



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 12300.9
ASN(M&RA)/OCHR 011
1 April 2011

SECNAV INSTRUCTION 12300.9

From: Secretary of the Navy

Subj: STAFFING, PLACEMENT AND EMPLOYMENT

Ref: (a) 5 U.S.C. 30
(b) 5 CFR 300, 330, 335
(c) United States Office of Personnel Management End-to-End Hiring Initiative of 10 Sep 2008
(d) DoD Instruction 1400.25, Volume 250, of 28 Nov 2008
(e) Department of Defense Priority Placement Program Operations Manual of July 1998
(f) SECNAVINST 12250.6
(g) Civil Service Reform Act of 1978
(h) United States Office of Personnel Management Guide to Personnel Recordkeeping Operating Manual of Sep 2008
(i) SECNAVINST 5430.7Q
(j) SECNAVINST 12273.1A
(k) 29 CFR 1614.101
(l) Equal Employment Opportunity Commission Management Directive 715 of 1 Oct 2003
(m) Executive Order 13548 of 26 Jul 2010

1. Purpose. To establish policy; underscore the Department of the Navy (DON) commitment to adherence to merit system principles, veterans' preference, and equality of opportunity principles; and assign responsibility regarding staffing, placement, and employment program policies for civilian appropriated fund positions, covered under Title 5, United States Code consistent with references (a) through (m).

2. Cancellation. OCPMINST 12300.1 of 09 Jun 88 and OCPMINST 12335.1 of 26 Nov 86.

3. Policy. It is the policy of DON to use all appropriate hiring flexibilities available to support the President's Hiring Reform initiative as well as support the staffing, placement, and employment of a highly-skilled, mission-focused workforce.

4. Background. This instruction applies to all DON employees covered by the General Schedule (GS), Administratively Determined, Federal Wage System, Wage Mariner, and personnel demonstration projects (unless otherwise excluded). This instruction does not apply to the Senior Executive Service, senior level, scientific technical, highly qualified expert positions above the GS-15 level, or to non-appropriated fund positions.

5. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs). Establish DON-wide staffing, placement, and employment policies.

b. The Deputy Assistant Secretary of Navy (Civilian Human Resources). Manage and direct the staffing, placement, and employment program and issue directives on specific staffing and employment matters.

c. The Director, Office of Civilian Human Resources (OCHR). Interpret all staffing, placement, and employment statutory or regulatory guidance and issue implementing guidance for DON as applicable. Additionally, the Director, OCHR shall:

(1) Develop and issue staffing and employment business processes and tools within DON to ensure consistent, efficient, and effective hiring and placement of employees within DON civilian workforce.

(2) Conduct periodic human resource management assessments to include civilian staffing and employment programs across DON organizations to evaluate their effectiveness and compliance with merit system principles, veterans' preference, the President's Hiring Reform objectives, and the principles of equal employment opportunity.

(3) Resolve staffing, placement, and employment issues referred from echelon 1 and 2 commands and the Marine Corps, Manpower and Reserve Affairs, and direct corrective actions when warranted.

(4) Review and approve exceptions to business processes.

d. Directors of Human Resources Service Centers. Ensure that the policies and business processes for staffing, placement, and employment are in compliance with this instruction by:

(1) Providing staffing, placement, and employment services and products to assigned commands and activities.

(2) Developing procedures following staffing, placement, and employment policies.

(3) Approving and executing regulatory compliant staffing, personnel, and pay action processing services for their serviced population.

(4) Performing quality assurance and control for staffing, placement, personnel, and pay actions ensuring that corrections are processed promptly and per regulatory requirements.

(5) Taking action to ensure that decisions directed by DON, Department of Defense (DoD), Office of Personnel Management, and the courts are implemented without delay.

(6) Conducting staffing, placement, and employment business following established performance expectations.

e. DON, Assistant for Administration, Chief of Naval Operations, and Commandant of the Marine Corps. Ensure subordinate commands and activities comply with statutes, regulations, guidance, and direction from higher level authorities.

f. Heads of Major Commands

(1) Ensure that subordinate commands and activities implement staffing, placement, and employment business processes and tools cited in paragraph 5c(1).

(2) Ensure that staffing and employment programs are established and implemented in compliance with laws, statutes, regulations, guidance, and direction from higher level authorities.

(3) Ensure that subordinate commands and activities are provided sufficient resources for accomplishing an effective staffing and employment program.

(4) Delegate, in writing, the authority to approve hiring incentives and other staffing flexibilities used in the staffing and employment process.

(5) Implement the elements necessary to create and maintain an integrated staffing and employment program that ensures equality of opportunity to all DON employees and applicants.

(6) Ensure recruitment programs are developed to create a diverse applicant pool.

(7) Establish and execute staffing plans with associated recruitment strategies, mission goals and requirements, and communicate those plans to human resources service providers.

(8) Support the objectives of the DoD Priority Placement Program and ensure subordinate managers and supervisors provide maximum placement assistance to well-qualified employees registered in the program.

(9) Conduct periodic assessments on staffing and employment programs to evaluate their effectiveness and adherence to DON, DoD, and higher-level policies and requirements.

g. Directors, Civilian Personnel Programs (DCPPs). Provide advice and guidance on staffing, placement, and employment matters to subordinate commands and activities per paragraph 5f.

h. Directors, Human Resources Offices

(1) Function as the senior human resources professional staff advisor and merit systems principles advocate for serviced activity commanding officers, managers, and supervisors.

(2) Assist commanding officers, managers, and supervisors with proper planning and execution of their civilian staffing, placement, and employment authorities and responsibilities.

(3) Comply with, implement, and administer DON and DoD policies, programs, and processes.

(4) Ensure appropriate training is provided on staffing, placement, and employment program areas.

(5) Assist commands and activities in the timely implementation of new staffing and employment policies, business processes, automated tools, and guidelines.

(6) Assist the DCPs and heads of commands and activities in conducting periodic self-assessments of their civilian staffing and employment programs.

(7) Assist the DCP, activities, and commands as needed in the creation of staffing plans with associated recruitment strategies per mission requirements, merit system principles, and equal opportunity.

(8) Share staffing plans and recruitment strategies with the human resource community and human resources service centers.

i. Managers and Supervisors

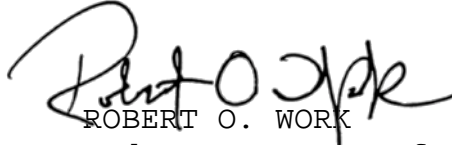
(1) Adhere to all merit system principles and veterans' preference; avoid prohibited personnel practices; and support the President's Hiring Reform requirements.

(2) Carry out responsibilities, adhere to, and support staffing, placement, employment, and equal employment opportunity laws, regulations, directives, policies, and processes.

(3) Be fully involved in the hiring process per the President's Hiring Reform objectives. The objectives include: planning current and future workforce requirements; identifying the skills required for the job; engaging actively in recruitment and outreach efforts, when applicable, to create a diverse candidate pool; engaging in the interview process; and supporting new employees with their successful transition into Federal Service.

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6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

A handwritten signature in black ink, appearing to read 'Robt O Work', is positioned above the printed name.

ROBERT O. WORK

Under Secretary of the Navy

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