation and functioning of an organization, with responsibility for development, installation and operation of a management system for technical programs, projects, systems and activities; and/or the analyzing, evaluating, development, and advising on managerial policies, practices, etc., for improvement of operational procedures, including planning for resources (financial/equipment/personnel).

Project Assignment Analysis PAF ANAL

Staff work involving extensive coordination at both operating and policy levels, or with other government agencies, for the purposes of making specific and binding determinations as to the commitment and assignment of organizational resources to satisfy specific requirements from i' variety of users.

APPLIED TECHNOLOGY SPECIALTIES

Acoustical Intelligence ACOUSTINT

Professional and scientific work dealing with technical and intelligence information derived from detection, research and study of sound emanations from foreign sources which generate acoustical waves and from which may provide characteristics, operation, and function of propulsion systems.

Aerodynamic Systems—Aircraft AERO SYS-AIR

Professional work involving analysis of aerodynamics, flight dynamics, propulsion, guidance and control, capabilities, limitations and vulnerability of foreign offensive and defensive aircraft systems (including bombers, fighters, helicopters, WIG aircraft, air-delivered ordnance, and support aircraft), their materials production techniques, and related RDT&E programs.

Aerodynamic Systems—Missiles AERO SYS-MISSLE

Professional work involving analysis of aerodynamics, flight dynamics, propulsion, guidance and control, seekers, and navigation systems, capabilities, limitations, and vulnerabilities to foreign offensive and defensive aerodynamics missile systems (including air-to-air missiles, air-to-ground missiles and cruise missiles), their materials, production techniques and related RDT&E programs, and assessments of foreign aerodynamic test ranges.

Applied Technology Specialties—*Continued*

Beam Weapon Technology (Other than Laser) BEAM WPN

Analysis and evaluation of development of beam weapons (other than laser beam), covers R&D; techniques on which the effort is focused; indications of government policy, planning, and program support, and the resources, facilities, and organizations involved.

Chemical, Biological and Radiological Operations CBR OPNS

Professional and intelligence work involving the development, production, storage, and employment of chemical agents to cause casualties, damage to plants or material, to produce a screening or signaling smoke, or to restrict the use of terrain.

Chemical, Biological, and Radiological Technology CBR TECHNL

The analysis, and production, of technical intelligence dealing with the description, and performance characteristics of offensive and defensive chemical, biological, and radiological equipment, dissemination systems, detective and protective devices, decontamination systems, and items or processes for therapy and prophylaxis.

Communication Intelligence COMINT

Technical and intelligence information derived from foreign communications by other than the intended recipients.

Communications Specialist COMM SPEC

Work involving non-engineering technical communications planning adaptation or modification of communication circuits, networks and systems; the analysis of equipment, facilities, traffic volume and handling; and the devising of processes, procedures and regulations.

Electromagnetic Systems ELCTROMAG SYS

Professional work involving analysis of foreign electronics systems in the areas of command and control communications (including aerospace); control, warning and targeting radars, AA fire control radars, anti-ballistic missile and anti-satellite radars and electronics; air-to-air, surface-to-air, surface-to-surface and air-to-surface guidance radar; photographic and electronic reconnaissance; electro-optics and electro-optic countermeasures; unintentional radiations; radar cross-section and infrared radiation; navigation systems; electronic and associated subsystems and technologies, and characteristics of related foreign weapon systems.

Electronic Intelligence ELINT

Technical and intelligence work using information derived from foreign noncommunications electromagnetic radiations emanating from other than nuclear detonations or radioactive sources. Includes the intercept and study of target radar emissions as part of the defined or demonstrated weapon system performance parameters and system operations. (Not to be confused with RADINT.)

Electronic Warfare ELCTRON WAR

Professional work that deals with military uses of electronics, including wire communication and radio systems, equipment, components, materiel, and techniques, to ensure effective use of radiated electromagnetics energy and involving work undertaken to prevent or reduce an enemy's effective use of radiated electromagnetic energy.

Applied Technology Specialties—*Continued*

Electro-Optics Intelligence   ELECT-OPT INTEL

Professional work dealing with the technology and intelligence derived from the use of equipment involving the interrelation primarily between electronics, physics and optics pertaining to the transformation of energy into electromagnetic radiation or vice versa; also the development and maintenance of systems tracking, electrooptical sensing lasers and electronic instrumentation.

Energy Conversion   ENRGY CONV

Covers characteristics of power conversion, storage, aand conditioning devices (batteries, fuel cells, solar cells/concentrators, thermoelectrics, thermionics, magnetohydrodynamics, rotary generators, dynamic space power systems, and thermal energy storage).

Food Technology   FOOD TECHNL

Work dealing with the chemistry and foreign technology of preserving, processing and preparing food.

Ground Weapons Systems Analysis   GRND WPN SYS

Professional work involving the application of engineering, mathematical and physical science principles to the technical analysis of the development, test, and employment, either singly or in integrated forces, of ground weapon systems such as armor (i.e., tanks, armored personnel carriers, etc.), towed and self-propelled artillery, tactical air defense systems, infantry weapons, anti-tank systems, ground-to ground rockets and associated launching systems, combat support equipment and ground logistical support equipment.

Guidance-Fire Control   GUIDNC

The study and evaluation of any piece or group of equipment used to determine position on or off the surface; professional work dealing with flight control or simulation, vehicle handling qualities and stability; the process by which target intelligence information received by a guided missile is used for flight control and to effect direction change for target interception.

Lasers   LASERS

Analysis and evaluation of foreign laser technology capability and R&D and applications covering communications, ranging and range finders, detection and tracking, reconnaissance and imaging, guidance and navigation, radar, radiation weapons such as an anti-satellite kill mechanism and high energy laser application for weaponry, and underwater and medical applications.

Manufacturing Technologies   MFG TECHNL

Professional work involving the application of engineering, mathematical and physical science principles to the technical analysis of the research, development, test, evaluation, capabilities employment and limitations related to manufacturing technologies (i.e., forging, welding, extrusion, metal removing, coating, etc.), materials technologies (i.e., composite metallic, organic and ceramic materials) and manufacturing automation (i.e., robotics, numerical machines, etc.).

Measurement and Signature Intelligence   MASINT

Scientific and technical intelligence information obtained by quantitative and qualitative analysis of data collected by specific technical sensors. The data are collected to identify distinctive features of the source, emitter or sender, and to facilitate its subsequent identification and/or measurement.

Applied Technology Specialties—*Continued*

Military Weapons Systems Analysis   MIL WPN SYS

Professional work involving the application of engineering, mathematical, and physical science principles to manned and unmanned military weapon systems and ordnance research, development, test, employment problems, fire control, armament, and system development forecasting.

Missile Systems Analysis (Engineering)   MISSLE SYS—ENGR

The professional engineering analysis of missile systems involving the analysis and integration of technical subsystems data to fully define foreign missile systems and determine their physical characteristics, performance capability, reliability, vulnerability, and other related data.

Missile Systems Analysis (General)   MISSLE SYS—GEN

Professional work involving the collection, evaluation, and analysis of intelligence on missile systems to determine system description, capability, threat, deployment, employment modes, support facilities, operations, and related matters.

Munition Technology   MUNITN TECHNL

Professional work dealing with analysis, testing, and evaluating of foreign ammunitions, explosives and pyrotechnics, including projectiles, fuzes, demolition explosives, detonators, grenades, land mines, high explosives, primers, power propellants, ammunition shaped charges, flame throwers, other munitions, and munition handling equipment.

Naval Weapons Systems Analysis   NAV WPN SYS

Professional work requiring application of the physical sciences and mathematics in the solution of naval weapons system development and employment problems.

Nuclear Weapons/Energy   NUCLR WPN/ENRGY

The development, production, storage, and employment of nuclear weapons and all forms of energy released in the course of nuclear fission or nuclear transformation, to include estimates of the techniques employed and resultant production rates.

Propulsion   PROPULSN

Professional and scientific work dealing with reaction propulsion in which both the fuel and the oxidizer are carried as part of an engine; or in which a propulsion unit obtains oxygen from the air. Also, work involving design, development, or test of turbine, ramjet, and rocket engines, their auxiliary equipment, performance, systems integration, and energy conversion as relatd to propulsion.

Radar Intelligence   RADINT

Information derived from the operational use of ones own radar equipment, including the analysis of that information for intelligence purposes. (Not to be confused with ELINT).

Sensors   SENSOR

Professional work which deals with analysis of sensor data and the equipment which collects scientific data, detects and indicates terrain configuration, the presence of military targets, and other natural and manmade objects, and activities, by means of energy (nuclear, electromagnetic, chemical, biological,

Applied Technology Specialties—*Continued*

thermal, or mechanical) emitted or reflected by such targets or objects. This area of intelligence deals with data derived from instrumentation not usually associated with HUMINT, COMINT, ELINT, or Imagery but with other event-related measurement equipment in the broad category of special sensor disciplines.

Signals Intelligence   **SIGINT**

A generic term including communication intelligence (COMINT), electronic intelligence (ELINT), and telemetry intelligence (TELINT). SIGINT refers to the combination of these or to either when the others are not specified.

Space Systems Analysis (Engineering)   **SPACE SYS-ENGR**

The engineering analysis of intelligence on space systems and launch vehicles to determine mission, reliability, capabilities, life support and environment systems, spacecraft reentry analysis, and other related matters.

Space Systems Analysis (General)   **SPACE SYS-GEN**

Professional work involving the collection, evaluation, and analysis of intelligence on space systems and launch vehicles to determine system description, life support and environment systems, capabilities, threat, deployment, employment modes, support facilities, materials, production techniques, RDT&E programs, and other related matters.

Telemetry   **TELEMETRY**

Professional work including mathematical support activity dealing with the researching, indexing, analysis, and exploitation of analog and digital telemetry systems and beacon signal data in direct support of system and subsystem and analysis of missiles, spacecraft, and weapons in order to derive their mission performance parameters.

Test and Evaluation Techniques/Equipment/Facilities   **T&E TECH/EQUIP/FAC**

Professional work using engineering techniques, computers, and other equipment and facilities to measure and record test results in such operations as laboratory tests, engineering tests, adaptability tests, service tests, troop tests, and user tests to serve as a basis for assessing the degree that an item meets, exceeds, or fails to meet the technical or operational properties ascribed to it; also the analysis of foreign testing equipment, techniques, and facilities for aerospace, aircraft, naval, and ground support activities.

Threat Analysis/Assessment   **THREAT ANAL**

Professional work and evaluation including the use of computer simulation and modeling techniques to determine the current and predicted combination, quality, characteristics, capabilities and vulnerabilities of potential enemy equipment, weapons, technological advances and military options which may be employed to defeat or degrade the effectiveness of the weapon, system, or plan under review.

Trends and Forecasts   **TREND FRCST**

Logical study and analysis applied to foreign scientific and technological data and development which may result in credible and explicit technological conclusions; also the prediction of a foreign technological achievement (or non-achievement/deviation) in a given timeframe with a specified level of support.

Applied Technology Specialties—*Continued*

Unconventional Warfare   UNCONVTL WAR

Intelligence work involving the plans and operations of unconventional warfare typified by operations conducted within enemy or enemy-controlled territory by predominantly indigenous personnel, usually supported and directed by an external source; includes guerilla warfare and counterinsurgency.

AUTOMATIC DATA PROCESSING SPECIALTIES

Computer Production Control   COMPTR PRODN CONT

Work involving the preparaton of work orders and job requests for the purpose of scheduling the production effort of operational computer products and services.

Computer Programming   COMPTR PROGMNG

Work involving the conversion of plans and flow charts of operational sequences into flow charts for machine solution and subsequently into completed detailed machine instructional steps coded in a language acceptable to a computer, the development of test data and routines to verify the accuracy and completeness of computer programs, and the preparation of operator instructions for production runs.

Computer Retrieval   COMPTR RETRVL

Work involving the receipt, validation and programming of retrieval requests, the utilization of specialized programming languages and the preparation of association media required for the retrieval and production of desired computer outputs.

Computer System Administration   COMPTR SYS ADM

Work involving administering overall computer systems activities or the performance of staff planning and administrative work requiring a technical knowledge of computer operations and management.

Computer Systems Analysis   COMPTR SYS ANAL

Work involving the evaluaton of data processing requirements, the detailed analysis of methods of accomplishing operating programs, development of functional changes to improve results obtained, and the design of overall processing plans geared to effective utilization of electronic data processing method.

Computer Systems Security   COMPTR SYS SECUR

Work involving the technical interfacing, planning, development, installation and maintenance of automated computer systems security measures to regulate processing of computer products and multilevels of security information by users having varying degrees of security protection and access authority.

Data Base Management   DATA BASE MGMT

Work involving the control and maintenance of complex operational data bases to include the initiation of corrective action for processing, data and programming errors, the examination of data

Automatic Data Processing Specialties—*Continued*

bases for adequacy and the suggestion of modifications, the analysis of new data base subsystems and products, and the development of data base evaluation, work flow and data flow procedure.

Data Code and Element Analysis   **DATA CODE & ELMNT ANAL**

Work involving the analysis of systems for data representation to satisfy objectives, to include the logical classification and grouping of data, the development of standard representations; the preparation of instructions and manuals on standards, and the coordination and staffing of standards.

Document Analysis   **DOCMNT ANAL**

Work involving the analysis and evaluation of scientific and non-scientific intelligence information and the preparation of symbolic language abstracts for input into automated storage and retrieval systems.

IDHS Plans and Development   **IDHS PLAN/DEVLP**

Professional data processing work involving the technical interfacing, planning, development and installation of automated Intelligence Data Handling Systems in concert with and under the broad guidance of proposed users.

Information Sciences   **INFO SCI**

The application of new developments in information theory to the processing of intelligence. These developments include one or more of the following: automatic, semi-automatic, and mechanical indexing; content analysis; automatic abstracting; simulation; gaming theory; decision theory; pattern recognition; self-organizing systems; inferential logic; and search strategy.

Management Information Systems   **MGMT INFO SYS**

Activities related to the development, installation, utilization and maintenance of data processing systems which encompass methodologies for satisfying management information needs of either a substantive or supportive nature or combinations thereof. The activity involves an interface between humans and machines and generally involves the manipulation and computation of data by electronic computers resulting in the orderly and timely preparation of information for managerial planning and control.

MIS Plans and Development   **MIS PLAN/DEVLP**

Professional data processing work involving the technical interfacing, planning, development and installation of automated Management Information Systems of either a substantive or supportive nature, in concert with and under the broad guidance of proposed users.

BIOLOGICAL SCIENCE SPECIALTIES

Administration, Biological Sciences/Scientific and Technical   ADM BIO SCI/S&T

The administration of professional and scientific work in biological science and related science and technology.

Biological Sciences—*Continued*

Agriculture/Agronomy   **AGRICULTR/AGRONMY**

Work relating to the cultivation of the ground, the production of crops and livestock, and soil management.

Biology/Biophysics   **BIOLGY/BIOPHYS**

Scientific and professional work involving characteristics and life processes of living organisms and the application of physical principles and methods to biological problems.

Cybernetics   **CYBERNTCS**

The comparative study of the automatic control system formed by the nervous system and brain and mechanical-electric communications systems.

Laboratory Technician   **LAB TECH**

Performance of technical work in a laboratory which requires practical (but not professional) knowledge and skill in the application of required procedures, methods, and techniques.

Medical Science   **MEDICAL SCI**

Professional work dealing with the scientific and technical analysis of foreign technology in the various fields of medical science.

Microbiology/Bacteriology/Epidemiology   **MICRO/BACT/EPID**

Scientific and professional work involving the characteristics and life process of microorganisms, bacteria, fungus and virus; their relationship to other living forms; reaction to the environment in which they are found; the epidemic disease.

Parasitology   **PARASTLGY**

Scientific and professional work dealing with the study, investigation and control of animal parasites of man, domestic or wild animals, poultry and aquatic organisms.

Pharmacology   **PHARMCLGY**

Scientific and professional work involving the source, chemical and physical properties, action, absorption, distribution, metabolism, excretion and use of drugs, toxic substances and related chemicals.

Physiology   **PHYSIOLGY**

Scientific and professional work dealing with the functions, environmental response, and biological process and activities of the basic living organism and its component parts.

Radiology   **RADIOLGY**

Scientific and professional work dealing with radioactive substances, X-rays, and other high-energy radiations.

Toxicology   **TOXICOLOGY**

Scientific and professional work dealing with the science of poisons, venoms and toxins, their

Biological Sciences—*Continued*

effects and symptoms, antidotes and detection.

Zoology   **ZOOLGY**

Scientific and professional work dealing with animal life, their structure, function, distribution, habits, life history and economic importance.

BUSINESS AND INDUSTRY SPECIALTIES

Attorney/Law   **LAW**

The performance of professional legal work for which a basic requirement is admission to the bar, or the academic study of the law.

Business/Commerce/Industrial Administration/Operations   **BUS ADM**

Activities relating to business and trade practices, industrial production methods, processes and/or operation of an industry or industries in producing commodities, and/or the management of merchandise or property.

Printing Management   **PRNTG MGMT**

The provision of printing services requiring a technical knowledge of printing, capabilities of printing equipment and processes, and printing production methods.

Production Control   **PRODN CONT**

Activities involving planning, estimating, scheduling or expediting the use of manpower, machines, and materials in specific operations. Includes activities requiring a technical knowledge of printing and reproduction methods and methods of preparing visual aids, maps, and charts.

Public Relations   **PUBLIC REL**

Act or science of developing reciprocal understanding and goodwill between a person, firm or institution and the public. Includes organized effort to communicate information and work involved to modify attitudes and behavior on behalf of a client or cause.

Reproduction Operations   **REPRODCTN OPNS**

Supervises or performs a combination of duties involved in the operation of bindery equipment, offset press machines, miscellaneous duplicating equipment, and/or equipment for producing films involved in copying material on paper master plates for offset printing, using either the dry or wet process in offset reproduction work.

CAPABILITY SPECIALTIES

Biographics   **BIOGRPHC**

Information concerning the personal history, experience, performance, professional competence, personal characteristics, and duty assignments of military personnel.

Capability Specialties—*Continued*

● **Camouflage, Concealment & Deception**   **CC&D**

Doctrine, organization and training intelligence concerning the technical means for(of) camouflage, concealment (via acoustics, screens, decoys, undergrounds, etc.) and deception (via misinformation, disguise, forgery, imitation and simulation, manipulation, etc).

Doctrine, Tactics and Training (Air Force)   **TACTICS-AIR**

The principles, policies, techniques and procedures by which air forces guide their actions; the positioning, arranging and maneuvering of forces in a combat situation to achieve an advantage or ameliorate a disadvantage; and the activities involved in bringing forces to a state of combat readiness and efficiency.

Doctrine, Tactics and Training (General)   **TACTICS-GEN**

The principles, policies, techniques and procedures by which military forces guide their actions; the positioning, arranging and maneuvering of forces in a combat situation to achieve an advantage or ameliorate a disadvantage; and the activities involved in bringing forces to a state of combat readiness and efficiency.

Doctrine, Tactics and Training (Ground Forces)   **TACTICS-GRND**

The principles, policies, techniques and procedures by which ground forces guide their actions; the positioning, arranging and maneuvering of forces in a combat situation to achieve an advantage or ameliorate a disadvantage; and the activities involved in bringing forces to a state of combat readiness and efficiency.

● **Doctrine, Tactices and Training (Intelligence)**   **TACTICS-INTEL**

The principles, policies, techniques and procedures by which intelligence forces guide their actions; the positioning, arranging and maneuvering of intelligence and security forces in peacetime and combat situations and the support rendered to allies or satellite nations in the forms of doctrine, policy or the augmetation of forces to further hostile intelligence efforts.

Doctrine, Tactics and Training (Missiles)   **TACTICS-MISSLE**

The principles, policies, techniques and procedures by which missile forces guide their actions; the positioning, arranging and maneuvering of missiles in a combat situation to achieve an advantage or ameliorate a disadvantage; and the activities involved in bringing forces to a state of combat readiness and efficiency.

Doctrine, Tactics and Training (Naval Forces)   **TACTICS-NAV**

The principles, policies, techniques and procedures by which naval forces guide their actions; the positioning, arranging and maneuvering of forces in a combat situation to achieve an advantage or ameliorate a disadvantage; and the activities involved in bringing forces to a state of combat readiness and efficiency.

