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DEPARTMENT OF THE NAVY THE NATIONAL SECURITY PERSONNEL SYSTEM CIVILIAN HUMAN RESOURCES MANUAL

SUBCHAPTER 9XX.X

GENERAL INFORMATION

References: (a) Public Law 108-136, "National Defense Authorization Act," November 24, 2003
(b) DoDI 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
(c) Title 5, CFR "Administrative Personnel"
(d) Title 5, U.S.C., "Government Organization and Employees"

1. Purpose. This subchapter is issued to implement policy, responsibilities and procedures for the National Security Personnel System (NSPS) within the Department of the Navy (DON) and covers actions for civilian personnel under NSPS as authorized by reference (a).

2. Applicability. This subchapter applies to all DON organizations when they convert to NSPS

3. Policy. Civilian personnel policies implementing the NSPS will provide unified direction from the Secretary of the Navy (SECNAV) as delegated to the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)). The DON civilian personnel policies, programs, and procedures implementing the NSPS shall balance the legitimate needs of uniformity and flexibility and they shall incorporate the principles of equal employment opportunity and workforce diversity into the design and implementation of civilian personnel policies at all organizational levels.

4. Responsibilities

a. The ASN(M&RA) is responsible for issuing guidance concerning implementation of the NSPS.

b. The Deputy Assistant Secretary of the Navy for Civilian Human Resources (DASN(CHR)) shall oversee the development and publication of any new or revised guidance to implement NSPS.

c. The Office of Civilian Human Resources (OCHR) shall develop and coordinate new and revised guidance for implementing NSPS to organizations that convert to NSPS.

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d. Heads of Navy commands and activities converting to NSPS shall implement and ensure compliance, within their respective organizations, with the policies, programs and procedures contained in this manual.

5. Procedures. This manual is intended to provide for the optimal delegation of authority and operating responsibility.

6. Supplementation. Where discretion is provided in any section of this manual, commands and activities may supplement this manual in such a manner as to, where desired, prescribe procedures and processes for exercising discretion.

7. Effective Date. This manual, and any supplementary materials published to implement this manual, including subsequently issued subchapters, is effective upon distribution.