

SC1910. SUBCHAPTER 1910

GENERAL  
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- References:
- (a) Title 5, United States Code, “Government Organization and Employees”
  - (b) Title 5, Code of Federal Regulations, “Administrative Personnel”
  - (c) DoD Directive 1400.25, “DoD Civilian Personnel Management System”, November 25, 1996
  - (d) NSPS PEO Charter, August 16, 2004

SC1910.1. ISSUANCE AND PURPOSE

Chapter 1900 of this manual is issued to implement policy, responsibilities and procedures for the National Security Personnel System (NSPS) within the Department of Defense and covers actions for civilian personnel under NSPS as authorized by section 9902 of Reference (a) and Part 9901 of Reference (b).

SC1910.2. APPLICABILITY

This Subchapter applies to the Office of the Secretary of Defense (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 in the Department of Defense under NSPS (hereafter collectively referred to as the “DoD Components”).

SC1910.3. POLICY

SC1910.3.2. It is DoD policy under References (a), (b), and (c) that:

SC1910.3.2.1. DoD civilian personnel policies, procedures, and programs shall balance the legitimate needs of uniformity and flexibility.

SC1910.3.2.1.1. Such policies, procedures, and programs incorporate the principles of equal employment opportunity and workforce diversity into the design and implementation of civilian personnel policies at all organizational levels.

SC1910.3.2.2. NSPS shall be in alignment with DoD's human resources management system and shall protect the civil service rights of its employees.

SC1910.3.2.2.1. NSPS civilian personnel policies will:

SC1910.3.2.2.1.1. Adhere to the NSPS Guiding Principles:

SC1910.3.2.2.1.1.1. Put the DoD mission first-support National Security goals and strategic objectives.

SC1910.3.2.2.1.1.2. Respect the individual – protect rights guaranteed by law.

SC1910.3.2.2.1.1.3. Value talent, performance, leadership, and commitment to public service.

SC1910.3.2.2.1.1.4. Be flexible, understandable, credible, responsive, and executable.

SC1910.3.2.2.1.1.5. Ensure accountability at all levels.

SC1910.3.2.2.1.1.6. Balance human resources system interoperability with unique mission requirements.

SC1910.3.2.2.1.1.7. Be competitive and cost effective.

SC1910.3.3. DoD civilian personnel management publications implementing NSPS shall:

SC1910.3.3.1. Be jointly developed in conjunction with the DoD Components and the Civilian Personnel Policy Council (CPPC).

SC1910.3.3.2. Be streamlined and simplified.

SC1910.3.3.3. Be issued only to comply with Executive Orders, law, or regulation, or to assist Civilian Personnel Offices/Human Resource Offices (CPOs/HROs), managers, supervisors, employees, and their representatives with civilian personnel management issues.

SC1910.3.3.4. Provide for the redelegation of authorities.

SC1910.3.3.5. Be available to all CPOs/HROs and, where practical, to managers and supervisors.

SC1910.3.3.6. Be automated to the extent practical to include automated administrative processes, decision support systems and distribution.

SC1910.3.3.7. To the maximum extent practicable, support total force management in the design of civilian personnel policies. Civilian personnel policies should provide unified direction for the Department and develop a shared sense of mission and responsibility among civilian employees and military personnel.

SC1910.3.3.8. Be binding on all DoD Components under NSPS. Existing DoD Component civilian personnel policies, procedures, and programs may continue until superseded by law, controlling regulations, new provisions of this Manual, or related DoD Publication provisions.

#### SC1910.4. RESPONSIBILITIES

SC1910.4.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) may from time to time and in accordance with References (a) and (b) establish and issue NSPS policy, including issuing new or revised Subchapters to this Chapter.

SC1910.4.2. The Deputy Under Secretary of Defense (Civilian Personnel Policy) (DUSD(CPP)), under the USD(P&R) shall:

SC1910.4.2.1. Issue uniform DoD-wide civilian personnel procedures, programs and guidance for NSPS implementation based on References (a) and (b), the references cited in Reference (b), and all applicable Subchapters in 1900.

SC1910.4.2.2. Monitor the implementation and effectiveness of this Subchapter and propose revisions, as appropriate.

SC1910.4.2.3. Develop model NSPS civilian personnel management procedures and programs for DoD-wide use for organizations and functions covered by NSPS.

