



# Department of Defense

## INSTRUCTION

NUMBER 1400.25, Volume 340  
June 26, 2006 through Change 1, June 8, 2010  
**Administratively reissued June 8, 2010**

---

---

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Other Than Full-Time Employment

References: (a) DoD Directive 1400.25, "Civilian Personnel Management System," November 25, 1996  
(b) Section 3401-3408 and 6120-6133 of title 5, United States Code  
(c) Title 5, Code of Federal Regulations, Part 340, "Other Than Full-Time Employment," current edition

### 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 implements policy under Reference (a) and establishes the Part-Time Career Employment Program according to Reference (b). This program is intended to:

- (1) Provide part-time employment opportunities to potential and current Department employees at all grade levels through GS-15 (or equivalent);
- (2) Benefit the Department as an employer of choice by increasing productivity and job satisfaction while lowering turnover rates and absenteeism;
- (3) Provide management with the flexibility to meet work requirements and fill shortages in various occupations;
- (4) Provide an alternative to individuals who need or desire shorter working hours; and
- (5) Support agency affirmative action goals.

2. APPLICABILITY. This Volume applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the

Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

### 3. DEFINITIONS

a. job-sharing. A form of part-time employment in which one position is filled with two or more part-time employees.

b. mixed tours of duty. A mixed tour of duty consists of annually recurring periods of full-time, part-time, or intermittent service as long as the employee does not work part-time more than 6 pay periods per calendar year.

c. part-time career employment. Part-time career employment consists of employment of 16-32 hours a week (or 32-64 hours during a biweekly pay period for employees working on a flexible or compressed work schedule under the provisions of Section 6121 of Reference (b)), unless an exception is granted consistent with section 3402(a)(3) of Reference (b) for a less than 16 hour work schedule.

d. tenure group I. Employees in the competitive service under career appointments who are not serving probation and permanent employees in the excepted service whose appointments carry no restrictions or conditions.

e. tenure group II. Employees in the competitive service serving probation, career-conditional employees, and career employees in obligated positions. It also includes employees in the excepted service serving trial periods, whose tenure is indefinite solely because they occupy obligated positions; or whose tenure is equivalent to career-conditional in the competitive service.

4. POLICY. It is DoD policy, according to Reference (a), that:

a. The following factors are considered when establishing part-time employment positions:

- (1) Mission and occupational mix
- (2) Workload fluctuations
- (3) Size of the workforce, turnover rate, and employment trends
- (4) Employee and applicant interest and availability
- (5) Improved service to the public
- (6) Diversity plan objectives

(7) Manpower and fiscal constraints

b. To the maximum extent allowable, consistent within DoD resources and mission requirements Components shall:

(1) Promote career part-time employment opportunities in positions from grades GS-1 through GS-15 (or equivalent).

(2) Whenever feasible, approve requests for career employees to change from full-time to part-time if it is determined that the effectiveness and efficiency of the Department will not suffer.

(3) DoD Components are subject to the following restrictions as prescribed under the provisions of Section 3403 of Reference (b):

(a) DoD Components may not abolish a position occupied by an employee in order to make the duties of the position available to be performed on a part-time career basis.

(b) DoD Components may not require a full-time employee to accept part-time employment as a condition of continued employment.

5. RESPONSIBILITIES. See Enclosure 1

6. PROCEDURES. Procedures for a part-time work schedule are:

a. The work schedule of employees with regularly scheduled tours of duty who become employed on a part-time basis on or after April 8, 1979, will consist of not fewer than 16 or more than 32 hours per week, or 32 to 64 hours during a biweekly pay period for employees on flexible or compressed work schedules. As an exception to the general definition of part-time employment at section 340.202(a) of title 5, Code of Federal Regulations (Reference (c)), DoD Component Heads may permit an employee to perform regularly scheduled work from 1 to 15 hours per week. DoD Component Heads may delegate this authority to the lowest organizational level.

b. Employees who began service on a part-time basis under a career appointment before April 8, 1979, may continue to serve under that work schedule, as long as they continue to work part-time without a break in service.

c. Should an employee have a tour of duty of 32 hours or fewer per week, the part-time tour may not be increased above 32 hours per week. If additional hours of work are desired for an employee in this category, the position may be converted to full-time or the employee may be considered for an established full-time position according to Subpart B of Reference (c).

d. Job sharers are subject to the same personnel policies as other part-time employees.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.

Enclosure  
Responsibilities

ENCLOSURE

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 develop policy guidance and provide oversight of part-time program operations.

2. HEADS OF THE DOD COMPONENTS. The Heads of the DoD Components shall:

- a. Implement and administer part-time employment programs consistent with this volume.
- b. Determine which positions are to be considered part-time. This responsibility may be re-delegated, in writing, to executives, managers and supervisors.
- c. Establish annual goals and timetables for identifying or creating positions with the objective of increasing part-time career employment opportunities.
- d. Establish a process to exempt positions from being filled on a part-time basis (e.g., positions considered so vital to the DoD Component, activity, or installation that employment in these positions on a part-time work schedule including job sharing would adversely affect mission accomplishment).

3. DIRECTORS OF SUPPORTING HUMAN RESOURCES OFFICES. Directors of Supporting Human Resources Offices shall:

- a. Establish procedures for notifying the public of vacant part-time positions through such methods as Job Opportunity Announcement posting to USA Jobs and other means developed for the program.
- b. Provide advice and assistance to managers and employees on the part-time career employment program.