Military Manpower   **MIL MNPWR**

● Activities relating to personnel strength as expressed in terms of the number of men and women available to or required by military forces, including reserve forces maintained to provide units and individuals for active duty when needed and to meet other designated requirements.

Capability Specialties—*Continued*

Military Organization   **MIL ORGNZN**

The compilation of tables of organization and equipment which prescribes the missions, organization structure, personnel and equipment of military forces and the tactical units of which they are comprised.

Military/Political Security Posture/Policy/Sociological   **MIL/POL/SEC/SOC**

Covers subject county's structure of government, national policies, objectives, programs, attitudes, and actions with regard to the extent and utilization of natural and human resources and industrial potential; to security posture which could affect U.S. security interests. Includes a country's proposals, negotiations, agreements, policies and actions regarding: strategic and regional arms control; deployment of forces and weapons to foreign countries, in international waters, or in air space or space, military participation in national affairs; and government/party capabilities to maintain control of the nation's material and manpower resources essential to war; and/or the psychological or sociological aspects of the people.

Order of Battle (Air)   **OB-AIR**

The identification, strength, disposition, and location of personnel, units, weapons, equipment, and bases of air forces.

Order of Battle (Electronic)   **OB-ELCTRON**

The identification, strength, disposition, and location of personnel, units, weapons, equipment, and bases pertaining to electronic noncommunications facilities and forces manning them.

Order of Battle (General)   **OB-GEN**

The identification, strength, disposition, and location of personnel units, weapons, and equipment of military forces.

Order of Battle (Ground)   **OB-GRND**

The identification, strength, disposition, and location of personnel, units, weapons, equipment, and bases of ground forces.

Order of Battle (Intelligence)   **OB—INTEL**

The identification, strength, disposition, and location of personnel, units, and equipment of intelligence and security forces.

Order of Battle (Missile-Space)   **OB-MISSLE**

The identification, strength, disposition, and location of personnel, units, weapons, equipment, and bases involving strategic missiles, surface-to-air missiles and military space forces.

Order of Battle (Naval)   **OB-NAV**

The identification, strength, disposition, and location of personnel, units, weapons, equipment, and bases of sea forces.

Capability Specialties—*Continued*

Space Systems—Tactical Exploitation of National Capabilities (TENCAP)   SPACE SYS-TENCAP

Activities involving the exploitation of national space program capabilities in support of U.S. tactical forces/operations. Requires specific knowledge of U.S. space programs and organizations and tactical force structures/organizations. Work involves development of concepts/requirements, systems analysis/engineering, project management, personnel training, tactical systems operations, and associated staff activities.

Technology Transfer   TECHNL TRANSFER

The study and analysis of worldwide transfer of technology, as it affects foreign military capabilities, by various means including import/export; covert activities; purchase or lease of equipment; manufacturing, sales, and service agreements; leasing arrangements; open source technical publications and patents; bilateral scientific and technical exchanges; visits by scientific and technical personnel; and student exchanges.

COLLECTION SPECIALTIES

Collection Analysis   COLL ANAL

The development of systems, procedures, and criteria for evaluating the quality of information; the effectiveness of collection activities, the need for resources to fill identified gaps; the determination of measures to improve collection; and the preparation and processing of reports of collected intelligence.

Collection Operations-Human Resources   COLL HUM

The collection of information and review, coordination, and supervision of collection programs and activities involving human resources.

Collection Operations-Technical Resources   COLL TECHNL

The collection of information involving signal, radar, and acoustical intelligence, and infrared and optical sensors relating to scientific and technical developments, advances, and breakthroughs relating to research, development, test, evaluation, production, supply and maintenance of military equipment and weapon systems; also the review, coordination, and supervision of collection programs.

Collection Requirements   COLL REQ

The establishment of policies, controls, procedures, and formats to achieve standardization of intelligence collection requirements; the publication of collection manuals and guides; the review, registration and validation of collection requirements and their allocation to collection resources.

Multi-Discipline Collection   MD COLL

Supervision, management, and coordination of concurrent and integrated collection operations using two to three basic collection disciplines: HUMINT, SIGINT AND IMINT.

COUNTERINTELLIGENCE SPECIALTIES

Defensive Counterespionage Investigator   CI-DCE

All activities relating to the supervision, review, analysis, validation, and conduct of DCE inves-

Counterintelligence Specialties—*(Continued)*

tigations, which are recognized as complex, highly sensitive investigations of espionage directed against U.S. elements.

Interrogation   **INTEROG**

The questioning and examination of a friendly or hostile person, typically with formality, command and thoroughness, for the purpose of obtaining full information and circumstantial detail.

Investigator   **INVESTGR**

Work involving investigations concerned with alleged or suspected offenses against the laws of the United States or with determining compliance with laws and regulations.

Multi-Discipline Threat—Counterintelligence   **MD THREAT-CI**

Work involving the departmental assessment of threats to U.S. security presented by the activities of hostile intelligence collection systems. Include all-source analysis of the integrated, combined effect of hostile collection disciplines, Signals Intelligence (SIGINT), Human Intelligence (HUMINT), Imagery Intelligence (IMINT) and other special operations controlled by hostile intelligence agencies.

Offensive Counterintelligence Case Officer   **CI-OFCO**

All activities related to the supervision, review, validation, registration, coordination and conduct of CI-OFCO, involving the neutralization of such efforts.

Polygraph Examiner   **POLY EXAM**

The application of counterintelligence and intelligence techniques to structured polygraph examination interviews of HUMINT and OFCO sources, persons involved in personnel security and counterintelligence investigations, and persons with access to specifically designated classified information.

Technical Surveillance Countermeasures   **TSCM**

Work involving the use of specialized electronic equipment to detect and neutralize clandestine surveillance devices employed by hostile intelligence services against sensitive U.S. facilities worldwide and identification of weaknesses that could permit the employment of such devices.

EDUCATION SPECIALTIES

Education and Training   **EDUC & TRNG**

Work involving the administration, coordination, and/or management of activities in a program of education or training which requires the application of a knowledge of principles, practices, and techniques pertaining to such programs. Work entails application of the five phases of the systems approach to training in the production of resident and nonresident training and training products.

Instructor   **INSTRCT**

Presenting classroom instruction/lectures for college level students, (undergraduate, graduate or special), high school students and/or training in an occupation, craft, or subject, where the essential qualifications are a master of the knowledge and skills characteristic of a given occupational or

Education Specialties—*Continued*

subject, where the essential qualifications are a master of the knowledge and skills characteristic of a given occupational or subject field and a practical knowledge of the methods and techniques of instruction.

ENGINEERING SPECIALTIES

Administration, Engineering   **ADM ENGR**

Professional work dealing with the management, administration, supervision, or direction of engineering resources, planning, and work which requires the knowledge of engineering techniques, methods, and procedures for carrying out such functions and duties.

Architecture   **ARCHTCT**

Professional work involved in the creation, construction, alteration, rehabilitation or restoration of buildings and facilities.

Architecture, Naval   **ARCHTCT NAV**

Professional work involved in research, design, development, construction, testing, arrangement, installation and maintenance and operational characteristics for all types of ships.

Construction/Maintenance   **CONST/MAINTNCE**

Work of skilled craftsmen, mechanics, repairment, equipment operators, and heavy trade or other workers, not limited to a single trade or craft, in connection with the construction, remodeling, repair, alteration or maintenance of structures and facilities.

Engineering, Aerospace (Aeronautical and Astronautical   **ENGR AEROSP**

Professional work involving flight systems and vehicles, including aircraft, missiles, spacecraft, parachutes, balloons and rockets; extraterrestrial exploration and investigation; integrally related systems and equipment including capsules, propellers, propulsion systems, auxiliary power plants, control and guidance systems, instrumentation systems, structures and environmental control and escape systems, and flight testing and investigation of phenomena and problems encountered in aerospace flight.

Engineering, Agricultural   **ENGR AGRI**

Professional work involving the application of engineering, agricultural science and agriculture economics to the problems of agriculture.

Engineering, Ceramic   **ENGR CERAM**

Professional work involving industrial processes and equipment used in the manufacture of ceramic products.

Engineering, Chemical   **ENGR CHEM**

Professional work involving processes, plants, equipment, methods, or products relating to changes in the chemical composition or physical state of materials caused by chemical reactions, the actions of living organisms, or applications of energy.

Engineering Specialties—*Continued*

Engineering, Civil/Structural   **ENGR CIV/STRUCT**

Professional work requiring application of the physical sciences and mathematics underlying engineering and specialized knowledge of mechanics of solids, hydraulics, theory of structure, strength of materials, engineering geology, and surveying.

Engineering, Construction   **ENGR CONSTR**

Professional work which requires the application of engineering to the construction, remodeling or major repair of air fields, airway facilities; barges, breakwaters, bridges, buildings, canals, docks, drydocks, fortifications, highways, levees, locks, power lines, power plants, railroads and water and sewer systems.

Engineering, Drafting   **ENGR DRFT**

Work involving the preparation of drawings for the purpose of documenting and communicating engineering or architectural ideas and information.

Engineering, Electrical   **ENGR ELCTRL**

Professional work involving electrical equipment, apparatus, materials, plants, and systems involved in the generation, transmission, conversion, distribution, control, measurement or utilization of electric energy.

Engineering, Electronic   **ENGR ELCTRON**

Professional work involving electronics, including wire communications and radio facilities, systems, equipment, components, materials and techniques.

Engineering, General   **ENGR GEN**

Professional work involving the advising on, or performing research or other professional and scientific work of a special or miscellaneous character not specifically classifiable in any other engineering area but involving application of a knowledge of engineering fundamentals; or professional work involving several branches of engineering.

Engineering, Industrial   **ENGR IND**

Professional work involving the technology, design, analysis and installation of integrated systems of men, materials and equipment.

Engineering, Marine   **ENGR MARN**

Professional work involving propulsion plant, piping, heating, and mechanical systems and equipment required for powering, service and operation of ships.

Engineering, Materials   **ENGR MTRL**

Professional work involving materials and their properties, processing, uses, and behavior under environmental influences; interrelationship of composition, structure and properties; and considerations of cost, availability, fabrication, performance and use.

Engineering Specialties-*Continued*

Engineering, Mechanical   ENGR MECH

Professional work involving research, development, design, test, production, specifications development, estimating, installation, maintenance and construction of systems, machines, equipment, instruments, and devices involving the generation, transmission, measurement or utilization of heat or mechanical power.

Engineering, Mining   ENGR MIN

Professional work involving the discovery and the efficient extraction of solid fuels, metalliferous ores, and nonmetallic minerals.

Engineering, Nuclear   ENGR NUCLR

Professional work involving research, development, design, testing, installation, operation, refueling and maintenance of nuclear reactors, nuclear power plants, and auxiliary systems and equipment.

Engineering, Petroleum/Natural Gas   ENGR PETRL/NAT GAS

Professional work involving the discovery, production, use and conservation of oil and gas deposits.

Engineering, Safety   ENGR SAFETY

Professional work involving efforts to eliminate or control physical conditions, operating practices and other factors which may result in injury to persons or damage to property which may include pertinent aspects of psychological, physiological and other technological factors affecting safety and the principles, standards and techniques of safety, such as applied to fire prevention.

Engineering, Sanitary   ENGR SANIT

Professional work involving the design, construction and operation of sewage, garbage and trash-disposal plants or water supply and purification systems; projects for insect and rodent control; and those designed to improve and maintain public health.

Engineering, Technician   ENGR TECH

Non-professional technical work in engineering involving application of methods and techniques of a limited range of engineering; practical knowledge of engineering systems, processes, structures, machinery, devices or materials; and related instrumental, mathematical or graphic skills.

Engineering, Vulnerability   ENGR VULNR

Professional work which requires the application of engineering, principally civil or structural, to the physical vulnerability analysis of targets, including weapon selection and determination of force requirements for both nuclear and non-nuclear weapons.

Electronic Technician   ELCTRON TECH

Non-professional technical work involving electronic systems, networks and related equipment devices, and telephone and electrical communication equipment, which are used in navigation, detection, computation, measurement, missile guidance, broadcast communication, or for other purposes.

Engineering Specialties—*Continued*

Surveying Technician   SRVYNG TECH

Non-professional work in surveying or mapping the earth's surface including topographic, hydrographic, geodetic, cadastral, construction layout and control, and route surveying.

ENVIRONMENTAL/GEOGRAPHY SPECIALTIES

Evasion and Escape   E&E

The study of geographical regions or areas describing factors and procedures that would affect the evasion and escape of personnel from enemy-held or hostile areas to areas under friendly control.

Geography/Environment (Basic Industries)   GEOGY/ENVIRMT-IND

The worldwide study and analysis of the physical environment of selected installations and facilities of certain basic industries.

Geography/Environment (Coasts and Landing Beaches) GEOGY/ENVIRMT-COAST

The study of coastal areas relative to landing beaches, topography, hydrography and other aspects of the coastal environment; and the assessment of their significance in planning and executing amphibious operations.

Geography/Environment (Cultural)   GEOGY/ENVIRMT-CULT

Professional and scientific research and analysis of the interrelated features created by man in his adjustment to this environment including urban area and all utilities and facilities, roads, railroads, ports, airfields; electric power and telecommunication facilities, population, agriculture; manufacturing and extractive industries; and the assessment of their effects on military operations.

Geography/Environment (General)   GEOGY/ENVIRMT-GEN

Professional, scientific and/or academic work in the investigation of the earth's surface, considering each of the numerous factors of the physical environment in their relation to man; includes the analysis and descriptions of the configuration of the earth's surface, the distribution of land and water, the evaluation of landforms, and the changes that take place in man-land relationships; may also include the study and assessment of the environmental factors on military oprations, and/or terrorist/antiterrorist activities, or the principal direction of such activities.

Geography/Environment (Military/Medical)   GEOGY/ENVIRMT-MIL/MEDCL

Professional and scientific work in the application of geographic techniques and knowledge to all aspects of the physical and cultural (including health and sanitation environments which can influence or affect the planning and conduct of military operations and the training for such operations in particular areas; this may also include the organizations, facilities, and capabilities of military and civilian medical organizations, and the assessment of their effects on military operations.

Geography/Environment (Physical)   GEOGY/ENVIRMT-PHYS

Professional and scientific research and analysis in the natural features of the environment including the description and analysis of landforms and surface configuration, surface drainage, vegetation, water resources, rock types, soils and state of ground, natural construction materials/resources,

Environment/Geography Specialites—*Continued*

special physical phenomena, and non-urban culture features; and the assessment of their effects on military operations.

IMAGERY/PHOTOGRAPHIC INTERPRETATION SPECIALTIES

Imagery Intelligence   **IMINT**

Intelligence information derived from the exploitation of collection by visual photography, infrared sensors, lasers, electro-optics and radar sensors such as synthetic aperture radar wherein images of objects are reproduced optically or electronically on film, electronic display devices or other media.

Imagery Interpretation/Analysis

Work involving the location, recognition, identification, description, mensuration, exploitation and analysis of objects, activities, installations, and terrain represented on imagery objects reproduced electronically or by optical means on film, electronic display devices or other media for intelligence purposes and in response to intelligence requirements. This includes photographic intelligence (PHOTINT).*

Imagery-Interpretation/Analysis (Aerial Survey)   **IIA-AIR SRVY**

Imagery-Interpretation/Analysis (Air Forces)   **IIA-AIR**

Imagery-Interpretation/Analysis (CBR Warfare)   **IIA-CBR**

Imagery-Interpretation/Analysis (Digital)   **IIA-DIGITAL**

Processing and extraction of intelligence information from image sensor materials through digital image manipulation (enhancement).

Imagery-Interpretation/Analysis (Electronics)   **IIA-ELCTRON**

Imagery-Interpretation/Analysis (General)   **IIA-GEN**

Imagery-Interpretation/Analysis (Ground Forces)   **IIA-GRND**

Imagery-Interpretation/Analysis (Guided Missiles)   **IIA-MISSLE**

**Imagery-Interpretation/Analysis (Imediate Mission
Reporting and Indexing)**   **IIA-MSN RPTG**

Imagery-Interpretation/Analysis (Industry)   **IIA-IND**

Imagery-Interpretation/Analysis (Instructor)   **IIA-INSTRCT**

Imagery-Interpretation/Analys⁺ (Keys)   **IIA-KEY**

Imagery-Interpretation/Analysis (Logistics)   **IIA-LOG**

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*Definition of these specialties are precluded due to unclassified level of this manual.

Imagery/Photographic Interpretation Specialties—*Continued*

Imagery interpretation activities which determine the structure, nature and extent of logistics support (technical and materiel) provided to military operational forces (including ground, air, naval and strategic; nuclear/biological/chemical, missile propellants and fuels, ammunition; warhead and missile handling, fuels storage/handling/medical; and transportation systems and activities (rail/road/inland waterways/ports). All activities are directed towards the determination of the preparation/readiness effectiveness, and efficiency of the entire logistics system to support a single or several military contingencies.

Imagery-Interpretation/Analysis (Mensuration)　　　　IIA-MENSRN

Imagery-Interpretation/Analysis (Naval Forces)　　　　IIA-NAV

Imagery-Interpretation/Analysis (Nuclear Energy)　　　IIA-NUCLR

Imagery-Interpretation/Analysis (Radar)　　　　　　　IIA-RADAR

Intelligence information derived from the output of imaging radar systems. Radar imagery is defined as the visual representation of objects resulting from an active electromagnetic sensing technique using the wave lengths of a few millimeters or longer.

Imagery-Interpretation/Analysis (Research & Development)　IIA—R&D

Imagery-Interpretation/Analysis (Transportation)　　　IIA-TRANSP

Intelligence Aid/Clerk (Imagery-Interpretation)　　　INTEL AID/CLK (II)

INFORMATION AND ARTS SPECIALTIES

Drafting　　　　　　　　　　　　　　　　　　　　DRFTNG

The preparation of charts, diagrams, floor plans, office forms, and other types of graphic presentation of statistical, administrative or related data.

Editorial Assistant　　　　　　　　　　　　　　　EDITL ASST

Activities involved in the preparation of manuscripts for publication, including proofreading and copyholding; in the coordination of clearances; and in the verification of factual data to appear in published reports, news articles, catalogs, technical manuals, and other administrative issuances.

Exhibits　　　　　　　　　　　　　　　　　　　　EXHBT

Work involving the planning, construction, installation and operation of exhibits or the restoration or preparation of items to be exhibited.

Illustration　　　　　　　　　　　　　　　　　　ILLUSTRN

Layout and executing illustrations by freehand or with the use of drawing instruments utilizing common art media such as pen-and-ink, pencil, tempera, oils, wash, or air brush.

Negative Engraver/Scriber　　　　　　　　　NEG ENGRAVER/SCRIBER

Technical work in the preparation of reproduction copy in negative and positive form for offset

Information and Arts Specialties—*Continued*

reproduction of maps, charts, diagrams and the like, accomplished by translation of compilations into color separated form.

Visual Information **VIS INFO**

Work involving the communicating of information through visual means by the design and display of photographs, illustrations, diagrams, graphs, models, slides and charts used in printed material, motion pictures, speeches, and training conferences.

Writing and Editing **WRIT & EDIT**

Activities involving writing, rewriting, or editing of reports, articles, news stories, or releases, which are to appear in publications, reports, periodicals, or the press.

LIBRARIANSHIP

Archivist **ARCHVST**

The performance of research and other professional work in the assembly, appraisal for historical significance, cataloging, classifying, or editing and publishing of public records and historic documents and exhibits.

Document Research **DOCMNT RESRCH**

Work involving document research in support of specific studies with responsibility for determining the scope of research and sources utilized.

Librarian **LIBRN**

The performance of professional work, which requires full training in library science, in acquiring, selecting, cataloging and classifying library material and performing reference, readers' advisory, and bibliographical service.

Library Assistant **LIB ASST**

The performance of work, which does not require full training in library science, in acquiring, recording, maintaining and circulating library material and rendering library service.

MANAGEMENT SPECIALTIES

Budget Analysis **BUDG ANAL**

The formulation, preparation, and/or justification of the General Defense Intelligence Program/Planning, Programming, Budgeting System (GDIP/PPBS) at command, agency, and/or department level.

