



Department of Defense **INSTRUCTION**

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: General Provisions

- References:
- (a) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
 - (b) Title 5, United States Code
 - (c) Title 5, Code of Federal Regulations

1. PURPOSE

a. Instruction. This Instruction is composed of several Volumes, each containing its own purpose. The purpose of the overall Instruction is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume. This Volume of this Instruction implements policy and updates responsibilities and procedures for civilian personnel management within the Department of Defense.

2. POLICY. It is DoD policy in accordance with Reference (a) that:

a. DoD civilian personnel policies, procedures, and programs shall balance the legitimate needs of uniformity and flexibility.

b. DoD civilian personnel management issuances shall:

(1) Be jointly developed in conjunction with the DoD Components and the Civilian Personnel Policy Council.

(2) Be streamlined and simplified.

(3) Be issued only if necessary to comply with Executive orders, law, or regulation, or to assist civilian personnel offices and human resource offices (CPOs/HROs), managers, supervisors, employees, and their representatives with civilian personnel management issues.

(4) Provide for the optimal delegation of authorities and operating responsibilities to the lowest level practical.

(5) Be distributed to all CPOs and HROs and, where practical, to managers and supervisors.

(6) Be automated to the extent practical to include automated administrative processes, decision support systems, and distribution.

c. To the maximum extent practicable, total force management should guide the design of civilian personnel policies. Civilian personnel policies should provide unified direction by the Secretary of Defense, meet the requirements of the Combatant Commanders, and develop a shared sense of mission and responsibility among civilian employees and military personnel.

d. Civilian personnel policies, procedures, and programs as set forth in this Instruction are binding on all the DoD Components. Existing DoD Component civilian personnel policies, procedures, and programs may continue until superseded by law, controlling regulations, new provisions of this Instruction, or related DoD issuance provisions.

e. The principles of equal employment opportunity and workforce diversity shall be incorporated into the design and implementation of civilian personnel policies, procedures, and programs at all organizational levels.

f. Consistent with workload and mission requirements, the need to create flexible work arrangements that allow employees to better balance their work and other (e.g., family) responsibilities shall be incorporated into the design and implementation of civilian personnel policies, procedures, and programs at all organizational levels.

g. DoD managers at all levels shall ensure that they satisfy any obligations to unions representing employees affected by changes to DoD policies, procedures, and programs. Changes that conflict with existing negotiated agreements may not be implemented until the agreement expires or is renewed unless:

(1) The parties agree otherwise; or

(2) The change is required by law or by a rule or regulation implementing law governing prohibited personnel practices.

3. RESPONSIBILITIES. See Enclosure 1.

4. PROCEDURES. See Enclosure 2.

5. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

6. EFFECTIVE DATE. This Volume is effective immediately.

Enclosures

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ENCLOSURE 1

RESPONSIBILITIES

1. DEPUTY UNDER SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DUSD(CPP)). The DUSD(CPP), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, shall:

a. Develop and issue uniform DoD-wide civilian personnel policies, procedures, programs, and guidance based on Reference (a), the references cited in that reference, and this Instruction.

b. Monitor the implementation and effectiveness of this Instruction and revise it as appropriate.

c. Develop model civilian personnel management procedures and programs for DoD-wide use.

d. Waive the provisions of this Instruction or other DoD civilian personnel management issuances authorized by Reference (a) as appropriate.

2. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall ensure implementation and compliance with the policies, procedures, and programs set forth in Reference (a), this Instruction, and other DoD civilian personnel management issuances authorized by Reference (a).

3. MANAGERS AND SUPERVISORS. Managers and supervisors shall, when delegated civilian personnel management authorities, carry out civilian personnel management policies, procedures, and programs as outlined in Reference (a), this Instruction, and other DoD civilian personnel management issuances authorized by Reference (a) and consistent with applicable negotiated agreements.

ENCLOSURE 2

PROCEDURES

1. GENERAL

a. Each Volume of this Instruction is structured to be self-contained and is prepared for direct use by supervisors, managers, and personnel specialists at all levels.

b. Volumes in this Instruction are arranged numerically to correspond with applicable sections of title 5, United States Code, (Reference (b)) and title 5, Code of Federal Regulations, (Reference (c)) wherever possible.

c. New and revised Volumes of this Instruction shall be approved by the DUSD(CPP) as required.

d. The DoD Components shall cancel all internal regulatory material that addresses the same policies and procedures established by this Instruction at the time of such issuance except when such regulatory material is mandated by negotiated agreements, authorized by this Instruction, or determined essential by the Component Heads for Component-unique reasons. The Component Heads include the Secretaries of the Military Departments, the Directors of the Defense Agencies with independent appointing authority, and the Director of Administration and Management.

2. SUPPLEMENTATION

a. The need for supplementing this Instruction shall be identified during the joint policy development of each Volume.

b. In accordance with the policy and philosophy of the Secretary of Defense to streamline and eliminate redundancy in Government regulations, supplementation shall be kept to a minimum.

c. When the need for supplementation is identified during policy development and when the Component Heads (as defined in paragraph 1.d. of this enclosure) determine that supplementation is essential, the Components may supplement the policies, procedures, and programs issued in this Instruction. Within the Military Departments, the authority to approve supplementation may be delegated to the Assistant Secretary level. No further delegation is authorized. Copies of approved supplements shall be provided to the DUSD(CPP) within 30 days of issuance.

d. When supplementation is specifically prohibited, the restriction shall be identified in the individual Volumes.

e. Implementing procedures and programs may be issued at the operating level.

f. The DUSD(CPP) shall issue DoD Manuals as necessary to provide detailed procedural, operational, or administrative material on specific program areas or to provide model programs on subjects that should be uniform for DoD-wide application.

3. WAIVERS. Requests for waivers to this Volume or other DoD civilian personnel management issuances authorized by Reference (a) shall be forwarded with full justification through command channels to the DUSD(CPP) for appropriate action.