



## DECA MANUAL 50-25.01

# DECA PERSONNEL SUITABILITY PROGRAM

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**Originating Component:** Human Resources Directorate

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**Releasability:** Unlimited. This manual is approved for public release and is located on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

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**Purpose:** This issuance outlines responsibilities and overall guidance for the Personnel Suitability Program to include the pre-employment process, the initiation of background investigations for Non-Sensitive (NS) positions, and the process for the adjudication of unfavorable background investigations at Defense Commissary Agency (DeCA.)

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This Manual applies to U.S. citizens employed by DeCA.

**1.2. POLICY.** It is DeCA's policy to:

a. Implement policies as defined in DeCA Directive (DeCAD) 50-25 and be in compliance with references listed within this document and Department of Defense Instruction (DoDI) 5025.01.

b. Comply with internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 and DoDI 5010.40.

## SECTION 2: RESPONSIBILITIES

### **2.1. DIRECTOR, HUMAN RESOURCES (HR).** The Director, HR:

- a. Ensures proper oversight is maintained for the DeCA Personnel Suitability Program including policy, procedures, and program implementation.
- b. Monitors program administration for regulatory compliance.
- c. Verifies HR staff members assign an appropriate position sensitivity level commensurate with the duties contained in each position description and in accordance with Part 731, Title 5, Code of Federal Regulations (CFR) and DoD Manual (DoDM) 5200.02.
- d. Provides assistance and guidance to supervisors and managers initiating unfavorable security-based actions.

### **2.2. MANAGERS/SUPERVISORS.** Managers/supervisors:

- a. Ensure employees are assigned to the correct position description.
- b. Upon receipt of a Letter of Denial/Revocation package, take appropriate corrective action, with the assistance of HR staff.
- c. Ensure that employees are provided the Background Investigation in Electronic Questionnaire for Investigations Processing (eQIP) and that employees complete the questionnaire and provide acceptable documentation Optional Form (OF) 306, as a condition of employment.

### **2.3. SECURITY OFFICER.** The Security Officer:

- a. Contacts individuals who have been issued a Letter of Denial/Revocation, and advise them that the Agency has found it appropriate to submit a reconsideration package to the DoD Central Adjudication Facility (CAF).
- b. Submits complete reconsideration packages to the CAF.

### **2.4. GC.** GC shall review unfavorable suitability based actions for legal sufficiency.

### **2.5. HR SUITABILITY ADJUDICATOR.** The HR Suitability Adjudicator makes suitability adjudication determinations based on criteria set forth in Part 731 of Title 5, Subpart B, CFR.

## **SECTION 3: HIRING PROCESS**

**3.1. HR.** HR is responsible for the suitability process for ns positions. Tier one is the minimum background investigation required for all civilian employees assigned to low risk ns positions. This includes all employees assigned to ns positions once they achieve 120 aggregate days of federal employment. The following procedures apply to persons tentatively selected for an initial Federal appointment (new hires) to a Non-Sensitive (NS) position. Exceptions are only for persons appointed to critical needs appointments (these appointments are limited to a period that is not more than 18 months). During the pre-employment process, the applicant is advised that, as a condition of employment, they must undergo or have a background investigation that meets the requirements of the position they are going to hold.

### **3.2. PRE-EMPLOYMENT PROCESS FOR NON-SENSITIVE POSITIONS IN THE CONTINENTAL UNITED STATES (CONUS).**

a. For pre-employment purposes, a Special Agreement Check Investigation (SAC), using fingerprints, has been established with the Office of Personnel Management (OPM).

b. A tentative job offer is made. If the applicant accepts the offer and a SAC is required, the Store Point of Contact (SPOC) coordinates with the applicant to have fingerprints taken for store-level positions. If the position is at DeCA Headquarters (HQ), the coordination is completed by HR.

c. Results of SAC Process:

(1) If the SAC results are favorable, a firm job offer is made and an entry-on-duty date is established by the servicing HR Office.

(2) If the results of the SAC contain derogatory information, the HR Suitability Adjudicator will make a suitability determination per Part 731 of Title 5, CFR. Unfavorable suitability based actions will be coordinated with the GC office for review to ensure the action meets legal requirements, and the servicing HR Office will be advised to withdraw the tentative job offer.

(3) If the applicant has an investigation on file that has not been adjudicated or has been adjudicated by another agency with issues, a copy of the investigation is ordered from OPM for review and suitability determination is made by the HR Suitability Adjudicator. Then a SAC is conducted for an okay to hire.

d. Following a tentative job offer, if a background investigation is required, applicants will receive an email from the HR Suitability staff, advising them that they have up to five working days from receipt of the email to complete the background investigation questionnaire in eQIP. Once the questionnaire has been properly completed in eQIP, the applicant must submit a completed Declaration of Federal Employment OF 306 to the SPOC on or before their entry-on-

duty date. The SPOC then reviews for completeness and submits the OF 306 electronically to the email address provided by HR Suitability staff before entrance-on-duty date. Failure to comply with this condition of employment could result in termination of employment.

e. HR Suitability staff will release the complete background investigation questionnaire to OPM for processing once all required documentation has been received.