**Intelligence Management
(Automatic Data Processing Interface)** **INTEL MGMT-ADPI**

The establishment of policies and procedures with respect to operational data processing systems; the determination of requirements and performance specifications for new applications; the evaluation and modification of existing applications, and the planning, scheduling and integration of

Management Specialties—*Continued*

intelligence inputs into an automated intelligence data base, ensuring the substantive quality and consistency of these inputs.

Intelligence Management (Collection Requirements)   **INTEL MGMT-COLL REQ**

The establishment and implementation and coordination of procedures for the development, expression, handling and consolidation of collection requirements and specifications; evaluation of intelligence collection reports; and preparation of collection guidance.

Intelligence Management (Consumer Requirements)   **INTEL MGMT-CONS REQ**

The establishment and implementation of procedures for the development, expression, handling and consolidation of consumer requirements and specifications; evaluation of intelligence products in response to such requirements; and preparation of production guidance.

Intelligence Management (Coordination and Integration)   INTEL MGMT-COORDNTN

The planning, scheduling, direction and integration of inputs into national intelligence surveys, national intelligence estimates, and joint intelligence estimates, ensuring the substantive quality and consistency of such inputs.

Intelligence Management (Dissemination)   **INTEL MGMT-DISSEM**

The development of policy, plans and programs for the dissemination processing of intelligence information and intelligence; development and supervision of a DoD worldwide dissemination program; liaison on dissemination matters with all U&S Commands, Services and certain foreign governments and international organizations.

**Intelligence Management
(Exploitation of Reconnaissance Products)**   **INTEL MGMT-EXPLOIT**

The planning and establishment of objectives, procedures and priorities for the exploitation of information derived from visual observation or from equipment which detects and indicates terrain configuration, objects, resources, and activities by means of energy emitted or reflected by such targets or objects.

Intelligence Management (Plans, Programs, Resources)   INTEL MGMT-PLNG

The formulation and establishment of plans and policies for the management of intelligence activities. This may include budget, costing and related resource utilization; the development of requirements and specifications for the systematic application of intelligence processing and production methods, techniques, and procedures; the interface of intelligence production interests and plans with DoD planning; production programming; the monitorship of intelligence production resources and the direction and review of intelligence programs and products; and development and coordination of intelligence doctrine and force structure (organization).

Intelligence Management (Production Control)   **INTEL MGMT-PRODN CONT**

The planning, estimating, scheduling and expediting of intelligence production by the establishment and validation of priorities, the committing of resources, the assignment of tasks, the determination of suspense dates, the maintenance of status of actions, and follow-up.

Management Specialities—*Continued*

Intelligence Management (Release and Disclosure)   INTEL MGMT-RELSE

The establishment of policy and procedure for the declassification, release and disclosure of documents, information, and intelligence within the framework of the national disclosure policy.

Intelligence Management
(Research, Development, Test, and Evaluation)   INTEL MGMT-RDT&E

The establishment of plans and programs for, and management of, research, development, test and evaluation activities related to the collection, processing, and communication of intelligence. It includes the definition, coordination, evaluation, staffing, budgeting, and technical direction of such programs. May also include the development of operational concepts, doctrine, organizations and materiel, and capabilities for new and existing intelligence and/or weapon systems and activities.

MATHEMATICS SPECIALTIES

Cryptography   CRYPTOGY

Professional work in the construction and solution of codes and ciphers and in the design of new and improved cryptographic equipment and methods.

Mathematics   MATHCS

Professional work involving research on basic mathematical principles, methods, procedures, techniques or relationships; and the development of mathematical methods in the solution of scientific, engineering, economic, and military related problems. Also work involving the translation of mathematical formulations to computer languages as an adjunct to the mathematical analysis in the resolution of problems.

Mathematics/Statistics   MATH/STAT

Professional work in the design, development and application of statistical theories, techniques, and methods to the gathering, analyzing and/or interpretation of quantified information and may include the adaptation of mathematical methods and techniques to statistical processing.

Mathematics Technician   MATHCS TECH

The performance of work in the reduction and computation of quantitative data where such work requires the use of mathematical techniques but not professional knowledge of theories, assumptions, and principles upon which the techniques are based.

Operations Research   OPNS RESRCH

Professional and scientific work drawing on mathematical, statistical and other scientific methods and techniques common to mathematics, engineering, and physical, biological and social sciences, in reaching a solution to operational problems.

OTHER INTELLIGENCE RELATED SPECIALTIES

Briefing   BRIEF

Work involving the concise oral presentation of the main considerations of an argument, situation,

Other Intelligence Related Specialties—*Continued*

contention or plan with such supporting detail as may be necessary for clarity and understanding.

Command, Control and Communication

Work involving the organization, procedures, and communication facilities and systems (facilities, equipment, personnel) utilized by a nation's high command and subordinate echelons to command and control the missile, ground, naval, air or space operating forces. This may include, but is not limited to, the tactical and strategic forces in all states of readiness; deloyment patterns and trends; and physical/technical characteristics of the command control systems, and their capabilities, reliabilities, and vulnerabilities.

*CC&C	INDICATES equally qualified in both strategic and tactical.
CC&C-STRAT	INDICATES strategic only.
CC&C-TAC	INDICATES tactical only.

Congressional Affairs   CONGRESS

Work experience in legislative matters that give knowledge of Congressional affairs from the viewpoint of the Congress. Such experience would provide the ability for interface capability within the agency for the preparation or giving of testimony, performance of Congressional liaison activities, or the satisfying of other Congressional requirements. This may also include experience in the office of a Congressman, Congressional committee, Legislative Reference Service, or as a Congressional Fellow.

Counter Narcotics Analysis   NARCOTICS

Intelligence research and analysis to determine requirements to satisfy DoD narcotics interdiction mission. Includes locations, activity levels and patterns, resistance potential, and vulnerability determination and the preparation of focused/tailored operational support products.

Dissemination of Intelligence Information/Reports   INTEL DISSEM

Following established policy and procedures, maintains program for the dissemination processing of intelligence information and provides liaison on dissemination matters within the agency, component, and/or intelligence community.

Foreign Intelligence Officer Operations   FIO OPNS

Professional work involving the acquisition, receipt, evaluation, and utilization of foreign scientific and technological developments, advances, and breakthroughs having pertinence to the research, development, test, evaluation, production, supply, and maintenance of optimum military equipment and material systems for US forces. Includes management of resources associated with intelligence support to RDT&E efforts. As this term is used in the ICDP, it applies only to those FIO and STILO operations conducted in direct contact with RDT&E activities. Work performed within an intelligence production agency or in other applications of foreign intelligence operations does not qualify for the FIO OPNS code.

Foreign Materiel Exploitation   FME

Professional work involving the acquisition, test and evaluation of foreign materiel for intelligence and R&D purposes and the subsequent report preparation, dissemination and materiel disposition.

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*Definition of this specialty is precluded due to unclassified level of this manual.

Other Intelligence Related Specialties—*Continued*

Indications and Warning Intelligence   **I&W**

Work involving time-sensitive information on foreign developments that could involve a threat to US or allied military, political, or commercial interests, including indications of enemy hostile actions or intentions, imminence of hostilities, serious insurgency, nuclear/nonnuclear attack on the United States, its overseas forces or allied nations, hostile reactions to US reconnaissance activities, terrorist attacks, and any other event significantly threatening US security interests in the near future.

Inspector General   **I G**

Work involving inspection and investigation of organizations, agencies, installations, and facilities to determine quality and manner of performance and operational readiness and the monitoring of corrective actions taken with respect to deficiencies disclosed.

Intelligence Aid/Technician   **INTEL AID/TECH**

Work involving substantive support to professionals in the collection, production or dissemination of intelligence information.

Intelligence Operations   **INTEL OPNS**

Staff work involving the determination of the need for and the writing of collection or operational manuals and guides; the editing of requests for intelligence data; and distribution of raw intelligence data and finished intelligence reports; and related activities.

Liaison   **LIAISON**

Work involved in the inter-communication among various and distinct activities within the domestic or foreign intelligence community for the purpose of coordinating intelligence activities, exchanging intelligence information, and/or collecting intelligence and counterintelligence information.

*Military/Materiel Identification Analysis   **MIL/MTRL IDENT ANAL**

Psychological Operations/Warfare   **PSY OPNS/WAR**

Work dealing with operations which includes psychological warfare and encompasses those political, military, and ideological actions planned and conducted to create, in neutral or friendly foreign groups, the emotions, attitudes, or behavior to support the achievement of national objectives.

Sonar   **SONAR**

Work involving the concepts, techniques and capabilities of electroacoustical (e.g., sonar, sonabouys, underwater detectors, hydrophones) equipment and counter-equipment.

Submarine/Anti-Submarine Warfare   **SUB/ASW**

Work involving the study (including coordinated operations involving surface, subsurface and/or air elements) of either: (1) offensive and defense tactics, doctrine and strategic employment of submarine, antishipping, antisubmarine, reconnaissance and intrusion, and missile operations, to include unique problems of marine training, maintenance, overhaul and repair; or (2) operations against a particular submarine(s), offensive and defensive antisubmarine warfare, the provision of protection to a convoy or force threatened by submarine attack, or denying the enemy the effective use of its submarines.

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*Definition of this specialty is precluded due to unclassified level of this manual.

Other Intelligence Related Specialties—*Continued*

Technical Information Specialist   **TECHNL INFO SPEC**

Work involving the analysis, indexing, cataloging, processing, storage, retrieval, and transmittal/dissemination of scientific, technological and other specialized intelligence information for use by intelligence production units (this does not include positions in the librarian or in scientific or technical occupational series requiring full state-of-the-art knowledge).

Terrorist Activities   **TERRORISM**

Intelligence research and analysis involving actual or potential international terrorist actions that could affect US or allied military, economic, or political interests. Includes activities, tactics, capabilities impact on host or other governments' policies toward the United States, and the preparation of reports and counterterrorism studies.

Translation   **TRANSLATN**

The translation of written items from one language into another language.

Wargaming   **WARGAMING**

The simulation, by whatever means, of a military operation, involving two or more opposing forces, using rules, data, and procedures designed to depict an actual or assumed real life situation.

Weapon Systems Acquisition Process   **WPN SYS ACQ**

The study of the processes by which weapon systems are developed and acquired, including: political, governmental, military organizations and their structures; decision-making processes; R&D management techniques; organizational interaction patterns; design and production practices; and S&T manpower.

PHOTOGRAPHIC SERVICES SPECIALTIES

Film/Photographic Files   **FILM/PHOTO**

Work involving the accountability and control of film or photographic prints; this may include search/retrieval, cataloging/indexing, analyzing, classification, storage, shipping or establishing criteria for retirement.

Photographic Technology   **PHOTO TECHNL**

Professional work involving research, development, testing, and evaluation of photographic equipment, techniques and procedures.

Photography, General   **PHOTO GEN**

Activities involved in the administration/management of a photo lab and/or the processing, reproduction, quality control, or logistics of supply and equipment in the laboratory.

PHYSICAL SCIENCE SPECIALTIES

● **Administration, Physical Science/Scientific and Technical   ADM PHYS SCI/S&T**

The administration of professional and scientific work in physical science and related science and technology, concerned with matter, energy, physical space, time nature of physical measurement, fundamental structural particles, and the nature of the physical environment. In a technical advisor role, serves as consultant briefer and technical writer for S&T management and planning.

Astronomy/Space Science   **ASTRONMY/SPACE SCI**

Professional and scientific work in astronomy, astrophysics, radio astronomy, celestial mechanics or extraterrestrial exploration and investigation.

Ballistics   **BALLISTCS**

Professional and scientific work dealing with the motion, behavior, appearance, or modification of missiles and other vehicles acted upon by propellants, wind, gravity, temperature, or any other modifying substance, condition or force.

Cartography   **CARTOGRY**

Professional work in mapping the earth's surface by photographic or other means or in graphic representation of geographic or navigational information, involving techniques of map or chart design and construction; the evaluation of the reliability and accuracy of source materials; and reconciliation of conflicting evidence concerning the position, configuration or character of physical and cultural features of the earth's surface.

● **Cartographic Technician**   **CARTOGR TECH**

Technical work, not requiring full professional knowledge, in the collection and processing of source materials to be used in the construction of maps and charts; the compilation, drafting of maps, charts, etc.

Chemistry/Biochemistry   **CHEMSTRY/BIOCHEMSTRY**

Professional and scientific work in the investigation and analysis of the composition, molecular structure, and properties of substances; and transformations which they undergo such as in electro-chemistry; and the chemical compounds and processes occurring in plants and animals.

Geodesy   **GEODSY**

Professional and scientific work which deals with the determination of the size and shape of the earth, measurement of the intensity and direction of the force of gravity and the determination of the position and elevations of points on or near the surface of the earth.

Geodetic Technical   **GEODTC TECH**

Technical work, which does not require full professional knowledge, in the analysis, processing, computation and selection of geodetic data.

Geology   **GEOLGY**

● Professional and scientific work in collection, measurement and analysis of geologic information concerning the structure, composition, and history of the earth.

Physical Science Specialties—*Continued*

Geophysics/Seismology   **GEOPHYSCS/SEISMLGY**

Professional and scientific work in the investigation and measurement of natural and artificial magnetic, gravitational, electric, seismic, and other geophysical forces, and their analyses in terms of the physical properties, structures, and composition of the earth.

Hydrology/Hydrography   **HYDROLGY/HYDROGY**

Professional and scientific work in the investigation and analysis of the occurrence, circulation, distribution and quality of water in the earth's surface, and in soil and rock strata; and the charting of water bodies.

Metallurgy   **METALLGY**

Scientific and technical work in the investigation and application of principles, techniques, and procedures in the extraction of metals from their ores, refining them, and preparing them for use.

Meteorological Technician   **METEORLGL TECH**

The performance of technical work in support of the professional meteorologist, climatologist, such as collecting, classifying, verifying, computing, processing, charting, analyzing, and evaluating meteorological observational data, techniques, practices and/or equipment.

Meteorology and Climatology   **WEATHER INTEL**

Professional and scientific activities involving the investigation, collection, analysis and/or utilization of meteorological and climatological data in order to determine its impact and application to weapons systems development and performance, military tactics and operations, capabilities in forecasting and in weather and climate modifications related to military operations, or to the production of weather intelligence.

Oceanography   **OCEANOGY**

Professional and scientific work in the collection, measurement and analysis of natural and physical ocean phenomena, such as currents, circulations, waves, beach and near-shore processes; chemical structure and processes; physical and submarine features; depth; floor configuration, organic and inorganic sediments; sound and light transmission; color manifestation; heat exchange; and similar phenomena.

Photogrammetry   **PHOTOGRMTRY**

Professional work using scientific or mathematical principles to obtain reliable measurements from photographic images.

Physical Science Technician   **PHYS SCI TECH**

Technical work, which does not require full professional knowledge, in the fields of astronomy, chemistry, geology, geophysics, metallurgy, oceanography, physics and other physical sciences.

Physical Science Specialties—*Continued*

● **Physics**

Professional and scientific work in the investigation and applications of the relations between time, space matter and energy in the area of mechanics, sound, optics, heat, electricity, magnetism, radiation or atomic and nuclear phenomena.

Physics, Atmospheric	PHYSCS ATMOSPHRC
Physics, Atomic and Nuclear	PHYSCS NUCLR
Physics, Cryogenics	PHYSCS CRYO
Physics, Electricity and Magnetism	PHYSCS ELCTRCY MAG
Physics, Electronics	PHYSCS ELCTRON
Physics, General	PHYSCS GEN
Physics, Mechanical	PHYSCS MECH
Physics, Molecular	PHYSCS MOLEC
Physics, Optical	PHYSCS OPT
Physics, Plasma	PHYSCS PLASM
Physics, Solid State	PHYSCS SOL ST
Physics, Sound	PHYSCS SOUND
Physics, Theoretical	PHYSCS THEOR
Physics, Thermodynamics	PHYSCS THERMO

RESOURCES SPECIALTIES

Energy Intelligence ENRGY INTEL

The study and analysis of worldwide energy trends to include reserves, production and distribution of fuels and electric power as well as the location of such energy facilities as POL depots and refineries, pipelines, and electric power installations.

Government Control and Civil Defense GOVT CONT & CIV DEF

Government control over population and economic resources; manpower resources; civil defense programs.

Industrial Production/Economics IND PRODN/ECONMCS

The study and analysis of worldwide industrial performance to include the capabilities and limitations of economic systems and the costing of weapons and equipment.

Resources Specialties—*Continued*

Military Economics   MIL ECONMCS

Military budgets; costs of weapons systems and military establishments; economic impact and feasibility of military expenditures; and economic and military assistance programs.

Military Production   MIL PRODN

The study and analysis of worldwide military industrial production trends including army, naval, air force, and space equipment.

Materiel Production (Aerospace)   MTRL PRODN-AERO

The manufacture of civilian and military aircraft, space vehicles, and associated test equipment and facilities.

Materiel Production (Electric Power)   MTRL PRODN-EL PWR

The electric power industry, including power plants and the production, transmission and consumption of electric power.

Materiel Production (Electronics)   MTRL PRODN-ELCTRON

The manufacture and supply of electro-magnetic noncommunications equipment and facilities.

Materiel Production (General)   MTRL PRODN-GEN

The study of the conversion of raw materials into products and/or components thereof, through a series of manufacturing processes, which includes functions of production engineering, controlling, quality assurance, and the determination of resources requirements which would provide information about a product or degree of technological development.

Materiel Production (Ground Forces)   MTRL PRODN-GRND

The manufacture and supply of ground forces materiel including weapons, ammunition, explosives, armored and transport vehicles; BW/CW materiel; telecommunication, electronic, infrared, optical and military engineer materiel, medical supplies, military clothing, individual and organizational equipment.

Materiel Production (Missiles)   MTRL PRODN-MISSLE

The manufacture of missiles and associated test equipment and facilities, which may include functions of production engineering, controlling, quality assurance, and the determination of resource requirements which would provide information about a missile or missile system and/or the degreee of technological development.

Materiel Production (Petroleum)   MTRL PRODN-POL

Petroleum and natural gas supply and production; pipelines, processing, and storage facilities; and availability of petroleum industry equipment and supplies.

Materiel Production (Shipbuilding and Repairs)   MTRL PRODN-SHIP

Construction and repair of merchant and naval ships including construction and repair facilities and manufacture of naval armaments.

Resources Specialties—*Continued*

Research and Development Analysis   R&D ANAL

Research and analysis of foreign R&D resources including facilities, personalities, and programs.

Resources Intelligence   RESOURCE

The study and analysis of worldwide resources, their location, abundance, industrial application, availability and strategic significance to the United States and its allies.

Telecommunications   TELECOM

The analysis of telecommunications systems, subsystems, and facilities involved in the transmission and reception of messages by electrical or electro-magnetic means.

SECURITY/(COUNTERMEASURES)

Automation Security   AUTO SECURITY

Procedures and techniques to protect automated systems that process classified and unclassified sensitive information and the information on the systems, including determination of sensitivity, conduct of risk assessments (identify threats, vulnerabilities, and countermeasures). Preparation and review of accreditation packages, and implementation of personnel reliability program.

Communications Security   COMSEC

The protection resulting from all measures designed to deny to unauthorized persons information of value which might be derived from the possession and study of telecommunications or to mislead in interpretations of such study.

Electronic Security   ELSEC

The protection resulting from all measures designed to deny unauthorized persons information of value which might be derived from their interception and study of noncommunications electromagnetic radiations.

Foreign Disclosure Security   FOR DIS SECURITY

Procedures that implement the national disclosure policy. Processing request by foreign nationals to visit defense activities and defense contractors and request for defense information and determination of eligibility of foreign nationals to receive U.S. classified information.

Industrial Security   IND SECURITY

Application of across-the-board security procedures within the industrial complex; inspection of commercial activities on government installations; review of classification guidance under which contractors are required to operate. Planning, development or implementation of security classification review programs or procedures.

Information Security   INFO SECURITY

Procedures governing classification and declassification of information; marking, reproduction, dissemination, safeguarding, accountability, and destruction of classified information, investigation of security violations; after hours requirements. Planning, development or implementation of sensitive compartmented information programs, security awareness programs and/or special access programs.

