

DEPARTMENT OF THE NAVY
CIVILIAN HUMAN RESOURCES MANUAL

CHAPTER 100 - GENERAL INFORMATION

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CHAPTER 100

GENERAL INFORMATION

1. PURPOSE. The Civilian Human Resources Manual (CHRM) contains policy, delegations of responsibility and authority, and procedures for civilian personnel and equal employment opportunity (EEO) management within the Department of the Navy (DON).

2. POLICY

a. To the maximum extent possible, total force management will guide the design of civilian personnel policies in the DON. Civilian personnel policies will provide unified direction from the Secretary of the Navy, as delegated to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)), and promote a shared sense of mission and responsibility among civilian employees and military personnel.

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

3. RESPONSIBILITIES

a. The ASN(M&RA) shall approve the release of CHRM chapters and subchapters.

b. The DASN(CHR) shall oversee the development and publication of new and revised CHRM issuances and ensure that program guidance contained in the CHRM supports policy execution.

c. The Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), the Assistant for Administration, Office of the Undersecretary of the Navy (AAUSN) shall:

(1) As requested, review and recommend additions or changes to proposed CHRM chapters and subchapters prior to publication, and

(2) Ensure compliance, within their respective organizations, with the policies, programs and procedures contained in the CHRM.

d. The Office of Civilian Human Resources (OCHR) shall develop and coordinate new and revised CHRM chapters and subchapters and publish when approved.

e. Heads of Navy and Marine Corps commands and activities shall implement and ensure compliance, within their respective organizations, with the policies, programs and procedures contained in the CHRM.

4. PROCEDURES. The chapters and subchapters comprising the CHRM shall:

a. Be developed in consultation with DON commands and activities and the Assistant General Counsel, M&RA.

b. Be streamlined and simplified; each chapter or subchapter will be self-contained and prepared for direct use by managers, supervisors, and civilian human resources specialists at all levels of the organization.

c. Be issued only if necessary to comply with Executive Orders, laws, or regulations, or to provide Human Resources Offices (HROs), Human Resource Service Centers (HRSCs), managers, supervisors, employees, or their representatives, with advice or direction on civilian personnel or EEO management issues.

d. Be organized to correspond with applicable sections of Title 5 United States Code and Title 5 Code of Federal Regulations, wherever possible.

e. Provide for the optimal delegation of authority and operating responsibility.

f. Be distributed to all HROs/HRSCs and posted to the DON Human Resources web site (www.donhr.navy.mil) for access by managers, supervisors and employees.

g. Be automated to the extent practical to include automated administrative processes and decision support systems.

h. Incorporate the principles of EEO and workforce diversity into the design and implementation of all DON civilian personnel policies, procedures, and programs at all organizational levels.

6. SUPPLEMENTATION. The CHRM may be supplemented by operating manuals or other publications when it is considered necessary to fully describe complex HRM policies or procedures.

7. APPLICABILITY. Civilian personnel and EEO policies, procedures, and programs as set forth in the CHRM are binding on all DON commands and activities. Existing policies, procedures, and programs continue in effect until superseded by law, controlling regulations, new provisions of this Manual, or other related DON policy issuances.

8. ACTION. DON managers at all levels shall ensure satisfaction of any bargaining obligations to labor organizations representing employees of their organizations who will be affected by changes to DON policies, procedures, and programs contained in the CHRM.

9. EFFECTIVE DATE. Chapters and subchapters of this manual and any supplemental operating manuals are effective upon distribution.