

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

*IOCR 690-2

14 SEP 1995

Civilian Personnel

CIVILIAN PERSONNEL AND EQUAL EMPLOYMENT OPPORTUNITY
SERVICING AGREEMENTS

Applicability. This regulation applies to all HQ, IOC elements and their subordinate installations.

Decentralized printing. All IOC installations are authorized to locally reproduce this regulation.

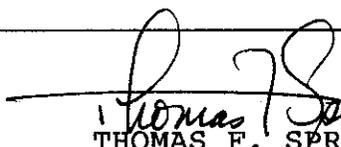
Supplementation. This regulation may be supplemented. When supplemented, one copy will be furnished to Commander, HQ, IOC, ATTN: AMSIO-HRC, Rock Island, IL 61299-6000.

Suggested improvements. The proponent of this regulation is HQ, IOC Deputy Chief of Staff for Human Resources, Civilian Personnel Division. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSIO-HRC, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made IAW the requirements submitted by IOC organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP).

FOR THE COMMANDER:

Official:


THOMAS F. SPRINGER
Colonel, GS
Chief of Staff

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*This regulation supersedes AMCCOMR 690-8, 26 Jul 91

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1. Purpose. This regulation prescribes responsibilities and procedures for the preparation, approval, and review of servicing agreements for Industrial Operations Command (IOC) installations and activities that either provide or receive Civilian Personnel Office (CPO)/Equal Employment Opportunity (EEO) services.

2. References.

a. C3, AR 690-200, Chapter 254 (Civilian Personnel (CP) Administration and EEO Support), 1 Oct 85.

b. AR 5-16 (Army Supplement to Defense Regional Interservice Support) (DRIS) Regulation, DOD 4000.19-R).

c. DD Form 1144 (Support Agreement).

3. Acronyms/Terms.

AEP - Affirmative Employment Program
 AMC - Army Materiel Command
 CP - Civilian Personnel
 CPO - Civilian Personnel Office
 DA - Department of the Army
 DBOF - Defense Business Operating Fund
 EEO - Equal Employment Opportunity
 EEOC - Equal Employment Opportunity Commission
 IOC - Industrial Operations Command
 ISA - Interservice Support Agreement

4. Responsibilities.

a. The Deputy Chief of Staff for Human Resources (AMSIO-HR) will:

- (1) Administer and coordinate CP/EEO servicing policies.
- (2) Coordinate and finalize CP/EEO servicing agreements for HQ, IOC employees with duty station other than Rock Island, IL.
- (3) Advise and help commanders of IOC installations and activities prepare CP/EEO servicing agreements.
- (4) Review and approve CP/EEO servicing agreements. Make appropriate recommendations on those agreements requiring higher headquarters approval.

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b. The Chief, Office of Equal Opportunity (AMSIO-EE), will review and make recommendations on the EEO portion of CP/EEO servicing agreements.

c. The Deputy Chief of Staff for Resources Management (AMSIO-RM) will process ISA, DD Form 1144, following AR 5-16.

d. Heads of IOC installations and activities will:

(1) Develop, revise, renew, review, and implement CP/EEO servicing agreements and ISA, DD Form 1144, as needed.

(2) Review CP/EEO servicing agreements 3 years from their effective date. ISA costs should be reviewed annually to ensure continued accuracy of estimated reimbursement charges. Initiate DD Form 1144 at least 120 days before the 3-year review point.

(3) Forward agreements to AMSIO-HR for approval.

5. Policies.

a. Servicing agreements will be used to document CP/EEO servicing between non-IOC installations and activities. They will be prepared, approved, and reviewed following this and referenced regulations.

b. CP/EEO servicing agreements will conform to AR 690-200, Chapter 254. The quality of CP/EEO services provided to other installations/activities will be comparable to those furnished organic components.

c. CP/EEO services will be provided as described at Appendix A unless both the servicing and serviced commanders mutually agree to modifications.

d. Whenever CP/EEO services are required before final approval of an agreement, the servicing and serviced commanders may agree to operate under the terms of an old or a new draft agreement on an interim basis.

6. Procedures.

a. Servicing between IOC installations and activities.

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(1) Existing CP/EEO servicing agreements between IOC installations and activities remain effective but will not be renewed upon expiration.

(2) Commanders of IOC installations with CPO and EEO Offices will provide CP/EEO services to other IOC installations and activities following Appendix A unless modified through mutual agreement.

(3) Existing servicing relationships will be maintained wherever possible. Proposed changes to servicing relationships must be forwarded to AMSIO-HRC for approval.

(4) Upon expiration of existing servicing agreements, a memorandum signed by the head of the IOC serviced activity will be prepared which contains the following:

(a) The designation of the servicing Civilian Personnel Officer by position title, to "act for" the serviced commander in the administration of the CP Management Program following AR 690-200, Chapter 254, paragraph 2-5.

(b) The designation of the servicing EEO Officer by position title to "act for" the serviced commander in the administration of the EEO Program in accordance with AR 690-200, Chapter 254, paragraph 2-6.

(c) Any modifications to the services outlined in Appendix A.

b. Servicing between IOC and non-IOC installations and activities.

(1) CP/EEO servicing agreements will be used to document servicing relationships between IOC and non-IOC installations and activities.