Operations Security   OPSEC

The process of denying adversaries information about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting military operations and other activities.

Physical Security   PHYS SECURITY

Work involving the physical protection of classified information, to include collateral and SCI, the design, development and installation of protective systems and devices to ensure that the material is not compromised or sabotaged, and the inspection of such systems and facilities for sufficiency and compliance.

Personnel Security   PER SECURITY

Application of standards and criteria to determine whether an individual is eligible for initial and continuing access to classified information, qualified for assignment to sensitive duties, and suitable for acceptance and retention consistent with National Security Awareness programs, Sensitive Compartmented Information Policy/Programs, and/or Special Access programs.

Release/Disclosure/Freedom of Information   RELSE/FOIA

Following established policy and procedures makes the determination for and/or processes the declassification release and disclosure of documents, information and intelligence within the framework of the national disclosure policy. This may include the release of information in accordance with the legislation for the Privacy and Freedom of information Acts.

Technology Security   TECH SECURITY

Policy and procedures to identify and protect technologies critical to weapon systems from deliberate and inadvertent diversion; review of international co-development/co-production programs and foreign military sales cases for possible technology transfer implications.

SOCIAL SCIENCE SPECIALTIES

Cost Analysis   COST ANAL

The estimation of the initial and recurring costs of weapon systems by the study of cost experiences with similar systems and the application of economic and statistical analysis.

Demography   DEMOGRPHY

The statistical study of the characteristics of human population with reference to size and density, growth, distribution, migration, and vital statistics and their effect on social and economic conditions.

Social Science Specialties—*Continued*

Economics   **ECONMCS**

The application of a professional knowledge of economics to work involving research and analysis of economic data and the preparation of interpretive reports; advice and consultation on economic matters; and the direction of various economic programs.

History   **HISTORY**

Research or other work in the field of history requiring a professional knowledge of established methods and techniques in the collection, evaluation, analysis or presentation of historical data.

International Cooperation   **INTNATL COOP**

Research or other work in the planning, development and implementation of foreign economic and military assistance programs.

Psychology   **PSYCHGY**

Professional or scientific work which relates to behavior, capacities, traits, interests and activities of both human and animal organisms.

SUPPLY SPECIALTIES

Purchasing/Procurement   **PURCHG/PROCURMT**

Activities involved in obtaining supplies, services, equipment, and other material by means of informal open-market purchasing, advertised bid procedures, and requisitioning.

Supply Specialist, General   **SUPP SPEC GEN**

Technical supply work involving acquisition, cataloging, storage, distribution and utilization of supplies, equipment, material, property, and service.

TARGETING SPECIALTIES

Damage Assessment   **DAMGE ASMT**

The determination of the physical and functional changes to a target as the result of an air, missile, artillery or ground force attack.

Physical Vulnerability Analysis   **PHYS VULNR ANAL**

Professional and scientific work requiring the application of the physical sciences, inclusive of engineering to the physical vulnerability analysis of targets and the susceptibility of a potential target to damage or impairment by the damage agent(s) of a weapon.

Target Data Base Maintenance   **TARG DATA BASE MAINT**

Defines requirements for and manages implementation of target intelligence to war planning and warfighting. Maintains targeting data bases based on all-source, near real-time intelligence in support of wargaming, weapons development and requirements, and military planning and operations covering the full spectrum of conflict.

Target Development   **TARG DEVLP**

The systematic evaluation of potential target systems and their components to determine which elements military actions should be taken against to achieve given objectives.

Target Materials   **TARG MTRLS**

Establishes operational requirements for production and stockpiling of target materials including maps, charts, photo mosaics, radar prediction, precise positioning data, automated tactical target graphics, geodetic information, target dossiers, and combat mission folders.

Target Publications   **TARG PUBL**

The preparation and maintenance of finished target publications and products, such as lists, guides, encyclopedias, inventories, manuals and associated documents.

Weaponeering   **WEAPONEERING**

The process of determining the quantity and types of weapons required to achieve a specific level of damage to a given target, considering target characteristics, weapon and fuzing characteristics, weapon system effectiveness, munition delivery errors, probability of kill and weapon reliability.

TRANSPORTATION/LOGISTICS SPECIALTIES

Air Mobility Equipment   **AIR MOBIL EQUIP**

Work involving analyzing the capabilities of fixed and rotary wing aircraft, air cushion vehicles, parachutes, special packs, platforms, rigging equipment and miscellaneous air drop items. Also addresses the cargo capacities or capabilities and packing/packaging configuration and materials requirements for fixed and rotary wing, air cushion vehicle transport for normal (landing) or air drop delivery of material.

Merchant Marine Intelligence   **MERCHANT MARINE**

Professional activities that provide intelligence on the movements, actions, port calls and trade activity of the communist and communist-controlled merchant fleets, their chartering activity of Free-world merchant ships and maintenance of position information.

Logistics (Air)   **LOG-AIR**

Professional research and analysis of materiel, equipment, and facilities (e.g., transport, cargo, recon-naissance, trainer, and tanker aircraft; material handling equipment, fuel and armament storage; airfield and seaplane station facilities and operations) and activities that provide for the buildup and support of Air Forces and Aerodynamics systems by providing for supplies, equipment, transportation, maintenance; construction and operation of facilities; movement of personnel and other like services.

Logistics (General)   **LOG-GEN**

The activities that provide for the buildup and support of a military force by providing for supplies, equipment, transportation, maintenance; construction and operation of facilities; movement, evacuation, and hospitalization of personnel; and other like services; so as to render the military force efficient and effective in combat and noncombat operations.

Logistics (Ground)   **LOG-GRND**

Professional research and analysis of materiel and techniques (e.g., amphibious, general purpose and special purpose vehicles; bridging and stream crossing; construction, maintenance, and repair; barriers and fortifications; logistics vehicles; portable power generation units; etc.) and activities that provide for the buildup and support of Ground Forces/Systems by providing for supplies, equipment, transportation, maintenance; construction and operation of facilities; movement of personnel and other like services.

Logistics (Missile)   **LOG-MISSLE**

Professional research and analysis of materiel, equipment, and facilities (e.g., construction, maintenance, and repair; test and transport equipment; training units; missile silos or installations) and activities that provide for the buildup and support of Missile Forces/Systems by providing for supplies, equipment, transportation, maintenance, construction and operation of facilities; movement of personnel and other like services.

Logistics (Naval)   **LOG-NAV**

Professional research and analysis of materiel, facilities, and techniques (e.g., cargo and transport vessels, landing and reconnaissance craft, tankers, shipboard handling equipment, drydock, fuel and armament storage, naval base repair and servicing, loading and unloading, submarine pen facilities and operations, etc.) and activities that provide for the buildup and support of Naval Forces/Systems by providing for supplies, equipment, transportation, maintenance; construction and operation of facilities; movement of personnel and other like services.

Logistics (Space)   **LOG—SPACE**

Professional research and analysis of materiel, techniques, and facilities (e.g., weather, navigation, reconnaissance and communications space vehicles, (excluding communications operational aspects), launch vehicles, ground control and general support facilities, and systems and activities that provide for the buildup and support of Space Forces/Systems by providing for supplies, equipment, transportation, maintenance; construction and operation of facilities; movement of personnel and other like services.

Packaging and Containerization   **PACK & CONTNRZN**

Professional work dealing with the protection and shipping of material; techniques of grouping packages into single shipping units; packaging and container design and fabrication.

Transportation Analysis   **TRANSP—ANAL**

The determination and interpretation of capacity, capability, vulnerability, recuperability, and trafficability of transportation systems.

Transportation (Civil Air)   **TRANSP-AIR**

The research and analysis of nonmilitary aircraft; airways and systems; construction and maintenance; capability to support military operations; relative importance and vulnerability; and component facilities and installations.

Transportation (General)   **TRANSP-GEN**

The research and analysis of all modes of transportation systems, as individually described above and below, or the principal direction of such activities.

Transportation (Highways)   **TRANSP-HWY**

The research and analysis of highway systems; construction and maintenance; capability to support military operations; relative importance and vulnerability; and component facilities and installations.

Transportation (Inland Waterways)   **TRANSP-WATER**

The research and analysis of inland waterways systems; construction and maintenance; capability to support military operations; relative importance and vulnerability; and component facilities and installations.

Transportation (Maritime)   **TRANSP-MARITIME**

The research and analysis of the capacity and capability in the use of maritime forces, and actions performed by those forces on, under, or over the sea to use, gain or exploit control of the sea or deny its use to others. Includes the study of non-military and military maritime activity to determine extent of importance in support of military amphibious operations or potential use of maritime assets during periods of crisis or emergency.

Transportation (Ports)   **TRANSP-PORT**

The research and analysis of ports; construction and maintenance; capability to support military operations; relative importance and vulnerability; and component facilities and installations.

Transportation (Railways)   **TRANSP-RAIL**

The research and analysis of railway systems; construction and maintenance; capability to support military operations; relative importance and vulnerability; and component facilities and installations.

Transportation Systems   **TRANSP-SYS**

The overall description and analysis of area transportation systems, routes, facilities, structures, and operating resources.

TRANSPORTATION SPECIALTIES

Traffic Management   **TRAF MGMT**

Activities involving the planning, developing, installation, operating and controlling of traffic management programs.

POLITICAL GEOGRAPHIC AREAS

Political-Geographic Areas	Abbreviation
AFRICA	AFRICA
ANTARCTIC	ANTARCTIC
ARCTIC (Includes Alaska)	ARCTIC
PEOPLE'S REPUBLIC OF CHINA	PRC
EASTERN EUROPEAN COMMUNIST STATES	EAST EUR COM
FAR EAST (Vietnam, Korea (South), Korea (North), Laos, Kampuchea (Cambodia), Macao, Hong Kong, Brunei, Malaysia, Taiwan, Philippines, Thailand, Indonesia, Japan, Burma)	FAR EAST
FREE WORLD	FREE WORLD
LATIN AMERICA	LAT AMER
MIDDLE EAST (Cyprus, Greece, Egypt, Iran, Iraq, Lebanon, Israel, Saudi Arabia, Syrian Arab Republic, Turkey, Jordan, Yemen, Other Arabian Peninsular States; Bahrain, Kuwait, Oman, Qater, United Arab Emirates)	MID EAST
SOUTH ASIA (Afghanistan, Nepal, Sri Lanka (Ceylon), India, Pakistan and Bangladesh)	SOUTH ASIA
WESTERN EUROPE	WEST EUR
USSR	USSR

LIST OF LANGUAGES

Language

Afrikaans
Albanian
Amharic (Includes Ethiopian)
Arabic—Classical
Arabic—Eastern (Dialects spoken east of
   Tripoli, Libya.)
Arabic—Modern (Written language only. Used
   for all Arabic dialects.)
Arabic—Western (Includes Tripoli, Libya, and
   all dialects spoken to the west of it.)
Armaic
Armenian
Azerbaijani
Basque
Belorussian
Bengali
Berber
Breton
Bulgarian
Burmese
Cambodian
Catalan
Chinese
   China—Cantonese
   China—Fukienese
   China—Mandarin
Czech
Danish
Dutch
Eskimo
Estonian
Finnish
Flemish
Formosan
French
Georgian
German
Greek
Haitian—Creole (Includes French—Creole and
   Martinique—Creole.)
Hausa
Hebrew
Hindi
Hungarian
Icelandic
Indonesian
Irish
Italian
Japanese
Javanese

Language

Kachin
Kirghiz
Korean
Kurdish
Laotian
Latvian
Lingala
Lithuanian
Malagasy
Malay
Mongolian
Norwegian
Pacific Islands (Language is identifiable
   with a geographic area but cannot be
   classified further.)
Persian-Afghan
Persian-Iranian (Includes Farsi.)
Polish
Portuguese
Punjabi
Pushtu
Romanian
Russian
Serbo-Croatian
Slovak
Slovenian
Somali
Spanish
Swahili
Swedish
Tagalog
Tamil
Telugu
Thai
Tibetan
Tigre
Turkish
Uighur
Ukrainian
Urdu
Uzbek
Vietnamese
   Vietnam-Central
   Vietnam-Hanoi
   Vietnam-Saigon
Welsh
Yiddish
Yoruba

LANGUAGE PROFIC. ENCY LEVELS AND CODES

(For Speaking, Reading, Oral Comprehension and Writing)

Level	Code
None	0
Elementary	1
Limited	2
Minimal Professional	3
Full Professional	4
Native	5

LISTING OF LEVELS OF CIVILIAN EDUCATION AND DEFINITIONS

CIVILIAN EDUCATION LEVEL

Level	Code	Definition/Explanation
Not Applicable	00	
Some Elementary School Did not Complete	01	Elementary school means grades 1 through 8 or equivalents.
Elementary School Completed No High School	02	Grade 8 or equivalent completed.
Some High School—Did Not graduate	03	High school means grades 9 through 12 or equivalents.
High School Graduate or Certificate of Equivalency	04	
Terminal Occupational Program—Did not Complete	05	Program extending beyond grade 12, usually not more than 3 years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first 2 or 3 years of baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
Terminal Occupational Program—Certificate of Completion, Diploma or Equivalent	06	(See above). Two levels are recognized (1) the technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and nonengineering fields; (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
Some College—Less than 1 year	07	Less than 30 semester hours or 45 quarter hours completed.
1 Year College	08	30–59 semester hours or 45–89 quarter hours completed.
2 Years College	09	60–89 semester hours or 90–134 quarter hours completed.
Associate Degree	10	2-Year college degree program completed.
3 Years College	11	90–119 semester hours or 135–179 quarter hours completed.
4 Years College	12	120 or more semester hours or 180 or more quarter hours completed—no baccalaureate (bachelor's) degree.
Bachelor's Degree	13	Requires completion of at least 4 but not more than 5 years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.

Listing of Levels of Civilian Education and Definitions—*Continued*

Level	Code	Definition/Explanation
Post Bachelor's	14	Some work beyond (at a higher level than) the bachelor's degree but no additional higher degree.
First Professional Degree	15	Signifies the completion of academic requirements for selected professionals, which are based on programs requiring at least 2 academic years of previous college work for entrance and a total of at least 6 academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
Post-First Professional	16	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
Master's Degree	17	For liberal arts and sciences customarily granted upon successful completion of 1 (sometimes 2) academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
Post-Master's	18	Some work beyond (at a higher level than) the Master's Degree but no additional higher degree.
Sixth-Year Degree	19	i.e., Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.
Post-Sixth Year	20	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
Doctorate Degree	21	Includes such degrees as Doctor of Education, Doctor of Judicial Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.
Post Doctorate	22	Work beyond the doctorate.

ACADEMIC STUDY FIELDS

CONTENTS

LIST OF ACADEMIC STUDY FIELDS AND ABBREVIATIONS

ACADEMIC STUDY FIELDS

Academic Field	Abbreviation
ACCOUNTING AND BUDGET	
Accounting/Auditing	ACCTNG/AUDNG
Budget Administration	BUDG ADM
Financial Management/Comptroller	FINCL MGMT/COMPT
ADMINISTRATIVE/MANAGERIAL/BUSINESS FIELD	
Administrative Assistant/Officer	ADM ASST/OFF
Business Administration	BUS ADM
Business, Commerce, & Industrial Administration	BUS/COMM/IND ADM
Business Economics	BUS ECONMCS
Business Management	BUS MGMT
Business Relations	BUS REL
Business Statistics	BUS STAT
Employee Relations	EMPLY REL
Government Relations	GOVT REL
Industrial Operations	IND OPNS
International Business	INTNATL BUS
Labor/Industrial Relations	LABOR/IND REL
Management Analyst	MGMT ANAL
Management Information Systems	MGMT INFO SYS
Marketing	MARKETING
Operations Research (See Mathematics Specialties, part 2)	OPNS RESRCH
Planning/Program Management/Analysis	PLNG/PROG MGMT/ANAL
Production Control	PRODN CONT
Program Management	PROG MGMT
Public Administration	PUB ADM
Real Estate	REAL ESTATE
Transportation	TRANSP
AUTOMATIC DATA PROCESSING	
Automatic Data Processing	AUTO DATA PROCSNG
Computer Programming	COMPTR PROGMNG
Computer Science	COMPTR SCI
Computer Systems Administration	COMPTR SYS ADM
Computer Systems Analyst	COMPTR SYS ANAL
Computer Systems Operation	COMPTR SYS OPN
Information Sciences (See Automatic Data Processing Specialties, part 2)	INFOR SCI
Operations Research (See Mathematics Specialties, part 2)	OPNS RESRCH
BIOLOGICAL SCIENCES	
Agriculture/Agronomy	AGRICULTR/AGRONMY
Biology/Biophysics	BIOLGY/BIOPHYS
Botany	BOTANY

Biological Sciences—*Continued*

Cybernetics	CYBERNTCS
Ecology	ECOLOGY
Entomology	ENTOMLGY
Forestry	FORESTRY
Microbiology/Bacteriology/Epidemiology	MICRO/BACT/EPID
Parasitology	PARASTLGY
Pharmacology	PHARMCLGY
Physiology	PHYSIOLGY
Radiology	RADIOLGY
Zoology	ZOOLGY

EDUCATION

Education Administration/Supervision	EDUC ADM/SUPV
Education of the Handicapped	EDUC HANDCP
Education and Training	EDUC & TRNG
Educational Psychology	EDUC PSYCHGY
Elementary Education	ELEM EDUC
General Education	EDUC GEN
Guidance/Counseling	GUIDNC/CONSLNG
Physical Education	PHYS EDUC
Secondary Education	SECDY EDUC
Special Education	SPEC EDUC

ENGINEERING & APPLIED TECHNOLOGY

Architecture	ARCHTCT
Architecture, Naval	ARCHTCT NAV
Communications Specialist	COMM SPEC
Electronic Technician	ELCTRON TECH
Engineering, Aerospace (Aeronautical & Astronautical)	ENGR AEROSP
Engineering, Agricultural	ENGR AGRI
Engineering, Biological	ENGR BIOLGCL
Engineering, Biomedical	ENGR BIOMDCL
Engineering, Ceramic	ENGR CERAM
Engineering, Chemical	ENGR CHEM
Engineering, Civil/Structural	ENGR CIV/STRUCT
Engineering, Construction	ENGR CONSTR
Engineering, Drafting	ENGR DRFT
Engineering, Electrical	ENGR ELCTRL
Engineering, Electronic	ENGR ELCTRON
Engineering, Environmental/Sanitary	ENGR ENVIRMT/SANTY
Engineering, General	ENGR GEN
Engineering, Geological	ENGR GEOLGCL
Engineering, Geophysical	ENGR GEOPHYSCL
Engineering, Industrial	ENGR IND
Engineering, Marine	ENGR MARN
Engineering, Materials	ENGR MTRL
Engineering, Mechanical	ENGR MECH
Engineering, Metallurgical	ENGR METALRGCL
Engineering, Mining	ENGR MIN
Engineering, Nuclear	ENGR NUCLR
Engineering, Petroleum/Natural Gas	ENGR PETRL/NAT GAS
Engineering, Safety	ENGR SAFETY

Engineering & Applied Technology—*Continued*

Engineering, Technician	ENGR TECH
Engineering, Vulnerability	ENGR VULNR
Surveying Technician	SRVYNG TECH

INFORMATION & ARTS

Arts and Sciences, General	ART & SCI GEN
Drafting	DRFTNG
English & Journalism	ENGL & JRNLSM
Fine and Applied Arts (Arts, Music, Speech, Dramatic Arts)	FINE AND APLD ART
Humanities, General	HUMAN GEN
Illustration	ILLUSTRN
Philosophy/Religion	PHILO/RELGN
Public Relations	PUBLIC REL
Radio & Television	RADIO/TV
Visual Information	VIS INFO

LEGAL FIELD

Attorney/Lawyer	LAW
Law Enforcement	LAW ENFRCMT

LIBRARIANSHIP FIELD

Archivist	ARCHVST
Documentation Research	DOCMNT RESRCH
Library Science	LIB SCI
Librarian	LIBRN

