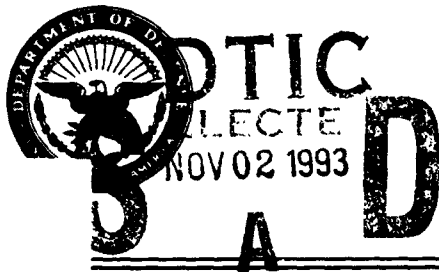


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# Department of Defense DIRECTIVE

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August 30, 1993  
NUMBER 5124.4

DA&M

SUBJECT: Department of Defense Civilian Personnel Management Service

- References:
- (a) Title 10, United States Code
  - (b) DoD Directive 5120.39, "Department of Defense Wage Fixing Authority--Appropriated Fund Compensation," April 24, 1980
  - (c) DoD Directive 5120.42, "Department of Defense Wage Fixing Authority--Nonappropriated Fund Compensation Programs," May 19, 1977
  - (d) DoD Directive 5010.31, "DoD Productivity Program," April 27, 1979
  - (e) through (h) see enclosure 1

## A. PURPOSE AND APPLICABILITY

This Directive:

1. Establishes the DoD Civilian Personnel Management Service (CPMS) within the Department of Defense, pursuant to the authority vested in the Secretary of Defense under reference (a), with the mission, organization, responsibilities, functions, relationships, and authorities as prescribed herein.

2. Applies to the Office of the Secretary of Defense; the Military Departments; the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Unified and Specified Combatant Commands; the Office of the Inspector General, Department of Defense; the Defense Agencies; and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## B. MISSION

The CPMS shall provide civilian personnel policy support, functional information management, and civilian personnel administrative services to the DoD Components and their activities.

## C. ORGANIZATION AND MANAGEMENT

The CPMS is hereby established as a DoD Field Activity under the authority, direction, and control of the Assistant Secretary of Defense (Personnel and Readiness) (ASD(P&R)). The CPMS shall consist of a Director and such subordinate elements as the Director establishes, within the resources authorized by the Secretary of Defense.

## D. RESPONSIBILITIES AND FUNCTIONS

1. The Director, DoD Civilian Personnel Management Service shall:

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- a. Organize, direct, and manage the CPMS and all assigned resources.
- b. Advise and assist the ASD(P&R) and the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity) (DASD(CPP/EO)) within assigned responsibilities and functions.
- c. Provide support to the DoD Components in the administration of civilian personnel policy and programs, as directed.
- d. Administer civilian personnel functional information management activities including, but not limited to, business improvement and functional economic analyses.
- e. Administer civilian personnel programs specified in DoD Directive 5120.39 (reference (b)); DoD Directive 5120.42 (reference (c)); DoD Directive 5010.31 (reference (d)); DoD Directive 1400.20 (reference (e)); and DoD Directive 1430.14 (reference (f)).
- f. Perform such other functions as the ASD(P&R) may prescribe.

2. The Assistant Secretary of Defense (Personnel and Readiness) shall:

- a. Exercise authority, direction, and control over the CPMS.
- b. Recommend policies and resources for the administration of the CPMS to the Secretary of Defense.

E. RELATIONSHIPS

- 1. In the performance of assigned duties, the Director, CPMS, shall:
  - a. Exchange information and advice and coordinate actions with DoD Components, as required, to carry out assigned responsibilities and functions.
  - b. Use established facilities and services in the Department of Defense and other Government Agencies, whenever practicable, to achieve maximum efficiency and economy of operations.
  - c. Consult and coordinate with other governmental and nongovernmental agencies, as required, to carry out assigned responsibilities and functions.

2. All DoD Components shall coordinate with the Director, CPMS, as appropriate, on matters affecting the operation of the CPMS.

F. AUTHORITIES

The Director, CPMS, is specifically delegated authority to:

- 1. Represent the ASD(P&R) and the DASD(CPP/EO) on matters which fall within assigned responsibilities and functions.

2. Obtain reports, information, advice, and assistance, consistent with the policies and criteria of DoD Directive 8910.1 (reference (g)), as deemed necessary.

3. Communicate directly with appropriate representatives of the DoD Components and other governmental and nongovernmental agencies on matters related to the CPMS. Communications to the Commanders of Unified and Specified Combatant Commands shall be transmitted through the Chairman of the Joint Chiefs of Staff.

4. Exercise the administrative authorities in enclosure 2, when delegated by the ASD(P&R).

G. ADMINISTRATION

1. The Director, CPMS, shall be a civilian selected by the ASD(P&R).

2. The CPMS shall be authorized such personnel, facilities, funds, and other resources as the Secretary of Defense deems necessary.

3. The Military Departments shall assign military personnel to the CPMS in accordance with approved authorizations and established procedures for assignment to joint duty.

4. Administrative support for the CPMS shall be provided by the DoD Components through inter-service support agreements in accordance with DoD Directive 4000.19 (reference (h)).

H. EFFECTIVE DATE

This Directive is effective immediately.