(2) Upon the request of a commander needing CP/EEO services, the servicing Civilian Personnel Officer will negotiate, prepare, and complete a CP/EEO servicing agreement following the instructions contained in this regulation.

(3) The EEO portion of the agreement will be coordinated with the servicing EEO Office.

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c. Reimbursement.

(1) A DD Form 1144 will be completed to document situations in which IOC installations/activities are either the supplier and/or receiver of CP/EEO services.

(2) The DD Form 1144 will also be used to document any additional services provided beyond basic CP/EEO support.

(3) Where CP/EEO are the only services provided, the DD Form 1144 will be signed in the same sequence as in the servicing agreement.

(4) An annual statement of costs may be submitted at the end of each fiscal year instead of a monthly statement.

(5) The CP/EEO servicing agreement will be attached to the DD Form 1144 in those situations where services other than CP/EEO are received/provided.

(6) The receiver of the services must calculate an alternate cost estimate. If the actual is less than the alternate method, the dollar value of the savings avoidance will be entered on Block 7a of the DD Form 1144.

d. Supplemental agreements.

(1) Approved master servicing agreements developed at Major Command level may be supplemented locally as necessary.

(2) Supplements must be signed by all appropriate parties and contain a designation of authority to "act for" the serviced commander.

(3) An ISA, DD Form 1144, will be prepared for each supplemental agreement.

e. CP/EEO servicing agreements and changes to agreements resulting from midpoint reviews will be forwarded to AMSIO-HRC for approval.

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Appendix A

CIVILIAN PERSONNEL AND EQUAL EMPLOYMENT OPPORTUNITY
SERVICING BETWEEN IOC INSTALLATIONS AND ACTIVITIES

1. Heads of the IOC activity providing Civilian Personnel Office (CPO) and Equal Employment Opportunity (EEO) services (Servicing Activity) will provide services as noted herein to the head of another IOC activity requiring the services (Serviced Activity). Services provided will be in accordance with AR 690-200, Chapter 254, IOCR 690-2, and all other applicable statutes, rules and regulations, subject to any limitations as may be mutually agreed upon and cited herein by the heads of the Servicing and Serviced Activities.

2. The head of the Serviced Activity, having delegated appointing authority, will designate in writing the Servicing Activity Civilian Personnel Officer to "act for" the head of the Serviced Activity in the administration of the civilian personnel management program. This authorization includes job evaluation and pay administration, authentication of personnel actions, and administration of the training and development program. The CP Officer is authorized to designate other members of the CPO staff to "act for" in these areas. This designation does not reduce the authority and responsibility of the head of the Serviced Activity for the effective management and direction of employees under his/her jurisdiction. The designated CP Officer will be accorded membership on the head of the Serviced Activity's staff.

3. The servicing CPO will administer the CP Program IAW the standard practices outlined in AR 690-200, Chapter 254, with the following modifications:

a. Training:

(1) Heads of Serviced Activities will retain approving authority for training by, in, or through nongovernment facilities for employees under their jurisdiction. They or their designees must personally approve the training and furnish a copy of the approval document to the servicing CPO and to the office of the Defense Finance and Accounting Service for the Serviced Activity.

(2) Approval of long-term training that is technical in nature and funded by the installation will be exercised by heads of Serviced Activities under delegated authority from the Commander, IOC. Programs at the senior service schools, programs centrally administered by HQDA, and programs which are primarily management oriented are excluded from this authority. A copy of each approval document will be provided to the servicing CPO.

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(3) Approval to authorize exceptions to the prescribed subsistence payments for training will be exercised by the heads of Serviced Activities under the delegated authority from the Commander, IOC. A copy of each approval document will be provided to the servicing CPO.

b. Merit Promotion. The provisions of the Servicing Activity's merit promotion and placement plan will be followed unless modified by negotiated agreements. The minimum area of consideration will be the Serviced Activity for merit placement purposes. When applicable, procedures will be established for distribution of the servicing activity vacancy announcements to the serviced activity.

c. A DBOF funded servicing activity will be reimbursed by the serviced activity for civilian personnel and equal employment opportunity services. Reimbursement, when applicable, will be as stated on DD Form 1144.

4. The Serviced Activity will be designated as a separate competitive area for reduction-in-force purposes.

5. Heads of Serviced Activities will designate the Servicing EEO Officer to "act for" them in the administration of the EEO Program in accordance with standard practices outlined in AR 690-200, Chapter 254. This authorization includes affirmative action planning and complaints processing as follows:

a. The affirmative action program plan and annual accomplishment report will be developed in accordance with EEOC, DA, and AMC regulatory and policy guidelines. AEP information and documentation will be provided to AMC and IOC EEO offices as required by applicable guidance.

b. Information and documentation pertaining to complaints of discrimination will be provided to the IOC and AMC EEO offices as required by applicable guidance.

c. The EEO Officer is authorized to designate other members of the EEO staff to "act for" in these areas. The EEO Officer may also designate individuals with collateral duty assignments (for example, EEO counselors and special emphasis program managers) to "act for" in these areas, as appropriate. This designation does not reduce the authority and responsibility of the head of the Serviced Activity for the effective management and direction of employees under his/her jurisdiction. The designated EEO Officer will be accorded membership on the head of the Serviced Activity's staff.