MATHEMATICS

Applied Mathematics	APLD MATHCS
Information Sciences	INFO SCI
Mathematical Statistics	MATHCL STAT
Mathematics	MATHCS
Operations Research (See Mathematics Specialties, part 2)	OPNS RESRCH
Statistics	STAT

MEDICAL SCIENCES

Hospital Administration	HOSP ADM
Laboratory Technician	LAB TECH
Medical, Dental or Veterinary Scientist	MD/DDS/DVM

PERSONNEL ADMINISTRATION

Personnel Administration	PERS ADM

PHOTOGRAPHIC SERVICES

Photographer, General	PHOTOGR GEN

PHYSICAL SCIENCE FIELD

Administration, Physical Science/Scientific and Technical	ADM PHYS SCI/S&T
Astronomy/Space Science	ASTRONMY/SPACE SCI
Ballistics	BALLISTCS
Cartography	CARTOGRY
Chemistry/Biochemistry	CHEMSTRY/BIOCHEMSTRY
Earth Science	EARTH SCI
Geodesy	GEODSY
Geography, Cultural	GEOGY CULT
Geography, Economic	GEOGY ECONMC
Geography, General	GEOGY GEN
Geography, Military	GEOGY MIL
Geography, Political	GEOGY POLIT
Geography, Physical	GEOGY PHYS
Geography, Transportation	GEOGY TRANSP
Geography, Urban	GEOGY URBAN
Geology	GEOLGY
Geophysics/Seismology	GEOPHYSCS/SEISMLGY
Hydrology/Hydrography	HYDROLGY/HYDROGY
Metallurgy	METALLGY
Meteorology/Climatology	METEORLGY/CLIMATLGY
Oceanography	OCEANOGY
Physical Science Technician	PHYS SCI TECH
Physics, Atomic & Nuclear	PHYSCS NUCLR
Physics, Atmospheric	PHYSCS ATMOSPHRC
Physics, Cryogenics	PHYSCS CRYO
Physics, Electricity and Magnetism	PHYSCS ELCTRCY MAG
Physics, Electronics	PHYSCS ELCTRON
Physics, General	PHYSCS GEN
Physics, Mechanical	PHYSCS MECH
Physics, Molecular	PHYSCS MOLEC
Physics, Optical	PHYSCS OPT
Physics, Plasma	PHYSCS PLASM
Physics, Solid State	PHYSCS SOL ST
Physics, Sound	PHYSCS SOUND
Physics, Thermodynamics	PHYSCS THERMO
Physics, Theoretical	PHYSCS THEOR
Propulsion	PROPULSN

SOCIAL SCIENCES

Air Science (Formal study at college level or above)	AIR SCI
Anthropology	ANTHROPGY
Archeology	ARCHEOLOGY
Asian Area Studies	FRGN AREA STUD—ASIA
Cost Analysis	COST ANAL
Demography	DEMOGRPHY
Economics	ECONMCS
Economics Assistance	ECONMCS ASST
Environmental Studies	ENVIRMNT STUD
Foreign Affairs/International Relations	FRGN AFFRS/INTNATL REL
Foreign Area Studies	
Africa	FRGN AREA STUD—AFRICA
China	FRGN AREA STUD—CHINA
Eastern European Communist States	FRGN AREA STUD—EAEUCOM

Social Sciences—*Continued*

Far East	FRGN AREA STUD—FAR EAST
General	FRGN AREA STUD—GEN
Latin America	FRGN AREA STUD—LAT AMER
Middle East	FRGN AREA STUD—MID EAST
Slavic Area Studies	FRGN AREA STUD—SLAVIC
SE Asian Area Studies	FRGN AREA STUD—SE ASIA
South Asia	FRGN AREA STUD—SO ASIA
USSR	FRGN AREA STUD—USSR
Western Europe	FRGN AREA STUD—WEST EUR
Foreign Language and Literature Studies	
Germanic	FRGN LANG—GERM
Indo-Chinese	FRGN LANG—INDO—CHIN
Japanese	FRGN LANG—JAP
Latin and/or Greek	FRGN LANG—LAT/GRK
Linguistics	FRGN LANG—LINGSTCS
Other Languages	FRGN LANG—OTHER
Romance	FRGN LANG—ROMNCE
Slavic	FRGN LANG—SLAV
Geography, Urban	GEOGY URBAN
Geology	GEOLGY
Geophysics/Seismology	GEOPHYSCS/SEISMLGY
Hydrology/Hydrography	HYDROLGY/HYDROGY
Metallurgy	METALLGY
Meteorology/Climatology	METEORLGY/CLIMATLGY
Oceanography	OCEANOGY
Physical Science Technician	PHYS SCI TECH
Physics, Atomic & Nuclear	PHYSCS NUCLR
Physics, Atmospheric	PHYSCS ATMOSPHRC
Physics, Cryogenics	PHYSCS CRYO
Physics, Electricity and Magnetism	PHYSCS ELCTRCY MAG
Physics, Electronics	PHYSCS ELCTRON
Physics, General	PHYSCS GEN
Physics, Mechanical	PHYSCS MECH
Physics, Molecular	PHYSCS MOLEC
Physics, Optical	PHYSCS OPT
Physics, Plasma	PHYSCS PLASM
Physics, Solid State	PHYSCS SOL ST
Physics, Sound	PHYSCS SOUND
Physics, Thermodynamics	PHYSCS THERMO
Physics, Theoretical	PHYSCS THEOR
Propulsion	PROPULSN
History	HISTORY
History	HISTORY AFRICA
History, African	HISTORY AMERICAN
History, American	HISTORY CHINA
History, Chinese	HISTORY EUROPE
History, European	HISTORY FAR EAST
History, Far East	HISTORY LAT AMER
History, Latin American	HISTORY MID EAST
History, Mid East	HISTORY USSR
History, Russian	INTEL RESRCH & ANAL
Intelligence Research & Analysis	INTNATL COOP
International Cooperation	MIL SCI
Military Science (Formal study at college level or above)	NATL SECURTY AFFRS

Social Sciences—*Continued*
National Security Affairs NATL SECURTY AFFRS
Naval Science (Formal study at college level or above) NAVAL SCI
Police Science/Administration POLICE SCI/ADM
Political Science POLI SCI
Psychology PSYCHGY
Social Science/Sociology SOC SCI/SOCIOLGY
Strategic Intelligence STRATEGIC INTEL
Urban Planning URBAN PLNG

SUPPLY
Purchasing/Procurement PURCHG/PROCURMT
Supply Specialist, General SUPP SPEC GEN

TRANSPORTATION
Transportation TRANSP

DOD INTELLIGENCE CAREER DEVELOPMENT PROGRAM (ICDP)
DEFENSE INTELLIGENCE SPECIAL CAREER AUTOMATED
SYSTEM (DISCAS)
NARRATIVE SUMMARY INPUT FORM

NOTE: Read Privacy Act information on reverse before filling out this form

SSN: 1 2 3 4 5 6 7 8 9

POSITION SEQUENCE NUMBER	ADD	CHANGE	DELETE
1	X		

NAME (Last, First, Middle Initial): SMITH, ARNOLD S.

FROM DATE YY MM	TO DATE YY MM	SERIES	GRADE	POSITION TITLE	EMPLOYING ORGANIZATION	LOCATION	PSN
8606		0132	GS13	INTEL RES SPEC	DIA/JSI	PENTAGON DC	

DESCRIPTION OF WORK

CURRENT POLITICAL ANALYST RESPONSIBLE FOR PROVIDING CURRENT

INTELLIGENCE PRODUCTION, INTERPRETATION AND ASSESSMENT AND

INDICATIONS SUPPORT ON SIGNIFICANT POLITICAL, IDEOLOGICAL

AND ECONOMIC DEVELOPMENTS AND TRENDS IN THE SOVIET UNION AND

THE EASTERN EUROPEAN COMMUNIST COUNTRIES. INDICATIONS AND

WARNING WATCH OFFICER IN THE DIA NMIC ALERT CENTER ON A

RECURRING BASIS. PREPARE, COORDINATE AND PRESENT REPORTS AND

BRIEFINGS.

DISCAS USE ONLY

STATEMENT OF EMPLOYEE: The information I have furnished on this form is true and correct to the best of my knowledge and belief and has been submitted in good faith.

DATE (YY) (MM) (DD)	SIGNATURE OF EMPLOYEE
86 07 04	Arnold S. Smith

DD FORM 1932-1
83 OCT

(ABOVE INFORMATION SHOULD BE HANDWRITTEN)

DETAILED INSTRUCTIONS
FOR COMPLETING THE
DD FORM 1932-1—NARRATIVE SUMMARY
TO THE
EMPLOYEE QUALIFICATION RECORD

The narrative summary is an extremely important part of your DISCAS Employee Qualification Record; it is provided along with the data from your DD Form 1932 to managers who may be considering you for selection, for promotion or reassignment. DD Form 1932-1 will be used to enter your narrative summary description into the DISCAS data base for subsequent use in the DISCAS referral process. Careful attention must be given to the instructions below and the entry of your narrative descriptions.

You will note that this form has been premarked with the Privacy Act Notice and For Official Use Only (FOUO) (When Completed). In describing your duties, you may *not* enter classified information. The purpose is to describe your duties—NOT THE SUCCESS OR FAILURE OF YOUR MISSION. Additional copies of this form may be reproduced locally.

GENERAL: A maximum of four narrative summaries may be entered in your DISCAS Employee Qualification Record. DD Form 1932-1 is to used to add, change or delete your narrative summary description; one narrative summary description per form. Starting with your present position, enter the four most significant and distinct positions you have held. You may enter positions in government, private industry or military service. Positions may be entered separately or consolidated/grouped. Except for your present position, you may skip positions of lesser significance; you do not have to enter your last four positions. When grouping positions, group at the lower grade levels or older positions. The higher grade levels (13 and above) or more recent position should not be grouped, but if they are, no more than two positions. Be sure to include the grade span in your narrative when grouping. Positions will be date sequenced based on the "FROM DATE" with your present position appearing first and the oldest position last. Do *not* overlap your FROM and TO DATES. The original of all forms should be signed, dated and forwarded to the DoD ICDP Office (DIA/OT-1, Washington, DC 20340-5200).

The information requested on the DD Form 1932-1 should be handwritten. The form is not formatted for typewriter use. Also, do not wrap words at the end of a line or hyphenate. Put entire word on the next line.

Line 1

SOCIAL SECURITY NUMBER (SSN): Enter your nine digit Social Security Number.

POSITION SEQUENCE NUMBER (PSN): Enter a "1" to indicate your present position; "2" to indicate your second position; "3" to indicate your third position; "4" to indicate your fourth position based on the "FROM DATE."

ADD, CHANGE, DELETE INDICATOR: Enter "X" in the appropriate block to indicate the nature of your transaction (add, change, or delete). If your record contains four positions and you add a fifth position, then the fourth position will automatically be deleted unless you indicate which one of your four existing positions should be deleted. (See DELETE below). Your narratives will be resequenced based on the "FROM" date after each update.

ADD: Enter "X" in the ADD block; enter the appropriate POSITION SEQUENCE NUMBER (1, 2, 3, or 4) in the POSITION SEQUENCE NUMBER block and complete the remainder of the form.

CHANGE: Enter "X" in the CHANGE block; enter the appropriate POSITION SEQUENCE NUMBER (1, 2, 3, or 4) and enter the *entire* position to include your changes just as though it was an ADD transaction.

DELETE: Enter "X" in the DELETE block and enter the appropriate POSITION SEQUENCE NUMBER (1, 2, 3, or 4) of the position to be deleted.

NAME: Enter your last name followed by your first name and middle initial.
SECTION B

Line 2

FROM DATE: Enter the LAST two digits of the year followed by 2 digits for the month; for example, "8501" for January 1985.

TO DATE: Enter the LAST two digits of the year followed by 2 digits for the month; for example "8701" for January 1987. *For present position leave blank.*

SERIES: Complete this entry only for government experience as a civilian; otherwise, leave blank. Enter four digit classification series; for example, "0132," "0855," "0334."

GRADE:

Government Civilian: Enter pay plan and grade level. Enter highest grade when describing several positions; for example, "GS09," "GG11," "GM14," "WB05" (4 characters maximum). If grouping several grades, include grade span in narrative description.

Military Service: Enter appropriate abbreviations for grade. Enter highest grade when describing several positions; for example, "005," "W03," "E8" (4 characters maximum). If grouping several grades, include grade span in narrative description.

Private Industry: Leave Blank.

POSITION TITLE: Enter your official position title as recorded on "Notification of Personnel Action," Standard Form 50, for government civilian positions. Do not use an organizational title such as "Chief, OB Branch;" such organizational titles may be shown under "Description of Work." For military or private industry experience, titles may be shown under "Description of Work." For military or private industry experience, titles should be as descriptive as possible; do not repeat military grade/rank. Abbreviate when necessary (18 characters maximum).

EMPLOYING ORGANIZATION: Enter your employing organizations for each position; for example, "DIA," "Def Intel Agy," "MSIC," "Msl Space Intel Ctr," "FTD," "Frgn Tech Div" (16 characters maximum).

LOCATION: Enter the duty location for your employing organization; for example, "Washington, DC," "Redstone ARS AL," "Ft. Bragg NC" (16 characters maximum).

Line 3

DESCRIPTION OF WORK: Enter a narrative description covering the most important duties and responsibilities of the position(s) which serve(s) to best indicate your qualifications and abilities. If applicable, organizational title and supervision exercised should be included. If grouping several positions, include grade span in your narrative. Your narration of duties serves as the primary justification for your use of any skill abbreviations in the "Work Experience" Section of the DD Form 1932. Do *not* use any classified information in describing your duties (528 characters maximum).

INDIVIDUAL DEVELOPMENT PLAN (IDP)

(Please read Privacy Act Statement and Instructions on reverse before completing form.)

1. SOCIAL SECURITY NO. (3-11)	2. NAME (Last, First, Middle Initial)	3. IDP DATE (12-15)	
		YEAR	MONTH

4. SERIES	5. GRADE	6. POSITION TITLE	7. DOD COMPONENT

8. NAME OF EMPLOYING ACTIVITY	10. ADDRESS OF EMPLOYING ACTIVITY
9. ORGANIZATIONAL ELEMENT (Division, Branch, Etc.)	

► **SECTION I** ◄

11. **NEXT CAREER POSITION** *(consult appropriate sources such as career advisors, knowledgeable civilian personnel specialists, or Position Classification Standards and Qualification Standards).* NOTE: If the employee's current position fulfills his/her immediate career desires write NONE in this block and proceed to Section II.

► **SECTION II** ◄

12. **TRAINING / DEVELOPMENTAL ASSIGNMENTS** *(List specific training and developmental needs for position identified in Section I, and general career progression. Be specific.)*

C A T	COURSE TITLE OR TRAINING / DEVELOPMENTAL ASSIGNMENT	CODE	PRIORITY	TYPE	FY
16	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51	52 53 54 55	56	57	58 59

► **SECTION III** ◄

13. **CONCURRENCE AND APPROVAL**

(Any comments in regard to the above career development can be made on the reverse of this form.)

a EMPLOYEE

(1) Signature	(2) Date Signed

b. IMMEDIATE SUPERVISOR (60-75)	c REVIEWING SUPERVISOR	d. CAREER ADVISOR
(1) Name (Last, First, Middle Initial)	(1) Name (Last, First, Middle Initial)	(1) Name (Last, First, Middle Initial)
(2) Title	(2) Title	(2) Title
(3) Organization	(3) Organization	(3) Organization
(4) Date Signed	(4) Date Signed	(4) Date Signed
(5) Signature	(5) Signature	(5) Signature

DD Form 1917, JUN 87   *Previous editions are obsolete.*   1130-167

INDIVIDUAL DEVELOPMENT PLAN (IDP)
DD FORM 1917
(Please detach this sheet before submitting DD Form 1917.)

Privacy Act Statement

AUTHORITY: 10 USC 133d; 44 USC 3101, 5 USC 301 and 302; Executive Order 9397, November 1943 (SSN).

PRINCIPAL PURPOSES: To assess employee potential for further training and development, establish an orderly career progression plan, and record employee's availability for development/rotational assignment to other positions within DoD

ROUTINE USES: Used as a planning document by civilian personnel and training/education officers to determine employee training needs and attendant scheduling and funding considerations

DISCLOSURE: Voluntary; however, absence of a current completed form could result in inadequate identification of training and developmental needs in conjunction with career objectives and limited performance data available to selecting officials in the referral process.

INSTRUCTIONS FOR COMPLETING DD FORM 1917

SECTION I - NEXT CAREER POSITION

The next career position is that position which the employee and the immediate supervisor, with the assistance of the Senior/Local Civilian ICDP Advisor(s) or civilian personnel office, consider as the next most logical progression step for the advancement of the individual. The careerist must play a major role, with assistance from the immediate supervisor, in the determination of the next career position. If appropriate, enter the series, title, and grade of the next career position.

If the employee's current position fulfills his/her immediate career desires, write the word NONE in the space provided. (Employee should insert NONE only if the current position, series and grade fulfills career desires within the next twelve months. Keep in mind the next higher level or another desirable position/ series at the same grade level may become available in the current organization.)

Training needed to maintain technical update for the current position should be listed in Section II.

SECTION II - TRAINING/DEVELOPMENT ASSIGNMENTS

List specific training and education course titles, On the Job Training (OJT)/specialized experience, rotational assignments, and other training/ development needed to progress to next position or for career broadening purposes. (Maximum 8 line entries.) Review training requirements for grade levels and the Training Compendium for specific entries.

Training should be planned realistically for the ensuing five years so that the data can be used for component five year training plan and budget purposes.

Block 16: Use appropriate category code.

Code 1 - DoD/Government Training (any Department of Defense and/or other Government agency/Service training).

Code 2 - Academic Educational Development (any course taken at a college or university for credit [semester/quarter hours]).

Code 3 - Rotational/Temporary assignments (details to other positions under normal temporary detail procedures and/or details for longer periods under rotational assignment procedures).

Code 4 - OJT/Specialized Experience (any on the job training or special training needed to meet the requirements for the next career position or general progression).

Code 5 - Other Training/Development (any continuous education course/state-of-the-art course for major discipline at college or university, and related seminars).

DD Form 1917 Instructions, JUN 87

INSTRUCTIONS FOR COMPLETING DD FORM 1917 *(Continued)*

Blocks 17 through 51: Training/Developmental Assignments (title of training/academic course, brief description of OJT/specialized training/development, or desired position, organization and location if for rotational/temporary assignment). Review training requirements for grade levels (Chapter 6 of DoD 1430.10-M-3) and the Training Compendium for specific entries.

Blocks 52 through 55: Leave Blank for DoD ICDP Office use only for subject code.

Block 56: Use appropriate priority code

Priority 1 - Training that must be accomplished in the ensuing fiscal training cycles or it will have a direct adverse effect on mission accomplishment. The highest priorities will be given to those training and educational opportunities listed as part of the approved Master Training and Education Plan.

Priority 2 - Training which is required to provide for systematic replacement of skilled employees as required by career management programs and if deferred beyond the ensuing training cycles will have an adverse effect on mission accomplishment in the period following.

Priority 3 - Training which is required for an employee who is performing at an adequate level of competence to increase the employee's efficiency and productivity. This training may be accomplished after Priority 1 and Priority 2 needs have been met but would not be in the DoD or public interest to defer beyond the ensuing training cycles.

Block 57: Type Training in accordance with Chapter 6 of DoD 1430.10-M-3:

Mandatory = M   Desired = D

Blocks 58 through 59: Fiscal Year (Give last two digits of fiscal year in which training is to be taken, e.g., 87.)

SECTION III - CONCURRENCE AND APPROVAL

ITEM 13: Complete all items as requested.

GUIDELINES

The supervisor should use the following items as a discussion tool in regard to training and career development for the employee. These areas can provide a basis for career counseling, estimating potential for career advancement, and formulating specific career goals and training plans.

Discuss the following items with the employee relative to the next career position.

1. Technical Competencies:

   a. Soundness of decisions and recommendations.

   b. Development of solutions.

   c. Innovativeness.

   d. Quality of work.

