DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 12250.6
ASN(M&RA)
22 January 2003

SECNAV INSTRUCTION 12250.6

From: Secretary of the Navy

Subj: CIVILIAN HUMAN RESOURCES MANAGEMENT IN THE DEPARTMENT OF THE NAVY

Ref: (a) Title 5 United States Code
(b) Title 42 United States Code, Section 2000e-16
(c) Title 10 United States Code
(d) SECNAVINST 5402.28A
(e) DoD Directive 1400.25 of 25 Nov 96
(f) SECNAVINST 12273.1
(g) SECNAVINST 5450.4E

1. Purpose. To assign responsibilities for the management of the Department of the Navy (DON) civilian workforce, the establishment, implementation, administration and assessment of policies, programs and procedures in the DON governing civilian human resources management (HRM) and the civilian Human Resources (HR) information technology system. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 5430.78C of 5 Nov 85, OCPMINST 12250.1 of 29 Sep 87 and ALNAV 060/98 of 3 Aug 98.

3. Scope. This policy covers civilian personnel and equal employment opportunity programs, as authorized in references (a), (b) and (c). Civilian personnel management for the non-U.S. citizen work force overseas is covered by reference (d).

4. Policy. It is Secretary of the Navy (SECNAV) policy to uphold the merit principles set forth in reference (a) and the policies established in reference (e), and to ensure the employment and development of a quality and diverse workforce. Implementation of these policies and programs will be delegated to military and civilian managers and supervisors who are responsible for the management of assigned civilian personnel. Managers and supervisors at all levels are accountable for the execution of HRM responsibilities within the framework of Federal, Department of Defense (DoD) and DON policy. DON

activities will receive HRM services from a designated DON Human Resources Office (HRO) and the appropriate geographic DON Human Resources Service Center (HRSC) unless alternative servicing is specifically approved by the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)).

5. Responsibilities

a. The SECNAV is responsible for the establishment of DON-wide civilian HRM policies, programs and procedures governing management of the civilian work force, including U.S. citizens paid from appropriated and nonappropriated funds, and direct-hire and indirect-hire foreign national employees at overseas DON activities. Except as provided in paragraphs 5b and 5c, this authority is delegated to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)). The authority to issue DON-wide civilian HRM policy may not be further delegated.

b. The Under Secretary of the Navy (UNSECNAV) is delegated authority and responsibility for establishment of DON-wide policies and procedures governing management and administration of executive resources to include Senior Executive Service (SES), Senior Intelligence Executive Service (SIES), Senior Intelligence Professional (SIP), Senior Level (SL) and Scientific and Professional (ST) personnel. In exercising this authority and responsibility, the UNSECNAV shall:

(1) Serve as the DON appointing authority for all career SES, SIES, SL/ST and SIP appointments.

(2) Approve career members of the SES for elevation to pay levels ES-5 and ES-6.

(3) Chair the DON Civilian Executive Resources Board.

c. The SECNAV retains responsibility for the appointment of non-career personnel (senior executive and schedule C political appointees) in coordination with the Secretary of Defense.

6. Action

a. The ASN(M&RA) shall:

(1) Serve as the Director of EEO for the DON.

(2) Issue DON-wide policies governing management of the civilian workforce.

b. The DASN(CHR) shall:

(1) Serve as the Director of Civilian Human Resources for the DON and the senior advisor to the UNSECNAV and ASN(M&RA) for civilian HRM.

(2) Execute HRM authorities assigned to the SECNAV by statute or regulation.

(3) Execute DON-wide responsibilities for civilian HR program issues requiring DON-level adjudication, approval or disapproval.

(4) Serve as the Principal Classifier for the DON.

(5) Execute the authority to direct or take action to correct violations of law, regulation, or policy in areas covered by this instruction.

(6) Develop DON-wide HRM programs to implement Federal, DoD or DON policies affecting management of the civilian workforce.

(7) Ensure the uniform use of a single civilian HR automated information system throughout the DON. Serve as the final DON authority for the DoD Defense Civilian Personnel Data System or its successor. Exercise approval authority for all civilian HR information systems in support of the DON civilian workforce and any modifications to current or future civilian HR information or data systems.

(8) Serve as the Civilian HR Community Leader, with responsibility for monitoring and assessing the classification, recruitment and development of HR practitioners under the DON-wide HR Career Program. May issue program priorities to the DCPPs, CDEEOOs, HRO Directors, and provide input to commands on priorities and resulting performance.

(9) Manage the centralized classification and recruitment processes in order to certify a list of qualified candidates for the following positions: Directors of Civilian Personnel Programs (DCPP); Command Deputy Equal Employment Opportunity Officers (CDEEOO); Directors of Civilian Human Resources Offices (HRO), Deputy Equal Employment Opportunity Officers (DEEOO) and Directors of Human Resources Service Centers (HRSC).

(10) Evaluate and monitor HRM program implementation and administration. Assess HRM program quality, health, results and accountability DON-wide, as described in reference (f).

(11) Provide regionalized HR service delivery through the Office of Civilian Human Resources (OCHR) and the HRSCs.

(12) Approve/disapprove requests from DON activities for HRM services from alternative sources outside the designated HRO, the appropriate HRSC, or from other than DON HROs and HRSCs.

(13) Approve/disapprove requests to establish or disestablish HROs/HRSCs. When an HRO or HRSC is established or disestablished as an independent shore activity, the requirements of reference (g) will also apply.

c. The Director, OCHR, shall provide staff support to the DASN(CHR), including civilian HR program management and issuance of HR program guidance to effect civilian HR policies.

d. The Chief of Naval Operations, the Commandant of the Marine Corps, and the Assistant for Administration, Office of the Under Secretary of the Navy shall:

(1) Implement, administer, and ensure compliance with DON HRM policies, programs and procedures within their respective organizations, to include the execution of appointing and classification authorities.

(2) Implement, administer, and ensure compliance with DON HRM program guidance issued by OCHR.

(3) Provide assistance to the ASN(M&RA) and the DASN(CHR) in the development and evaluation of HRM policies, programs and services.

(4) Implement corrective action directed by the DASN(CHR) in accordance with paragraph 6b(5) of this instruction.

(5) Ensure that HR information systems initiatives under their cognizance are coordinated with the DASN(CHR) consistent with subparagraph 6b(7) of this instruction.

(6) Establish and staff, at the major claimant or equivalent level, senior HRM expert positions (DCPPs and CDEEOOs, or Directors of HRM if the positions are combined) whose responsibilities shall include the following:

(a) Serve as the principal advisor to the head of the command on civilian HR issues.

(b) Advise the chain-of-command and the DASN(CHR) on decisions and issues impacting the current and future civilian workforce.

(c) Advocate command requirements and represent the command in the DON HRM policy, program development and field HRO operational issues.

(d) Collaborate with the DASN(CHR) on DON HR issues to propose, develop, and advance appropriate legislative initiatives, DoD regulatory changes, and DON-wide HR policy improvements.

(e) Participate and assist in command and activity HR strategic planning processes.

(f) Administer command-wide HRM programs and assess implementation of HRM policies and programs in accordance with reference (f); initiate improvements as needed. Develop and maintain performance metrics, which measure HRM program implementation.

(g) Identify and ensure implementation of actions necessary for the command to employ a quality, diverse work

force; to treat all employees with fairness; and to comply with public policy, law and regulation. Participate in and support DON-wide efforts to improve and enhance recruitment and retention programs.

e. Addressees must follow the policy contained in this instruction and the procedures contained in subsequent civilian HR program directives and guidance.

Gordon R. England

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(See page 7)

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