William J. Perry  
Deputy Secretary of Defense

Enclosures - 2

1. References
2. Delegations of Authority

REFERENCES, continued

- (e) DoD Directive 1400.20, "DoD Program for Stability of Civilian Employment," June 16, 1981
- (f) DoD Directive 1430.14, "Department of Defense Executive Leadership Development Program," March 1, 1989
- (g) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
- (h) DoD Instruction 4000.19, "Interservice, Interdepartmental, and Interagency Support," April 15, 1992

DELEGATIONS OF AUTHORITY

Pursuant to the authority vested in the Secretary of Defense, and subject to the direction, authority, and control of the Secretary of Defense, and in accordance with DoD policies, Directives, and Instructions, the Assistant Secretary of Defense (Personnel and Readiness) (ASD(P&R)), or in the absence of the ASD(P&R), the person acting for the ASD(P&R), is hereby delegated authority as required in the administration and operation of the DoD Civilian Personnel Management Service to:

1. Establish advisory committees and employ temporary or intermittent experts or consultants, as approved by the Secretary of Defense, for the performance of DoD Civilian Personnel Management Service functions consistent with 10 U.S.C. 173; 5 U.S.C. 3109(b); DoD Directive 5105.4, "DoD Federal Advisory Committee Management Program," September 5, 1989; and the agreement between the Department of Defense and the Office of Personnel Management (OPM) on employment of experts and consultants, June 21, 1977.

2. In accordance with 5 U.S.C. 7532; Executive Orders 10450, 12333, and 12356; and DoD Directive 5200.2, "DoD Personnel Security Program," May 6, 1992; as appropriate:

a. Designate any position in the DoD Civilian Personnel Management Service as a "sensitive" position.

b. Authorize, in case of an emergency, the appointment of a person to a sensitive position in the DoD Civilian Personnel Management Service for a limited period of time and for whom a full field investigation or other appropriate investigation, including the National Agency Check, has not been completed.

c. Authorize the suspension, but not terminate the services, of a DoD Civilian Personnel Management Service employee in the interest of national security.

d. Initiate investigations, issue personnel security clearances and, if necessary, in the interest of national security, suspend, revoke, or deny a security clearance for personnel assigned, detailed to, or employed by the DoD Civilian Personnel Management Service. Any action to deny or revoke a security clearance shall be taken in accordance with procedures prescribed in DoD 5200.2-R, "DoD Personnel Security Program," January 1987.

3. Authorize and approve:

a. Temporary duty travel for military personnel assigned or detailed to the DoD Civilian Personnel Management Service in accordance with Volume I, Joint Federal Travel Regulations.

b. Travel for DoD Civilian Personnel Management Service civilian employees in accordance with Volume II, Joint Travel Regulations.

c. Invitational travel to non-DoD personnel whose consultative, advisory, or other highly specialized technical services are required in a

capacity that is directly related to, or in connection with, DoD Civilian Personnel Management Service activities, in accordance with Volume II, Joint Travel Regulations.

d. Overtime work for DoD Civilian Personnel Management Service civilian employees in accordance with Chapter 55, Subpart V, of 5 U.S.C. and applicable OPM regulations.

4. Approve the expenditure of funds available for travel by military personnel assigned or detailed to the DoD Civilian Personnel Management Service for expenses incident to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances where the approval of the Secretary of Defense, or designee, is required by 37 U.S.C. 412, and 5 U.S.C. 4110 and 4111.

5. Develop, establish, and maintain an active and continuing Records Management Program pursuant to 44 U.S.C. 3102 and DoD Directive 5015.2, "Records Management Program," March 22, 1991.

6. Establish and use imprest funds for making small purchases of material and services, other than personal services, for the DoD Civilian Personnel Management Service, when it is determined more advantageous and consistent with the best interests of the Government, in accordance with DoD Directive 7360.10, "Disbursing Policies," January 17, 1989.

7. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals as required for the effective administration and operation of the DoD Civilian Personnel Management Service, consistent with 44 U.S.C. 3702.

8. Establish and maintain, for the functions assigned, an appropriate publications system for the promulgation of common supply and service regulations, instructions, and reference documents, and changes thereto, pursuant to the policies and procedures prescribed in DoD 5025.1-M, "DoD Directives System Procedures," December 1990.

9. Enter into support and service agreements with the Military Departments, other DoD Components, or other Government Agencies, as required, for the effective performance of DoD Civilian Personnel Management Service functions and responsibilities.

10. Enter into and administer contracts, directly or through a Military Department, a DoD contract administration services component, or other Federal Agency, as appropriate, for supplies, equipment, and services required to accomplish the mission of the DoD Civilian Personnel Management Service. To the extent that any law or Executive order specifically limits the exercise of such authority to persons at the Secretarial level of a Military Department, such authority shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

11. Exercise the authority delegated to the Secretary of Defense by the Administrator of General Services on the disposal of surplus personal property.

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The ASD(P&R) may redelegate these authorities, as appropriate, and in writing, except as otherwise provided by law or regulation.

These delegations of authority are effective immediately.

Accession Form

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DIT ☐   
Unit ☐   
Justification ☐

By *form 50*   
Director ☐

Approved ☐

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