2. Quantity and Timeliness (meeting deadline schedules and accomplishment of workload in order of priority).

3. Written Communication (expression of ideas in a clear, concise and convincing manner).

4. Oral Communication (expression of ideas in a clear, concise and convincing manner).

5. Cooperation (tact, diplomacy and maintaining interpersonal relationships).

6. Stability (composure and effectiveness under pressure and adverse or changing conditions).

7. Supervision and Management:

   a. Making appropriate decisions under stressful/adverse conditions.

   b. Supporting organizational policy and ensuring high standards.

   c. Accepting responsibility.

   d. Delegating authority, defining assignments and accepting consequences.

   e. Motivating others through leadership capacity.

   f. Developing subordinates.

   g. Effective planning and organizing, coordinating and controlling diversified activities.

   h. Upholding the principles of Equal Employment Opportunity and Affirmative Action Plans.

DD Form 1917 Instructions Reverse, JUN 87

THE DOD-WIDE COUNSELING SYSTEM FOR
CIVILIAN GENERAL INTELLIGENCE CAREER DEVELOPMENT PROGRAM

I. PURPOSE

The purpose of this section is to describe the system for counseling employees participating in the DoD-wide civilian ICDP and to outline the procedures to be followed in completing the Individual Development Plan, DD Form 1917.

II. OBJECTIVES

A. To identify employee potential for further development and advancement to the next career position and for general career progression through periodic consultation.

B. To establish an orderly career progression plan and a training and developmental assignment plan to accomplish such progression.

III. BASIC PROVISIONS

Counseling is an essential element in the career of an individual. It is not a periodic process; it is the supervisor's continuing day-to-day responsibility. However, formal counseling will be conducted annually on a mutual basis between the individual and the supervisor. The objective of this process is to bring into focus those factors around which the employee's career development can be systematically planned. The process begins with an employee/supervisor consultation and should take into consideration such factors as the employee's willingness to move from one career position to another, which contributes to career enhancement, the appropriateness of the individual's overall career goals, past employee training, education and assignments, as well as changes in employee proficiency and attitude as a result of past training/education and developmental assignments. This consultation is used as a basis for career counseling, estimating potential for career advancement and formulating specific career goals and training plans.

IV. DEFINITIONS

A. Career Counseling—Counseling is a helping process which permits supervisors and employees, through constructive discussions, to bring into focus performance and behavioral factors around which an employee's career and personal development can be systematically planned. Through counseling, understanding and insight are gained for stimulating the employee to improve the employee's performance and to accept the challenge for development.

B. Career Plan—The career plan is part of the ICDP process and is developed jointly by the employee and supervisor to establish the employee's next career position (consistent with his/her ultimate career objective), to determine the next career position requirements, and to establish a realistic training and developmental plan to meet those requirements.

C. Local ICDP Advisor—The local ICDP Advisor is a senior intelligence careerist knowledgeable of the intelligence career program, its structure, training and promotion opportunities, and occupational content to provide the necessary guidance/advice, information and counsel to both management and employees concerning career planning and general career program management.

D. Next Career Position—A position which an employee and immediate supervisor have concluded would be the next logical developmental assignment in the employee's overall career development plan. Identification of the next career position does not preclude the employee from being considered for other positions or employment opportunities.

V. RESPONSIBILITIES

A. Individuals

I. Individuals are responsible for recognizing their aptitudes, strengths, and developmental needs. They must undertake training and development to meet these needs and consider their development in terms of their career goals which may include assignment to other positions within the DoD. Employees must demonstrate their willingness to take advantage of the opportunities offered, work hard to achieve the goals they have set, and assume the responsibility for their own development. The development of any one employee is dependent upon the degree of promise of the employee and the training and education pursued to meet the individual's particular immediate needs and long-range goals.

2. Prior to the discussion with the immediate supervisor on the annual IDP, the employee should have established a personal plan to meet the career development needs for the upcoming years. The personal plan should encompass training and educational requirements, as well as specific developmental assignments, that can reasonably be planned for with emphasis on those developmental opportunities desired during the ensuing year.

3. After formulating a personal plan, the employee should, in conjunction with the supervisor, assure that the plan is realistic and consistent with the achievement of the organization's goals.

4. In establishing goals for particular training/education needs and developmental assignments, the employee should consult the following sources for assistance:

a. Chapter 6. This chapter lists the typical developmental assignments and the mandatory/desirable training/education requirements for the career field.

b. Local ICDP Advisor/Civilian Personnel Officer/Training and Education Specialist/Employee Development Specialist within the activity.

c. Training Compendium for General ICDP Personnel.

d. Rotational Assignment Compendium.

B. Senior and Local Civilian ICDP Advisors. See chapter 2, paragraphs IV & V for specific responsibilities of the advisors.

C. Immediate Supervisor

1. The immediate supervisor is responsible for day-to-day counseling of the individual's career progression. However, following the structure provided by DD Form 1917, formal counseling will be conducted at least annually between the individual and the supervisor. Particular attention will be directed toward career training and developmental assignments for advancement to the designated next career position.

2. Ensuring that the employee understands the next career position, its performance requirements, and that the identification of the next career position does not preclude the employee from being considered for other positions or employment opportunities.

3. Assuring that the employee's training/development plan is consistent, realistic, and applicable to meeting the overall goals of the organization as well as developing the employee's overall career requirements.

D. All personnel participating in the career counseling process will seek to develop and record a realistic career plan so as to reach the highest level that the individual is capable and desirous of attaining and one which is consistent with known and anticipated staffing needs in the career field.

VI. PROCEDURES

A. General: Counseling provides an examination of an employee's demonstrated abilities and potential for advancement. It is also a vehicle for systematically planning training/developmental assignments to meet the requirements for career progression.

B. Frequency: The IDP will be accomplished at least annually and whenever there has been a significant change of position that warrants completion of a new IDP. The scheduling of annual IDPs is at the discretion of the component.

C. Forms Distribution: DD Form 1917 will be completed in at least four copies to be distributed to the employee, supervisor, employee's personnel folder, and the DoD ICDP Office.

CHAPTER 5

REFERRAL PROCEDURES

I. GENERAL

The following will be observed in the operation of the DISCAS:

A. Referral for vacant positions grade 13 and above is required for General Intelligence (0132) and Scientific and Technical positions (Non-Cryptologic). Referral for Intelligence Related positions and grade 12 and below positions is at the option of management.

B. Appointment of applicants from outside the DISCAS inventory above the entry level will normally be made only when qualified candidates are not available within the career system. The decision to concurrently consider candidates outside the DISCAS inventory will be based upon applicable component and/or Office of Personnel Managment (OPM) directives/regulations.

C. To provide greater opportunity for career broadening and developmental reassignments, priority consideration for staffing of vacant positions should be given to reassignment candidates provided on DISCAS referral listings.

D. Selection of a candidate not on a required DISCAS referral listing (see A. above) requires that the selecting official provide written explanation to the DIA ICDP Office for non-selection from the DISCAS referral listing (See Figure 5-5).

E. Exceptions to DISCAS referral procedures:

1. Non-competitive promotion of an employee to the full performance level of the employee's documented current career ladder position, provided the position is initially filled at a grade below grade 13 (i.e., a grade 14 position filled at the grade 11 level with a full performance (target) level of grade 14).

2. "Rank-in-the-Person" or "Impact-of-Person-on-the-Job" promotion concept based on Component regulations.

3. Career promotions such as those resulting from reclassification or when a position is reconstituted at a higher grade because of the accretion of additional duties and responsibilities, or when a position is upgraded without significant change in duties and responsibilities on the basis of either the issuance of a new classification standard or the correction of a classification error.

4. Reappointment of an employee previously RIFed.

5. Placement of employees who are surplus to requirements or who are being displaced due to reduction-in-force or functional transfer.

6. Placement of employees to satisfy reemployment rights.

7. Rotational assignments or details of an employee at the same grade level for developmental purposes when such rotation or detail is made in furtherance of the employee's career plan.

8. Lateral reassignments. Components are authorized to effect lateral reassignments within activities for career program employees.

9. Components are authorized, in accordance with Chapter 335 of the Federal Personnel Manual, to effect repromotion of any employee to a grade or position from which the employee was demoted without personal cause, that is, without misconduct or inefficiency on the part of the employee and not at the employee's request. Acceptance of a lower-grade position in lieu of reduction-in-force or in lieu of relocation in a transfer of function is not a demotion at the employee's request for this purpose.

10. Temporary promotions. When positions are temporarily vacated and are being filled on a *temporary* basis, e.g., while the incumbent is away for prolonged rotational assignment, training, extended sick leave, military duty, etc., components are authorized to effect temporary promotion without competition if the promotion is not to exceed 120 days, and with local competition if the temporary promotion is expected to extend beyond 120 days, as an exception to mandatory DISCAS referral procedures.

II. **SCREENING.** Factors by which candidates may be screened are: (1) experience, (2) length of experience, (3) recency of experience, (4) formal education, (5) training, (6) foreign language skills, and (7) combinations thereof.

A. Type of Experience.

1. *Mandatory Qualifying Experience.* Experience requirements may be expressed in terms of Functional Areas, and/or Occupational Specialties, and/or Political Geographic Areas (chapter 4, section A, part 1, 2, & 3 respectively). These skill descriptors are to be used to describe the minimum essential qualifications and more than one mandatory requirement from each area may be stipulated if necessary. Care should be taken in specifying mandatory screening factors, since any employee who does not have all mandatory factors will be screened out of the list of eligibles.

2. *Supporting Experience.* In addition to mandatory qualifying experience, additional supporting experience may be added to the screening criteria. Using the Occupational Specialties described in chapter 4, section A, part 2, the requesting official may list related, supporting specialties, which would broaden an employee's opportunity to qualify for referral.

B. *Length of Experience.*

1. *Minimum Length of Experience.* A requesting official may indicate minimum length of experience requirements on a request for referral in accordance with component or OPM qualification standards. Length of specialized experience beyond minimum qualifying standards may be indicated in an effort to narrow the number of candidates retrieved to include only the highly qualified or best qualified candidates. If no length of experience requirement is stipulated on the referral request, the DoD ICDP Office will apply the provisions of OPM Handbook X-118, requiring at least three years of specialized experience for positions grade 11 and above. In the event that the skills inventory does not identify a reasonable number of highly qualified candidates, the DoD ICDP Office will retain the option of lowering the request to minimum years of specialized experience as indicated in the X-118 or Component Qualification Standards.

2. *Relationship of Occupational Specialties to Length of Experience.*

    a. If a requestor specifies mandatory specialties only, the total length of experience will be computed on the length of the mandatory specialties only.

    b. If a requestor specifies mandatory and supporting specialties, the total length of experience will be the sum of the length of the supporting specialties added to the length of the mandatory specialties.

    c. In either case the employee may satisfy the length of experience requirement, provided he/she posesses the required length of experience in the mandatory occupational specialties.

C. *Recency of Experience.* A requestor may stipulate recency of experience by indicating the latest year that an employee must have performed an occupational specialty. Recency may be associated with mandatory qualifying experience and/or supporting experiences, but will be considered as a mandatory requirement when indicated on the request.

D. *Formal Education* may be used in screening where authorized by component regulations or Office of Personnel Management (OPM) or for those positions for which appropriate exceptions have been approved.

E. *Training.* Training may be used in screening by specifying successful completion of a prescribed course or an approved equivalent as provided in chapter 6 of this manual. It is assumed that all registered personnel have satisfied the mandatory training requirements for the particular career level they held as of August 1973.

F. *Foreign Language Skill.* Foreign language skill may be used as a screening criteria for positions that have a mandatory requirement for a particular language. Requestors may stipulate language and the required level of proficiency (see chapter 4, section A, part 4).

G. *Additional Screening Factors.* Screening factors other than those outlined above will be authorized only when prior approval is obtained from the Office of the Assistant Secretary of Defense (Force Management and Personnel).

III. CANDIDATE REFERRAL

A. *Standard Option:* Components will receive a printout of all candidates, grouped by reassignment and promotion eligibles, who meet the parameters of the screening request. If the total number of candidates retrieved exceeds a reasonable number, the DoD ICDP Office will make inquiry of the requestor to determine if additional parameters should be applied. Based upon the requestor, the ICDP office, OT-1, will (1) mail the letter of Interest and Availability to all candidates appearing on the listing, or (2) send them directly to the CPO for distribution by that office.

B. *Assessment Option:* The DoD ICDP Office will provide computerized candidate assessment for the purpose of narrowing the number of candidates to be referred to a maximum of 15 for reassignment and a maximum of 25 for promotion. Assessment will be based on (1) quantity of qualifying experience, (2) level of formal education, and (3) number of outstanding performance ratings. A candidate can accrue 100 points for experience, 45 for level of formal education,

and 30 for outstanding performance ratings, for a total maximum score of 175. Assessed candidates will be referred in alphabetical order. The ICDP Office, OT-1, will mail the letters of Interest and Availability to each candidate appearing on the listing.

1. *Experience.* The following table shows the points assigned to the years of qualifying experience.

Total Years of Qualifying Experience	Points
1	62
2	66
3	70
4	74
5	78
6	82
7	86
8	88
9	90
10	92
11	93
12	94
13	95
14	96
15	97
16	97
17	97
18	99
19	99
20	99
21 or more	100

2. *Formal Education:* The levels of civilian education listed in chapter 4, section A, part 5, are given numerical codes. The codes representing the employee's civilian education level will be multiplied by two plus one ((code x 2) +1) for a maximum score of 45.

3. *Performance Awards:* The number of outstanding performance awards which an employee has received will be multiplied by 5 with a maximum score not to exceed 30.

4. *Assignment of Points:* The sum of the various ranking points for each employee will determine his total score.

Example: An employee who has:	**Points**
5 years of qualifying experience	78
Master's Degree (34 +1)	35
2 Outstanding Performance Awards	10
	123

IV. PROCEDURES:

A. The selecting official and/or Career Panel, as appropriate, will coordinate with the servicing CPO in establishing the criteria which are appropriate for screening for the specific position. The servicing CPO will determine which of the

screening factors above the minimum special component or OPM qualifications will be used in submitting the Request for Referral Listing.

B. The CPO, in accordance with component procedures, will submit the following to the DoD ICDP Office:

1. Requests for DISCAS referral in the format specified in Figure 5-1 of this chapter;

2. An unclassified position description;

3. A completed Interest and Availability (I&A) Letter (Figure 5-3 of this chapter), coordinated with management and containing:

a. Title, grade, series;

b. A brief, unclassified description of the vacancy, its location and duties; and,

c. Position related experience/knowledge area questions to solicit responses from candidates regarding the extent of their experience and knowledge in these areas.

Message requests may be submitted using the same general format and including a brief description of the duties of the position in place of a position description which is normally attached to letter requests. The message should also contain the position related experience/knowledge areas as mentioned above.

C. Upon receipt of the request for referral, the DoD ICDP Office will coordinate the request to ensure clarity and completeness of criteria, if necessary.

D. The DoD ICDP Office will obtain a listing of qualified eligibles for the vacancy by applying approved screening requirements and, when stipulated, the assessment factors. The referral listing will contain promotion eligibles and reassignment candidates; the validation date will be 90 days from the date the referral list is issued. One 30-day extension may be authorized by the DoD ICDP Office upon specific request by the servicing CPO. If a selection is not made and announced by the validation date, the referral list is automatically declared invalid and must be returned to the DoD ICDP Office for an updated list. The referral list, with appropriate Employee Qualification Records, will be released to the requesting DoD component concurrent with the release of the Interest and Availability letters.

E. When standard option is requested, the DoD ICDP Office will (1) mail the letter of Interest and Availability (I&A) to all candidates appearing on the referral, or, (2) will send them directly to the CPO for distribution by that office (see paragraph III.A. of this chapter).

F. When assessment option is requested, the DoD ICDP Office will mail the letter of Interest Availability (I&A) to the reassignment candidates (up to 15) and the promotional candidates (up to 25) based on the DISCAS assessment score (see paragraph III.B. of this chapter).

G. The requesting activity will receive the referral lists from the DoD ICDP Office and responses concerning candidates' availability. On referral listings, the selecting activity will indicate those candidates who have stated their non-availability

or those who have failed to respond. The selecting official and/or Career Panel, as appropriate, will make such arrangements as appropriate for interviewing candidates, make such contacts as may be necessary to obtain supplementary information upon which to base a decision to select or non-select, and carefully consider each available DoD employee on the referral listing. (If the total number of available candidates is *less than five*, another listing of eligibles, using expanded screening criteria, may be requested from DISCAS). The selecting official, and/or Career panel, as appropriate, will make written justification showing the basis, specific reason, for selection/non-selection of candidates appearing on the DIA Form 316 list. (General comments, e.g., "not ranked as highly qualified by panel" are *not* acceptable.)

H. The selecting official will submit written explanation in the format specified in Figure 5-5 to the DIA ICDP Office for the selection of any candidate not on a required DISCAS referral listing (see paragraphs I. A. & D. above). Explanation must clearly show the basis for selection and non-selection of the interested and available candidates on the referral list.

I. The selecting official and/or Career Panel, as appropriate, will return the original annotated referral listing to the servicing CPO along with the responses of availability received from the candidates and other supporting documents (e.g., written explanation for non-selection of interested and available candidates on the referral list).

J. The servicing CPO will, upon receipt of the referral listing indicating selection and containing annotations of selection rationalizations, assure that selections have been made in accordance with established procedures. The CPO will perform such administrative duties as are normally assigned to personnel offices in appointing, reassigning or promoting the selected individual to the vacant position in accordance with established procedures. (NOTE: The security standards of the respective DoD components, although compatible, are not the same. The sensitivity of certain positions within the ICDP community may in some instances limit individual career mobility. It is the *gaining* component's responsibility to ascertain that individuals coming to that component, by rotation/temporary transfer/permanent assignment, meet the security standards of that component.) CPOs will also notify non-selected candidates that the position has been filled/cancelled. A sample letter of notification is included as Figure 5-2 of this chapter.

K. Within *10 workdays* of the effective date of the staffing action, the servicing CPO will forward to the DoD ICDP Office, in accordance with component procedures, one copy of the annotated referral list (DIA Form 316), containing comments explaining the selection/nonselection of each candidate who indicated availability, the responses of candidate availability, and, if selection was made from outside the referral list, a copy of the selecting official's written explanation for non-selection. Referral lists which are issued and do not result in selection must also be returned with a comment concerning the action taken. A sample follow-up letter is Figure 5-4 to this chapter.

V. INTERPRETATION

These procedures will be interpreted consistent with appropriate provisions and requirements of the Federal Personnel Manual.

Figure 5-1

TO: Defense Intelligence Agency
              ATTN: OT-1
              Washington, DC 20340-5200

SUBJECT: Request for Referral Listing

1. Request a referral listing to be issued to fill the following vacancy:
   a. Position Title:
   b. Occupation Series and Grade:
   c. Name and Location of Employing Office:
   d. Duty Station (City-State-Country):
   e. Required Security Clearance Level: _____

2. Request the following screening criteria be used:
   a. Mandatory Functional Area(s): _____
                 AND/OR _____
   b. Mandatory Political/Geographic Area(s): _____
                 AND/OR _____

	Recency Year
c. Mandatory Occupational Specialty: _____	_____
AND/OR _____	_____
AND/OR _____	_____
AND/OR _____	_____
AND/OR _____	_____
d. Supporting Occupational Specialty: _____	_____
_____	_____
_____	_____
_____	_____

   e. Total required length of experience in Mandatory specialties only: ____ years.
   Required length of experience including Mandatory and Supporting Specialties: _____ years.
   f. Formal Education: _____
   g. Training: _____
   h. Foreign Language and Level of Proficiency: _____

3. Referral Option (Check One)

   _____ Standard Option: All candidates are requested.
   Request I&A Ltrs Mailed By _____ CPO _____ DIA/OT-1

   _____ Assessment Option: Assessed candidates are requested.

4. Referral lists and responses concerning candidates' availability are to be forwarded to:
   a. Name:
   b. Title:
   c. Command and Address:
   d. Phone/AUTOVON:
   e. Point of Contact (Subject Matter Expert) for code verification:

                                                         Signature Block

2 Enclosures
1. Unclassified Position Description Must be Attached.
2. Completed Interest and Availability (I&A) Letter Must be Attached.