### **3.3. PRE-EMPLOYMENT PROCESS FOR NS POSITIONS OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS).**

a. A tentative job offer is made. If the applicant accepts the offer and fingerprints are required, the SPOC/Civilian Personnel Advisory Center coordinates with the applicant to have fingerprints taken. The SPOC sends the HR Office notification that fingerprints have been completed.

b. The HR Service Provider initiates a background investigation request via the Personnel Security Information Portal and submits it to the Army's Center of Excellence (COE).

c. The COE initiates the background investigation in the eQIP system and sends an email notification to the applicant to complete the questionnaire.

d. The COE sends via the Personnel Security Information Portal an acknowledgement email to the HR Service Provider with the notice of case transmittal information and advises that the background investigation has been released to OPM for processing.

e. The HR Service Provider proceeds with the firm job offer.

f. If the applicant has an investigation on file that has not been adjudicated or has been adjudicated by another agency with issues, a copy of the investigation is ordered from OPM for review and suitability determination is made by the HR Suitability Adjudicator.

**3.4. DEROGATORY INFORMATION.** Tier one investigations containing derogatory information are transmitted to the HR Suitability Adjudicator by the DoD CAF via the DoD Gatekeeper Portal for a final suitability determination.

## **SECTION 4: DEROGATORY INFORMATION**

**4.1. LETTER OF DENIAL/REVOCATION.** Upon notification by the DeCA Security Office, if an applicant has been issued a Letter of Denial/Revocation, the applicant will be contacted and advised that DeCA has found it appropriate to submit a reconsideration package to the CAF to support reinstatement of their security clearance eligibility. The applicant will be required to submit documentation that supports the issues outlined in the Denial/Revocation Letter have been resolved or mitigated and complete an electronic questionnaire in eQIP. An explicit written statement stating the Agency's support and that the applicant has the appropriate skill sets for the position must be included in the reconsideration package. A complete reconsideration package will be submitted to the CAF by the Security Office. The entry-on-duty date will not be established until a decision is rendered by the CAF.

### **4.2. UNFAVORABLE ADJUDICATION OF BACKGROUND INVESTIGATIONS.**

a. Employment decisions based upon unfavorable Letter of Denial determinations will be consistent with the below procedures to ensure consistent, fair, and equitable treatment of DeCA employees.

b. When a HQ directorate/staff office chief, area director, zone manager, store director, or central distribution center/central meat processing plant manager receives notification that a Letter of Denial/Revocation Letter has been issued to an employee, action will be taken to immediately contact DeCA HQ Labor and Employee Relations for advice/assistance. When possible, the employee will be immediately detailed to a position or set of duties which does not require access to sensitive information. A request for personnel action will be prepared to detail the employee for up to 120 days. Such details may be extended in 120-day increments, if necessary, until due process is complete. When a detail is not possible, paid administrative leave will be used, to the extent authorized.

## GLOSSARY

### G.1. ACRONYMS.

<b>CAF</b>	Central Adjudication Facility
<b>CFR</b>	Code of Federal Regulations
<b>COE</b>	Center of Excellence
<b>CONUS</b>	Continental United States
<b>CPAC</b>	Civilian Personnel Advisory Center
<b>DeCA</b>	Defense Commissary Agency
<b>DeCAD</b>	Defense Commissary Agency Directive
<b>DeCAM</b>	Defense Commissary Agency Manual
<b>DoD</b>	Department of Defense
<b>DoDI</b>	Department of Defense Instruction
<b>DoDM</b>	Department of Defense Manual
<b>eQIP</b>	electronic questionnaire for investigations processing
<b>GC</b>	General Counsel
<b>HQ</b>	headquarters
<b>HR</b>	Human Resources
<b>NS</b>	non-sensitive
<b>OCONUS</b>	Outside of Continental United States
<b>OPM</b>	Office of Personnel Management
<b>SAC</b>	special agreement check
<b>SPOC</b>	Store Point of Contact

### G.2. DEFINITIONS.

**adjudication.** The process of making an official decision.

**suitability.** The quality of being right or appropriate for a particular person, purpose, or situation.

## **REFERENCES**

DeCAD 50-25, "DeCA Personnel Suitability Program," June 1, 2018  
DeCAD 70-02, "Internal Control Program," December 17, 2007  
DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013  
DoD Instruction 5025.01 "DoD Issuance Program," c2/December 22, 2017  
DoD Manual 5200.02, "Procedures for the DoD Personnel Security Program," April 3, 2017  
Code of Federal Regulations, Title 5, Part 731- Suitability, April 13, 2018