SC1910.4.3. Delegation. Pursuant to chapter 99 of Reference (a) and Part 9901 of Reference (b), and except as otherwise specifically provided in this Chapter, the Heads of DoD Components with independent appointing authority as provided for in their respective chartering DoD Directives, are delegated the authorities and assigned the responsibilities established in this Chapter for the implementation of NSPS within their respective organizations and their serviced organizations, if any, without independent appointing authority. The Heads of all DoD Components may authorize and approve overtime for their civilian employees in accordance with SC1930.

SC1910.4.4. Managers and supervisors shall, when delegated civilian personnel management authorities, carry out civilian personnel management policies, procedures, and programs in accordance with established DoD policies and procedures.

SC1910.4.5. The NSPS Program Executive Officer, under the NSPS Senior Executive, shall continue to perform the roles and responsibilities established in Reference (d).

SC1910.4.6. When an issuance is modified merely to conform with changes to 5 United States Code or the Office of Personnel Management makes a change to or issues new regulations, the Director, Civilian Personnel Management Service, will request the

Director, Washington Headquarters Service, issue conforming changes to this Chapter to maintain their statutory and regulatory relationship with this Chapter.

#### SC1910.5. PROCEDURES

SC1910.5.1. Except as otherwise stated in the regulations, each Subchapter of Chapter 1900 is structured to be self-contained and is prepared for direct use by supervisors, managers, and Human Resource Practitioners at all levels. However, users shall be aware that organizations or functions are covered by more than one Subchapter, and that when applying the provisions of any single Subchapter they shall ensure compliance with all applicable interrelated provisions in other Subchapters, e.g., for explanations of terms and processes.

SC1910.5.2. To the extent possible, Subchapters in Chapter 1900 are arranged numerically to correspond with applicable sections of Reference (b).

SC1910.5.3. Reference (c), and corresponding Subchapters within this Manual, shall be followed for DoD employees not covered by NSPS.

SC1910.5.4. Unless otherwise specified within Chapter 1900, provisions of Reference (c) and chapter 100 of Reference (c) will be followed in instances where subject matter language covering NSPS employees is silent.

SC1910.5.5. NSPS procedures will be followed for all DoD civilian employees covered by NSPS.

#### SC1910.6. SUPPLEMENTATION

SC1910.6.1. The need for supplementation to a Subchapter of this Chapter will be identified during the joint policy development of each Civilian Personnel Manual (CPM) Subchapter.

SC1910.6.2. In accordance with the policy and philosophy of the Secretary of Defense to streamline and eliminate redundancy in government regulations, supplementation will be kept to a minimum.

SC1910.6.3. Components may only supplement the policies, procedures and programs published in a Subchapter of this Chapter when the Head of the DoD Component concerned determines that doing so is necessary for Component implementation of that Subchapter. Components may not supplement the provisions of this Chapter when doing so is expressly prohibited within a Subchapter.

SC1910.6.4. When supplementation is authorized within the Military Departments, the authority to approve supplementation may be delegated to the Assistant Secretary level. No further delegation is authorized. Copies of approved supplementation shall be provided to the DUSD(CPP) within 30 days of issuance.

SC1910.6.5. Implementing procedures and programs may be issued at the operating level.

SC1910.6.6. The DUSD(CPP) may issue handbooks, guides, pamphlets, and similar publications, as necessary, to provide detailed procedural, operational, or administrative material on specific program areas or to provide model programs on NSPS subjects that should be uniform for DoD-wide application.

SC1910.7. COVERAGE

SC1910.7.1. Pursuant to the provisions of section 9902 of Reference (a) and consistent with Section 9901.102 of Reference (b), the Secretary of Defense or Deputy Secretary of Defense will establish or change the effective date under which eligible employees in organizational and functional units of DoD will be covered by some or all portions of NSPS.

SC1910.7.2. Employees in organizations listed in paragraph 9902(c)(2) of Reference (a) are not eligible for coverage under NSPS until the Secretary of Defense makes the determination required by paragraph 9902(c)(1) of Reference (a).

SC1910.8. WAIVER EXCLUSION. The provisions of C100.6, "Waivers," of this Manual do not apply to Chapter 1900.