VI. INSTRUCTIONS FOR COMPLETING REQUEST FOR REFERRAL (Figure 5-1).

A. Paragraph 1

    1. Items a. through d.—Self Explanatory

    2. Item e.—Enter highest required security level required:
        a. None   d. Top Secret
        b. Confidential   e. SI
        c. Secret   f. SAO

B. Paragraph 2

    1. Items a. & b.— Requestor may or may not stipulate factors for these screening criteria; if an entry is made, however, it will become a mandatory minimum requirement for screening. Requestors may list several factors of which *all* must be satisfied, or several factors from which any *one* would be satisfactory. Circle an AND or OR as appropriate. (see chapter 4, section A, parts 1 & 3 for correct abbreviations.) These items may be left blank.

    2. Item c.—At least one entry must be made for Mandatory Occupational Specialty which will be considered as a mandatory minimum requirement for screening. Requestors may list several factors of which *all* must be satisfied, or several factors from which any one would be satisfactory. Circle the AND or OR as appropriate. (see chapter 4, section A, part 2 for correct abbreviations.) This item may *not* be left blank. Requestor may stipulate recency of experience by indicating the latest year that an employee must have performed the occupational specialty; if stipulated, the "recency year" will become a mandatory requirement.

    3. Item d.—Requestor may list Occupational Specialties that are significant to the position to be filled but not mandatory. Requestors may list as many Supporting Specialties as desired (see chapter 4, section A, part 2 for correct abbreviations.) This item may be left blank. Requestor may stipulate recency of experience by indicating the latest year that an employee must have performed the occupational specialty; if stipulated, the "recency year" will become a mandatory requirement.

    4. Item e.—If desired, in addition to total required length of experience in Mandatory specialties, you have the option of including additional years in Supporting specialties. If no stipulation is made in either block, the DoD ICDP Office will presume 3 years of experience as a minimum criterion for screening for positions at grades GS-11 and above. If an entry is made here, it will become a minimum mandatory requirement for screening. Requirements must be in terms of whole years. THIS ITEM MAY BE LEFT BLANK.

    5. Item f.—For those positions that require a minimum education level and/or specific academic study field. If entry is made here, it will become a minimum mandatory requirement for screening. (see chapter 4, section A, parts 5 & 6 for correct abbreviations.) This item may be left blank.

    6. Item g.—List only mandatory courses or approved equivalents as provided in chapter 6 of this manual. Requestors may leave this item blank.

7. Item h.—For those positions that require foreign language capability, requestors may enter language and proficiency level. If entry is made here, it will become a minimum mandatory requirement for screening. (see chapter 4, section A, part 4 for correct abbreviations.) This item may be left blank.

C. Paragraph 3: Components may request the DoD ICDP Office ranking of assessed candidates here. (see paragraph III of this chapter for explanation of Options.)

D. Paragraph 4: Indicate official or office that is responsible for selection action. Statements of availability of candidates will be mailed directly to this address. This address and phone will also serve as contact for the DoD ICDP Office for any questions concerning the referral action.

E. Enclosure 1: Attach an *unclassified* description of the vacant position.

F. Enclosure 2: Attach an Interest and Availability Referral letter (Figure 5-3) with completed position description summary and related questions prepared by Management with the assistance of the Civilian Personnel Office (CPO).

Figure 5-2

DATE: _____

Dear

This is in response to your expressed interest as a result of your nomination through the Defense Intelligence Special Career Automated System (DISCAS) for the position of (TITLE: _____
SERIES/GRADE: _____
COMMAND/LOCATION: _____

Your qualifications, along with those of other well qualified candidates for this position, have been considered. While your background was of initial interest, we regret to inform you that you were not selected for this position.

We appreciate the interest you have shown and wish you every success in your future career endeavors.

Sincerely,

Figure 5-3

DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D.C. 20340-5200

DISCAS REFERRAL NUMBER:	DATE MAILED:	SUSPENSE DATE.	*

You have been nominated on a DoD-wide Intelligence Career Development Program (ICDP) list as a candidate for the position identified below. In accordance with Defense Intelligence Special Career Automated System (DISCAS) procedures, please indicate your interest and availability for this position by **CHECKING THE APPROPRIATE YES OR NO RESPONSE BELOW**, fold the letter to show only the address, and return within 3 days.

POSITION IDENTIFICATION:
Location:
Duties:

*In the event your response will not reach the Civilian Personnel Office listed on the reverse by the above suspense date, you may call to indicate your interest in the position:

NAME: TELEPHONE:

POSITION RELATED EXPERIENCE/KNOWLEDGE	Extensive	Moderate	Limited	None

☐ **YES, CONSIDER ME FOR THIS POSITION.** If you are interested, please indicate the extent of your skills and knowledges in the position related areas above by checking the boxes to the right as appropriate You are encouraged to submit a brief, unclassified supplementary narrative detailing your experience and education which has provided you with the skills knowledges addressed This notice and supplementry submissions must be received by the addressee by the above suspense date

☐ **NO, I DO NOT** wish to be considered for this position.

SIGNATURE	DATE	COMMERCIAL PHONE (INCL AREA CODE)
		AUTOVON

Figure 5-4

TO: DEFENSE INTELLIGENCE AGENCY
     ATTN: OT-1
     WASHINGTON, D.C 20301-5200

SUBJECT: DISCAS Referral List Number _____

Subject referral list enclosed has resulted in the following action:

[ ] Selection for reassignment from the list. A copy of the SF-50 effecting the action is attached.*

[ ] Selection for promotion from the list. A copy of the SF-50 effecting the action is attached.*

[ ] A candidate not on the referral listing was selected. A copy of the selecting official's written explanation for non-selection from the DISCAS referral listing, and a copy of the SF-50 placing the candidate in the position, is attached.*

[ ] The referral action is canceled and returned.* The reason for this cancellation is:

_____
_____
_____

_____
(Signature of Personnel Specialist)

_____
(Typed Name of Personnel Specialist)

_____
(Telephone Number of Personnel Specialist)

*If SF-50 is sent under separate cover, provide the name of the selectee, the nature of the action (promotion, reassignment, appointment) and the effective date of the action.

    SELECTEE:
    NATURE OF ACTION:
    EFFECTIVE DATE:

3 Enclosures
1. DIA Form 316
2. Letter of Interest & Availability
3. Exception Explanation (if applicable)

Figure 5-5

TO: Defense Intelligence Agency
               ATTN: OT-1
               Washington, DC 20340-5200

SUBJECT: Candidate Selection - Exception to Selection from DISCAS Referral

1.   The following candidate was selected as an exception to DISCAS referral procedures:

    a. DISCAS Referral List No. _____

    b. Selectee's Name: _____

    c. Selectee's Previous Organization, Position Title, Series and Grade: _____

    _____

2.   Criteria Used to Identify Best Qualified Candidates (if additional space is needed, continue on separate page):

a) _____

b) _____

c) _____

3.   Qualifications of selected candidate which clearly exceed those of candidates on the DISCAS Referral List (if additional space is needed, continue on separate page):

a) _____

b) _____

c) _____

4.   Effective date of Notification of Personnel Action (to be completed by servicing CPO):

_____

                             _____
                              (Signature of Selecting Official)

                             _____
                             (Typed Name of Selecting Official/Telephone Number)

Figure 5-6

TO: Defense Intelligence Agency
           ATTN: OT-1
           Washington, DC 20340-5200

SUBJECT: Identification of Intelligence Related Cryptologic Position(s)

The position(s) identified by the attached SF-50(s) is (are) identified as Intelligence Related Cryptologic in accordance with DoD 1430.10-M-3, Chapter 1, paragraph V.C. Personnel occupying this (these) position(s) should be appropriately registered in the Intelligence Career Development Program (ICDP).
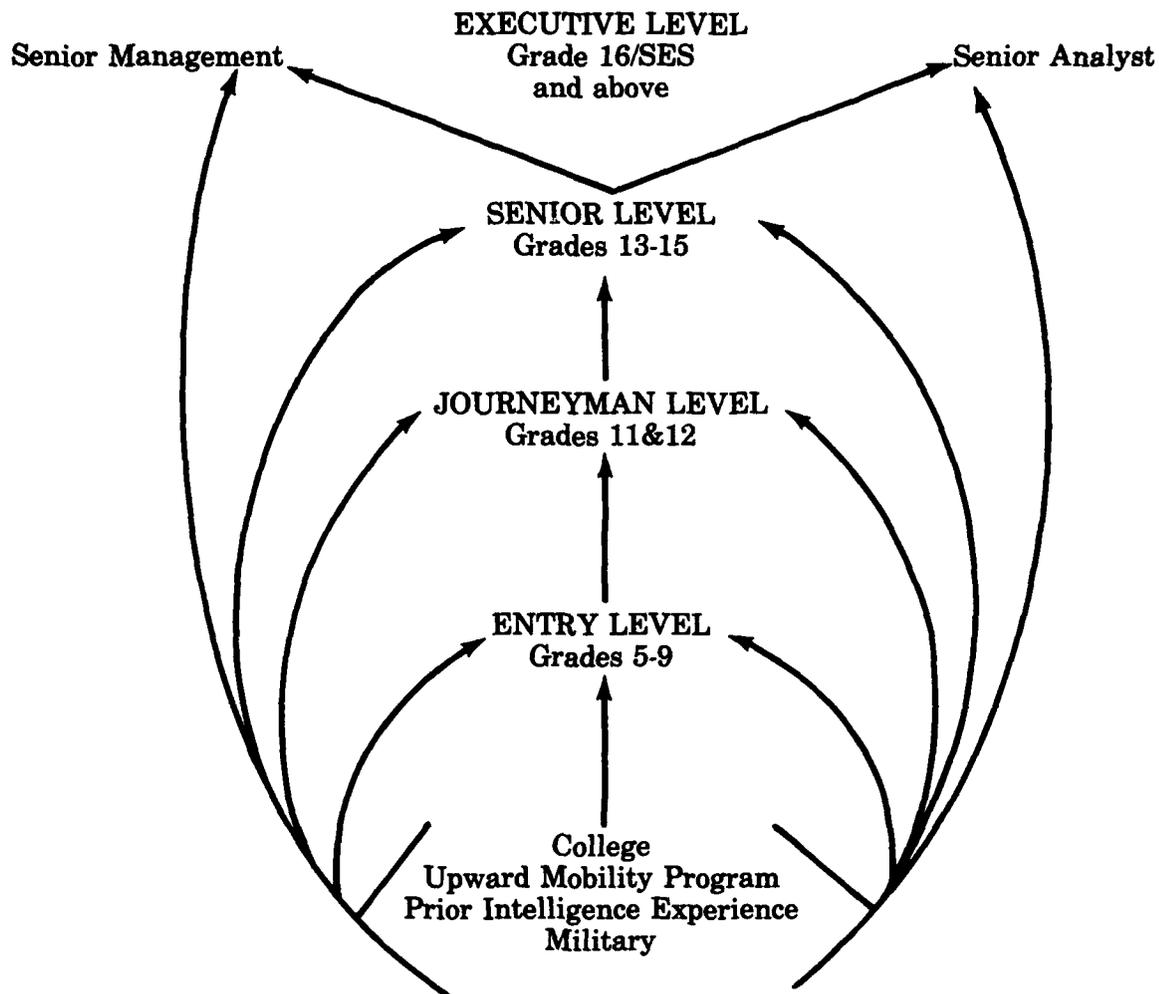
_____
(Signature of CPO Representative)

_____
(Typed Name and Telephone Number)

CHAPTER 6

DOD-WIDE INTELLIGENCE
CAREER DEVELOPMENT PROGRAM CAREER PATTERN

Senior Management

EXECUTIVE LEVEL
Grade 16/SES
and above

Senior Analyst

SENIOR LEVEL
Grades 13-15

JOURNEYMAN LEVEL
Grades 11&12

ENTRY LEVEL
Grades 5-9

College
Upward Mobility Program
Prior Intelligence Experience
Military

Intake into the ICDP can be from within an agency, other government agencies, related occupations in the Department of Defense, from military service, private industry, or college. The arrows reflected above symbolize that this intake can be at any level. Referral for vacant positions grade 13 and above is mandatory through the DISCAS. Referral for vacant positions grade 12 and below is at the option of management (see chapter 5).

TYPICAL DEVELOPMENTAL ASSIGNMENTS FOR 0132 PERSONNEL

CAREER LEVEL	GENERALIST	SPECIALIST
Entry Grade 05–09	— Assignments under supervision — Two or more rotated job assignments (Not less than 6 months duration; Geographical/Functional assignments.) — Progressive assignments with more responsibility	— Same as Generalist
Journeyman Grade 11 & 12	— Assignments having responsibility for coordination and completion of a final/finished product — Assignments requiring coordination with others — Assignments to overseas commands and attache offices — Task force/committee assignments — Regular and rotated jobs to be completed with minimum supervision	— Same as Generalist
Senior Grade 13–15	— Assignments requiring supervision of others — Assignments that require inputs from others to complete a finished report — Assignment to overseas commands and attache offices — Assignments requiring responsibility for coordination and final completion — Task force/committee assignments — Team leader	— Assignments that require inputs from others to complete a finished report — Assignments to overseas commands and attache offices — Assignments requiring responsibility for coordination and final completion — Task force/committee assignments — Team Leader
Executive Grade 16 & above	— Policy determination assignment — Responsibility for supervision of entire staff — Team Leader — Assignments to task force/committee dealing with national policy matters	— Assignments requiring a high degree of specialized professional competency — Assignments to task force/committee dealing with national policy matters

TYPICAL DEVELOPMENTAL ASSIGNMENTS FOR S&T PERSONNEL

CAREER LEVEL	GENERALIST	SPECIALIST
Entry Grade 05–09	— Assignments to specific functions and projects with extensive supervision — Two or more rotated job assignments (not less than 6 months) — Progressive assignments with more complexity and responsibility	— Same as Generalist
Journeyman Grade 11 & 12	— Assignments having responsibility for coordination and completion of a final/finished product — Assignments requiring coordination with others — Rotational assignment to expand technical competence and maintain currency — Assignments requiring supervision of others — Special project assignments — Task force/committee assignments — Participation in conferences and meetings — Assignments to more complex functions and projects requiring increased independence and creativity	— Same as Generalist
Senior Grade 13–15	— Assignments requiring supervision of others — Rotational assignment to broaden skills and experiences — Task force/committee assignments — Team Leader — Assignments requiring extensive contacts with key officials — Staff assignments requiring extensive coordination, evaluation, comprehensive reporting and final completion	— Assignments requiring specialized professional expertise essential to accomplishment of mission — Assignments that require analysis of inputs to complete a finished report — Rotational assignment to expand technical competence — Assignments requiring responsibility for coordination and final completion — Task force/committee assignments — Team leader — Assignments requiring performance of staff advisory, consulting and reviewing services — Assignments which involve extensive planning, research, and analysis
Executive Grade 16 & above	— Policy determination assignment — Responsibility for supervision of entire staff — Task force/committee assignments dealing with national policy matters	— Assignments requiring specialized professional expertise essential to accomplishment of mission — Task force/committee assignments dealing with national policy matters

TRAINING AND EDUCATIONAL REQUIREMENTS
FOR INTELLIGENCE ANALYSTS (0132 Series)

CAREER LEVEL	MANDATORY**	DESIRABLE
ENTRY Grade 05-09	*1. Joint Intelligence Course or Intelligence Analyst Course 2. Scientific & Technical Intelligence Analyst Introductory Course (for S&TI production analysts) *3. Technical and/or Area Studies *4. Report Writing *5. Basic Photo Interpretation (for selected personnel in the Imagery Analysis Career Field) 6. Defense Sensor Interpretation and Applications Training Program (for selected personnel in the Imagery Analysis Career Field)	1. Joint Intelligence Course (for S&TI production analysts) or Intelligence Analyst Course (for S&TI production analysts) 2. ADP Courses (for selected personnel) 3. DIAOLS/COINS Course (for selected personnel) 4. Reading Improvement 5. Oral Communications/ Briefing Techniques (for selected personnel) 6. Advanced Academic Study (full time or after hours) 7. Foreign Language Training (for selected personnel) 8. Ballistic Missile Staff Course (for selected personnel) 9. Introduction to Defense Intelligence Research and Analysis (IDIRA) (for selected personnel)
JOURNEYMAN Grade 11-12	1. Supervisory Training (for personnel in supervisory positions and for selected personnel with recognized supervisory potential) 2. Information Science (e.g., OPM ADP courses or other appropriate Information Science Training) *3. Technical and/or Area Studies *4. Briefing Techniques (e.g., DoD, in-house or contractor training)	1. Post Graduate Intelligence Program/ MSSI 2. Nuclear Weapons Orientation Advanced Course (for selected personnel) 3. Armed Forces Staff College (Grade 12) 4. Advanced Academic Study (full time or after hours) 5. Foreign Language Training (for selected personnel) 6. Reading Improvement 7. Oral and Written Communication Improvement 8. Rotational Assignment within/outside component to appropriate organization 9. Intelligence Indications and Warning Course*** 10. Advanced DIAOLS/COINS (for selected personnel)

*See Creditable training/experience in career course description section.
**Mandatory for career development purposes (see chapter 1, paragraph XIII.B.)
***Course limited to current watch analysts, projected, or near term for watch duty.

CAREER LEVEL	MANDATORY**	DESIRABLE
SENIOR Grade 13-14-15	*1. National Senior Intelligence Course (for selected key personnel whose present or projected duties include national/joint level intelligence responsibilities and/or projects) *2. Technical and/or Area Studies *3. Component-designated Management/ Supervisory Training (e.g., Brookings Institute of Management, Defense Management Systems Course, Office of Personnel Management Executive Seminars, Academic Management Courses, Service/DoD Management Courses or other appropriate management training)	1. National War College (National Defense University (NDU)) (Grade 14/15) 2. Industrial College of the Armed Forces (Grade 14/15) (NDU) 3. Service War Colleges 4. Armed Forces Staff College 5. Information Sciences (e.g., appropriate information science training) 6. Advanced academic study (full time or after hours) 7. Intermediate Executive Orientation 8. Reading Improvement 9. Oral and Written Communication Improvement 10. Rotational Assignment within/ outside component to appropriate organization 11. Intelligence Collection Management Course
EXECUTIVE Grade 16 and above	1. Component-designated Management Training (e.g., Brookings Institute of Management, Federal Executive Institute, Defense Management Systems Course, Office of Personnel Management Executive Seminars, Academic Management Courses or other appropriate management training)	1. National War College (National Defense University (NDU)) 2. Service War Colleges 3. Industrial College of the Armed Forces (NDU) 4. Senior Executive Information Management Course 5. Information Sciences (e.g., appropriate information science training)

*See creditable training/experience in career course description section.
**Mandatory for career development purposes (see chapter 1, paragraph XIII.B).

*TRAINING EDUCATIONAL REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INTELLIGENCE ANALYSTS

LEVELS	MANDATORY**	DESIRABLE
ENTRY Grade 05-09	*1. Scientific and Technical Intelligence Analysts Introductory Course 2. Technical/Specialty Courses, Advanced Academic Study or Professional Conference/Seminars (as required to maintain state-of-the-art knowledge in specialty field) *3. Report Writing (i.e., effective writing, technical writing, writing techniques)	1. Reading Improvement 2. Oral Communications/Briefing Techniques (for selected personnel) 3. ADP Courses (for selected personnel) 4. DIAOLS/COINS Course (for selected personnel) 5. Ballistic Missile Staff Course (for selected personnel) 6. Foreign Language Training (for selected personnel) 7. Joint Intelligence Course (for S&TI production analysts)
JOURNEYMAN Grade 11-12	1. Supervisory Training (for personnel in supervisory positions and for selected personnel with recognized supervisory potential) *2. Information Science (e.g., OPM ADP courses or other appropriate information science training) 3. Technical/Specialty Courses, Advanced Academic Study, or Professional Conferences/Seminars (as required to maintain state-of-the-art knowledge in specialty field) *4. Briefing Techniques (e.g., DoD in-house, or contractor training)	1. Post Graduate Intelligence Program/MSSI 2. Nuclear Weapons Orientation Advanced Course (for selected personnel) 3. Reading Improvement 4. Oral and Written Communication Improvement 5. Foreign Language Training (for selected personnel) 6. Rotational Assignment or training within/outside component to S&T, R&D, or appropriate organization 7. Armed Forces Staff College (Grade 12) 8. CIRCOL Training (for selected personnel) 9. Advanced DIAOLS/COINS (for selected personnel)

*See creditable training/experience in career course description section.
**Mandatory for career development purposes (see chapter 1, paragraph XIII.B).

LEVELS	MANDATORY**	DESIRABLE
SENIOR Grade 13-14-15	*1. National Senior Intelligence Course (for selected key personnel whose present or projected duties include national/joint level intelligence responsibilities and/or projects) *2. Component-designated Management/Supervisory Training (e.g., Brookings Institute of Management, Defense Management Systems Course, Office of Personnel Management Executive Seminars, Academic Management Courses, Service/DoD Management Courses or other appropriate management training) 3. Technical/Specialty Courses, Advanced Academic Study, or Professional Conferences/Seminars (as required to maintain state-of-the-art knowledge in specialty field)	1. National War College (NDU) (Grade 14/15) 2. Industrial College of the Armed Forces (Grade 14/15) (NDU) 3. Service War Colleges 4. Armed Forces Staff College 5. Information Science (e.g., appropriate information science training) 6. Intermediate Executive Orientation 7. Oral and Written Communication Improvement 8. Reading Improvement 9. Rotational assignment or training within/outside component to S&T, R&D or appropriate organization
EXECUTIVE Grade 16 and above	*1. Component-designated Management Training (e.g., Brookings Institute of Management, Federal Executive Institute, Defense Management Systems Course, Office of Personnel Management Executive Seminars, Academic Management Courses or other appropriate management training) 2. Technical/Specialty Courses, Advanced Academic study, or Professional Conference/Seminars (as required to maintain state-of-the-art knowledge in specialty field)	1. National War College (NDU) 2. Service War Colleges 3. Industrial College of the Armed Forces (NDU) 4. Senior Executive Information Management Course 5. Information Sciences (e.g., appropriate information science training)

*See creditable training/experience in career course description section.
**Mandatory for career development purposes (see chapter 1, paragraph XIII.B).

*Representative List of Technical/Specialty Training and Education for Scientific and Technical Intelligence Personnel.

1. <u>Engineering Field</u> — Advanced Academic Study or Technical or Technical/Specialty Courses appropriate for selected personnel would include, but not be limited to:

Aerospace/Aerodynamics	Orbital Mechanics
Applied Physics	Propulsion
Electronics	Radar
Engineering Management	R&D Facility Engineering
Engineering Mathematics	Structures
Flight Mechanics	Systems Engineering
Guidance & Control	Telemetry
Hydrodynamics	Test Facility Engineering
Lasers	Thermodynamics
Optics	Weapons Effects

2. <u>Physical Science Field</u> — Advanced Academic Study or Technical/Specialty Courses as appropriate for selected personnel would include, but not be limited to:

Ballistics	Metallurgy
Chemistry	Meteorology
Geography	Oceanography
Geology	Physics/Geophysics
Materiels Science	Propulsion

3. <u>Biological Science Field</u> — Advanced Academic Study or Technical/Specialty Courses as appropriate for selected personnel would include, but not be limited to:

Bacteriololgy	Epidemiology
Behavioral Sciences	Genetics
Biochemistry	Human Factors Engineering
Biology/Biophysics	Human Physiology
Biotechnology	Microbiology
Botany	Molecular Biology
Cell Physiology	Pharmacology
Cybernetics	Radiation Biology
Cytogenetics	Stress Physiology
Cytology	Zoology
Ecology	

4. <u>Mathematical Field</u> — Advanced Academic Study or Technical/Specialty Courses as appropriate for selected personnel would include, but not be limited to:

Applied Mathematics
Decision Theory
Engineering Principles
Information Science
Operations Research
Statistics

*CAREER COURSES FOR 0132 AND S&T SERIES BY CAREER LEVEL

Mandatory—M*   **Desired—D**

ENTRY LEVEL GS-05 THRU 09

COURSE	OBJECTIVE (AND EQUIVALENCY)
1. ADP Courses (for selected personnel) Desired Location: In-House contractor	To provide inexperienced professional personnel with the basic knowledge and skill necessary to do productive work utilizing ADP in the intelligence functions.
2. Advanced Academic Study (full time or after hours) Desired Loc: Civilian College or University	To foster creative thinking, encourage intellectual curiosity, and maintain a high degree of competency among professional personnel.
3. Space and Missile Orientation Course (for selected personnel) Desired Loc: Vandenburg AFB CA	Provides training for analysts assigned to a specialty requiring knowledge of the U.S. Ballistic Missile Program.
4. Basic Photo Interpretation (for selected personnel in the Imagery Analysis Career Field) Mandatory for 132s Loc: Goodfellow AFB TX	To provide Entry-Level professionals hired as Photo Interpreters with an understanding of fundamental administrative procedures and interpretation techniques in the imagery field. (Comparable military or government sponsored course in photo interpretation)
5. Defense Sensor Interpretation and Applications Training Program (for selected personnel in the Imagery Analysis Career Field) Mandatory for 132s Loc: Goodfellow AFB TX	To provide professional imagery interpreters with skills in advanced multisensor intelligence gathering and interpretation.
6. DIAOLS/COINS Course (for selected personnel) Desired Loc: Defense Intelligence College (DIC)	Course designed to provide the trainee with a user capability in and an understanding of basic automated tool of intelligence analysis.
7. Foreign Language Training (for selected personnel) Desired Loc: Foreign Service Institute, USDA Graduate School, Other	To maintain and/or increase proficiency sufficient to meet job requirements in language(s) previously studied.
8. Intelligence Analyst Course (IAC) Mandatory for 132s Desired for S&TI Production Analysts Loc: DIC	To know the role of the analyst in the intelligence community and process; to know a wide range of analytical techniques, methodologies, and approaches applicable to the collection, production, and dissemination phases of the intelligence process. (JIC and 1 year experience as intelligence analyst or 2 years experience as intelligence analyst)

*Mandatory for career development purposes (see chapter 1, paragraph XIII.B).

9. Joint Intelligence Course (JIC) Mandatory Desired for S&TI Production Analysts Loc: DIC — To know the purpose, major functions, and organization of joint and combined intelligence activities, and their application to worldwide challenges posed to U.S. national security interests. (1 year experience as analyst in intelligence)

10. Oral Communications/Briefing Techniques (for selected personnel) Desired Loc: In-House contractor — To increase the effectiveness of analyst's oral communications and professional briefings. (Comparable course from government or educational sources prior to assignment. Met if attended IAC.)

11. Reading Improvement Desired Loc: In-House contractor — To enable personnel to increase rate and comprehension in reading skill and adjust reading techniques to varied types of material. (Comparable course from government or educational sources prior to assignment.)

12. Report Writing Mandatory Loc: In-House contractor — To guide personnel in the use of techniques for making their written communications more effective. (Comparable course from government or educational sources prior to assignment. Met if attended IAC.)

13. Scientific & Technical Intelligence Analyst Introductory Course (STIAIC) Mandatory (for S&TI Production Analysts) Loc: DIC — To provide newly assigned scientific and technical (S&T) intelligence analysts with a knowledge of the S&T intelligence community, the elements comprising the intelligence cycle, and the fundamentals of S&T intelligence analysis as preparation for their assigned analytical duties. (1 year experience as analyst in S&T intelligence)

14. Technical/Specialty and/or Area Studies Courses, Advanced Academic Study or Professional Conference Seminars Mandatory (for S&TI Production Analysts) Loc: In-House, Foreign Service Institute, DoD Facilities, Civilian College/University, Other — To enable analysts to keep abreast of current developments in assigned technical area, and to obtain essential background information in assigned geographic area. (Previous duty assignments in geographic area concerned)

15. Introduction to Defense Intelligence Research and Analysis (IDIRA) Desired for analysts assigned to DIA Directorate for Foreign Intelligence and delegated producers supporting DIA. Loc: DIC — To know the fundamentals of military capabilities analysis. To derive a working familiarity of the role of the military capabilities analyst, the appropriate analytical techniques and resources, the tasking of collection resources, and intelligence production.

JOURNEYMAN LEVEL GRADE 11 AND GRADE 12

COURSE	OBJECTIVE (AND EQUIVALENCY)
1. Advanced Academic Study (full time or after hours) Desired for 132s Location: SEE ENTRY LEVEL	
2. Advanced DIAOLS/COINS (for selected personnel) Desired Loc: DIC	To enable students to develop complex single and multiple file queries for retrieval of intelligence information from the DIAOLS/COINS System, and be able to write Report Program Generator programs to output DIAOLS System One data; and to know the basic concept of online maintenance for DIAOLS System One files.
3. Armed Forces Staff College Desired Loc: Norfolk, VA	To provide an understanding of total U.S. military capability and the environment in which it operates with special emphasis on Joint Service applications.
4. Briefing Techniques Mandatory Loc: In-House contractor	To increase effectiveness of professional briefings. (Comparable course from government education sources prior to assignment)
5. CIRCOL Training (for selected personnel) Desired for S&T Loc: Dayton, OH	Course designed to provide the S&T analyst with a user capability in and an understanding of a basic automated tool of intelligence analysis.
6. Foreign Language Training (for selected personnel) Desired Loc: SEE ENTRY LEVEL	
7. Intelligence Collection Management Course Desired for 132s Loc: DIC	To enable students to be cognizant of intelligence collection activities, knowledgeable of major systems' capabilities and limitations, capable of tasking various organizations and systems and qualified to manage collection results.
8. Intelligence Indications and Warning Course** Desired for 132s Loc: DIC	To provide and understanding of the fundamentals of warning analysis and the DoD I&W organization, function, operation, and relationships with other elements of intelligence.
9. Nuclear Weapons Orientation Advanced (for selected personnel) Desired Loc: Kirtland AFB, NM	Provides training for analysts assigned to a specialty requiring knowledge of the national nuclear weapons program.

**Course limited to current watch analysts, projected, or near term for watch duty.

10. Oral and Written Communication Improvement
    Desired
    Loc: In-House contractor

    To increase the effectiveness of analyst's oral and written communications.

11. Post Graduate Intelligence Program (MSSI)
    Desired
    Loc: DIC

    To provide personnel with a graduate level program of study in the principles of strategic intelligence, methodologies of intelligence research, the role of intelligence for joint operations, and the management of intelligence.

12. Reading Improvement
    Desired
    Loc: SEE ENTRY LEVEL

13. Rotational Assignment within/outside component to appropriate organization
    Desired
    Loc: Army, Navy, Air Force, DIA, other DoD, government, or private industry

    Used for cross-training and development of individuals demonstrating high potential at the middle, senior and executive levels.

14. Supervisory Training (for personnel in supervisory positions and for selected personnel with recognized supervisory potential)
    Mandatory
    Loc: In-House contractor

    To equip potential and newly appointed supervisors with the basic skills and knowledge necessary to understand and apply effective techniques to supervising employees.

15. Technical/Specialty and/or Area Studies Course, Advanced Academic Study or Professional Conference/ Seminars
    Mandatory
    Loc: SEE ENTRY LEVEL

SENIOR LEVEL GRADES 13-14-15

COURSE	OBJECTIVE (AND EQUIVALENCY)
1. Advanced Academic Study (full time or after hours) Desired for 132s Location: SEE ENTRY LEVEL	
2. Armed Forces Staff College Desired Loc: SEE JOURNEYMAN LEVEL	
3. Industrial College of the Armed Forces Desired Loc: National Defense University (NDU) Ft. McNair, Washington, D.C.	To provide graduate level study for key civilians in national security, with emphasis on management of resources, including national and international military, economic, political, scientific, and social factors.
4. Intelligence Collection Management Course Desired for 132s Loc: DIC	To enable students to be cognizant of intelligence collection activities, knowledgeable of major systems' capabilities and limitations, capable of tasking various organizations and systems and qualified to manage collection results.
5. Intermediate Executive Orientation Desired Loc: DoD Computer Institute	To understand fundamentals of digital computer capabilities, limitations and applications. Designed for senior level employees who have had little or no training/experience in ADP.
6. Management/Supervisory Training Mandatory Loc: DoD, In-House contractor	To provide training in personnel practices and procedures, communication skills and techniques, interpersonal relationships, and work planning and control. (Comparable course from government or education sources).
7. National Senior Intelligence Course (for selected key personnel whose present or projected duties include national/joint level intelligence responsibilities and/or projects) Mandatory Loc: DIC	To enhance the preparation of selected key DoD civilian personnel for important policy making positions in the national and international security structure. (6 years prior intelligence experience (3 years of which at the National Level))
8. National War College Desired Loc: NDU	To acquaint key civilian personnel with high level military command and policy functions and strategic planning. To prepare participants for more effective performance in joint intelligence functions.
9. Oral and Written Communications Improvement Desired Loc: SEE JOURNEYMAN LEVEL	

10. Reading Improvement
    Desired
    Loc: SEE ENTRY LEVEL

11. Rotational Assignment or Training
    within/outside component to ap-
    propriate organization
    Desired
    Loc: SEE JOURNEYMAN LEVEL

12. Service War Colleges   To prepare selected senior civilians for higher level
    Desired   intelligence responsibilities within DoD. (Can be
    Loc: Army: Carlisle Barracks, PA   taken by correspondence)
    Navy: Newport, RI
    Air Force: Montgomery, AL

13. Technical/Specialty and/or Area
    Studies Courses, Advanced Academic
    Study, or Professional Conference/
    Seminars
    Mandatory
    Loc: SEE ENTRY LEVEL

EXECUTIVE LEVEL GRADE 16 AND ABOVE

COURSE	OBJECTIVE (AND EQUIVALENCY)
1. Industrial College of the Armed Forces Desired Location: SEE SENIOR LEVEL	
2. Management Training Mandatory Loc: SEE SENIOR LEVEL	
3. National War College Desired Loc: SEE SENIOR LEVEL	
4. Senior Executive Information Management Course Desired Loc: DoD Computer Institute	To provide executives with an orientation designed to teach fundamentals of digital computer capabilities, limitations, and applications.
5. Service War Colleges Desired Loc: SEE SENIOR LEVEL	
6. Technical/Specialty Courses, Advanced Academic Study or Professional Conferences/Seminars Mandatory for S&Ts Loc: SEE ENTRY LEVEL	

VII. ENTRY LEVEL TRAINEE PROGRAM

A. Each DoD component should strive to develop and enlarge upon the professional abilities and skills within its workforce throughout an individual's career. An entry level development plan furthers this objective by providing for the hiring and orderly progression of young employees through a logical pattern of positions designed to both attract these individuals to a career in intelligence and to develop their abilities so as to qualify them to fill responsible intelligence positions at the journeyman level.

B. As soon as practical after hiring, all new civilian general intelligence personnel should be given a formal orientation concerning the military and intelligence environment in which they will work. All 0132 Series general intelligence personnel will attend the Joint Intelligence Course (2 weeks) or the Intelligence Analyst Course (4 weeks) offered at the Defense Intelligence College or an equivalent formal training course. S&T production personnel will attend the S&T Intelligence Analysts Introductory Course (2 weeks) or an equivalent formal training course. This formal orientation should be followed by organized on-the-job orientation within the elements to which entry level trainees are assigned.

C. Depending upon initial and planned job assignments, additional entry level training may be required. Individuals who will work in areas wherein their specific academic disciplines will primarily apply, specifically all scientific and technical personnel, should receive the necessary training and education and developmental assignments to provide for progression to journeyman.

D. In the first 2 years, Intelligence Analyst Trainees should receive two or more rotated job assignments in a geographic and/or functional area. Assignments should be based upon the skills each new-hired employee brings to the job and the needs of the component concerned. The newly-hired employee should be made fully aware of the entry level career plan prior to entry on duty so that the individual is fully aware that directed assignments, including organizational and geographic mobility, can be made at the option of the employing unit.

E. As a minimum, each entry level employee's performance should be evaluated 6 months after the employee's entry on duty or upon completion of major training/work assignment(s) during this period. Thereafter, for as long as the employee is in training status, the employee should be evaluated upon completion of a training segment/job assignment. These evaluations, normally written, are in addition to the annual performance appraisal prescribed by statute. Additional evaluation procedures of trainee's progress will be the responsibility of each DoD component.

F. These evaluations and other pertinent information will be available to assist supervisors and other operating officials in assessment of a trainee's progress, developmental assignments, growth potential and selection for courses of instruction. Suggested Guidelines for Evaluation of Trainee's Progress are found in paragraph VIII. below.

VIII. SUGGESTED GUIDELINES FOR EVALUATION OF TRAINEE'S PROGRESS

A. The trainee may be evaluated as to each of the following:

1. Overall Progress.

2. Demonstrated ability to apply the training subject matter to the job.

3. Capacity to perform assignments at a higher level of difficulty and/or with greater independence and responsibility.

4. Rate of progression toward capability to perform the duties of the next career position.

5. Ability or inability to demonstrate adaptability.

6. Need for reassignment or removal from the program.

B. In the event a trainee's evaluation does not reflect successful progress, the trainee should be (1) counseled by the supervisor regarding progress, (2) given special tutoring as required, and (3) allowed to continued training. When, in the best judgement of those responsible for the training, it is apparent that the trainee is unable to successfully progress in the prescribed program, his/her trainee status should be terminated.

IX. CRITERIA FOR SELECTION FOR ADVANCED EDUCATIONAL OPPORTUNITIES

A. GENERAL

In order to foster creative thinking, encourage intellectual curiosity, and maintain a high degree of competency among personnel in the civilian ICDP, it is essential to provide educational opportunities far and above those generally associated with normal level maintenance training. To this end, DoD components are encouraged to include as a part of their training plan educational opportunities at one or more of the following educational institutions:

1. The National War College (National Defense University (NDU))

2. The Industrial College of the Armed Forces (NDU)

3. The Army War College

4. The Naval War College

5. The Air War College

6. Defense Intelligence College Postgraduate Intelligence Program (Master's Degree Program)

7. The Armed Forces Staff College

8. Selected civilian colleges and universities (above the Bachelor level)

9. Other educational opportunities of comparable duration and quality

B. CRITERIA FOR SELECTION

The opportunity of having civilian employees attend the above educational institutions affords the DoD components another means of assuring that key civilian personnel are properly equipped to carry out responsible duties. It is

important that management personnel, the Career Panels and the Civilian ICDP Career Board devote the necessary time and attention to the proper selection of nominees if each component is to take advantage of this opportunity. In the selection of these personnel, the following criteria will be observed:

1. The employee must have arrived at a point in overall career development where the educational opportunity offered is appropriate and desirable for his/her development within the DoD component. Therefore, the employee must:

    a. Be employed in a position in which the education received will be of benefit to the employee, and enhance his/her effectiveness.

    b. If selected, be earmarked for a definite assignment to a position which utilizes the education received. Arrangements for assignment to such a position should be completed prior to completion of the course.

2. The employee must have an appointment without time limitation and be willing, if selected, to agree to remain with the Department of Defense for a period of not less than 3 years upon completion of the course at either the National War College or the Industrial College of the Armed Forces. If selected to attend any other course, the trainee must be willing to agree to remain with the Department of Defense for a period of not less than three times the length of the time spent in training, upon completion of the course, or for such lesser period of time as the employee's service may be required.

3. The employee must have demonstrated overall potential for advancement in the DoD component. Evidence of potential may be received from a review of past appraisal ratings and the number and kinds of awards the employee has received.

4. Minimum grade restrictions should be checked with each institution. Since growth potential of the individual is even more important than grade level, careful consideration should be given to employees in the lower grades of eligibility who demonstrate a potential for advancement.

5. Because of the extremely broad scope of advanced educational courses, and particularly the courses offered at the National War College and the Industrial College of the Armed Forces, employees nominated should have demonstrated a capability to adjust themselves to a variety of substantive fields, to master complex subject matter quickly, and to appreciate the problems and understand the implications involved in economic, political, and military planning.

6. One of the techniques used by the National War College, Industrial College of the Armed Forces, and the Service War Colleges is the development of projects by small teams or task forces. Students assigned to these teams contribute to the development of the project, jointly examine their individual work and collaborate in the completion of the project. Employees nominated for attendance at one of these colleges should, therefore, have demonstrated an adaptability for teamwork as an approach to the solution of specific problems.