SECNAV Instruction 12250.6B

From: Secretary of the Navy

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

Ref: See enclosure (1)

Encl: (1) References
      (2) Definitions
      (3) Responsibilities
      (4) Action
      (5) Executive Resource Management
      (6) Civilian Human Resources and Equal Employment Opportunity Career Program Management

1. **Purpose.** To update the Department of the Navy (DON) policy, assign responsibilities for the management of the DON civilian workforce, and for the establishment, implementation, administration, sustainment and assessment of policies, programs, processes, and operations throughout the DON governing civilian Human Resources (HR) and civilian HR information technology systems, and delegate authority in compliance with references (a) through (o).

2. **Cancellation.** SECNAVINST 12250.6A.

3. **Definitions.** See enclosure (2).

4. **Applicability.** This instruction covers appropriated fund civilian human resources programs, as authorized in references (a) through (e). Civilian HR management for the non-United States citizen workforce is covered by references (f) Volume 1231 and (g). All references to civilian HR policies and programs include coverage of civilian personnel policies, programs, processes and operations.
5. Policy

   a. It is Secretary of the Navy (SECNAV) policy to uphold the merit systems principles set forth in reference (a) and the policies established in reference (e) and to ensure equality of opportunity in the employment and development of a quality workforce.

   b. This directive establishes general policies for civilian HR programs supporting the DON civilian 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 HR responsibilities within the framework of Federal, Department of Defense (DoD) and DON policy.

   c. HR leaders and staffs shall be consulted and shall participate in all planning and operational activities related to the delivery of HR programs and services; strategic human capital planning; strategic workforce planning; and development and issuance of civilian workforce HR policies, programs, processes, plans, reorganizations, and mission changes.

   d. HR leadership positions identified in this directive are a primary competency base relied on by the DON enterprise and its leaders to ensure the civilian workforce meets current and future mission needs, and that accountability for HR and Strategic Human Capital Planning (SHCP) programs is maintained. HR advisors and leaders shall have unfettered access to commanders, activity heads, managers and staffs to provide civilian HR technical advice and counsel on any matter or issue directed to those leaders. In addition, HR advisors may volunteer their technical advice and counsel to these officials on any matter which they determine should be brought to their attention.

   e. DON activities shall receive civilian HR technical advice and services from a designated and/or authorized DON Human Resources Office (HRO) and the appropriate Office of Civilian Resources (OCHR) Operations Center unless alternative servicing is specifically approved by the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN (CHR)). At the operating level, professional and advisory HR services shall be provided using Major Command-owned HR staffs. Major Command consideration and decisions to obtain HR services from sources external to the Major Command will be made, in coordination with the command...
DCHR, so as to maintain adequate command, control and accountability for civilian HR programs and operations with Major Command leadership and organizations. Major Commands must establish the following civilian HR professional positions:

(1) Director of Civilian Human Resources (DCHR) at Echelon 1 commands and at Echelon 2 commands as appropriate.

(2) Human Resources Director (HRD), and HRO Satellite Office Manager positions necessary to support the Major Command and its activities.

f. Classification of positions performing civilian HR work located outside of OCHR or a command’s DCHR, and/or HRO to the 0201, and 0203 occupational series (at any grade level) is not authorized. The classification of positions performing substantive HR work in series outside the 0200 occupational family and the assignment of substantive HR functions to positions classified outside of the 0200 occupational series is prohibited.

g. The Naval Intelligence Activity, Human Capital (NIA-HC) Office will provide centralized operational civilian HR support to Defense Civilian Intelligence Personnel System (DCIPS) employees and positions, by exercising DCIPS DON-Wide responsibilities for HR program execution. In coordination and consultation with the Deputy Director of Naval Intelligence (DDNI) and DASN (CHR), NIA-HC is responsible to develop and implement operating HR programs applicable to DCIPS and exercise centralized appointment, position classification, and DCIPS pay setting authorities for Commands and activities staffing civilian positions under DCIPS consistent with references (m) and (n), and in accordance with reference (o) Volume 2001.

h. Civilian HR servicing and operations at all levels inherently require access to a variety of DoD and DON Information Technology (IT) systems containing personally identifiable information (PII). To preclude leakage or spillage of employee data and PII, standards and criteria to limit and control command and individual access to DON-wide and DoD-wide HR IT systems will be established and applied in accordance with DON Privacy Program SECNAVINST 5211.5E.

6. **Responsibilities.** See enclosure (3).

8. **Records Management**

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

   
   
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   (Manpower and Reserve Affairs)

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REFERENCES

(a) 5 U.S.C.
(b) 5 CFR
(c) 42 U.S.C. §2000 e-16
(d) 10 U.S.C.
(e) DoD Directive 1400.25 of 25 Nov 1996
(f) DoD Instruction 1400.25 of 5 Jul 2011
(g) DON CHRM SC 1231 of Oct 2004
(h) SECNAVINST 5430.7R
(i) DoD Instruction 1400.25 of 18 Nov 2008
(j) SECNAVINST 5450.4G
(k) SECNAVINST 12273.1B
(l) OPM Guide to Processing Personnel Actions
(m) SECNAVINST 12900.2A
(n) DoD Directive 1400.35 of 24 September 2007
(o) DoD Instruction 1400.25 of 29 December 2008
DEFINITIONS

1. **Activity.** A unit, organization, or installation performing a function or a mission.

2. **Activity Head/Head of an Activity.** The official who has overall responsibility for managing an activity.

3. **Appointing Authority.** Appointing authority under references (a) and (b) refers to the general authority of activity heads and military and civilian supervisors of civilian employees to establish and fill civilian positions and make employment, pay and other decisions involved in the management of Federal civilian employees, including those employed by the DON. Appointing authority is delegated to the heads of executive agencies (i.e., DoD), and the military departments. The exercise of appointing authority is not unfettered. It must be undertaken in partnership with designated appointing officials as defined in the following paragraph. The appointing authority must comply with legal requirements and with policy decisions of case law and labor contracts issued by the Federal central civilian human resources agencies (i.e., OPM, the Merit Systems Protection Board, the Federal Labor Relations Authority or the Equal Employment Opportunity Commission), the DoD and the DON.

4. **Appointing Official.** A person having power by law, or by duly delegated authority, to make appointments to civilian positions. Reference (l) establishes procedures and requirements for certifying and documenting that selection, pay, compensation and other types of actions taken by managers exercising appointing authority comply with references (a) through (e) and with DON policy. Appointing officials within DON act for managers and for the employing agency in reviewing and referring eligible and qualified applicants for employment; reviewing in-process personnel actions; and determining employee qualifications, pay-setting and eligibility for benefits, awards and other terms and conditions of employment. Review and certification of these actions by appointing officials is an integral and required step in the exercise of appointing authority.

5. **Component Functional Community Manager (CFCM).** The roles and responsibilities of functional community managers (FCMs) within DoD and components are described in reference (i) Volume 250.
6. Human Resources (HR) advisors/advisory services. HR advisors are HR leaders (identified in enclosure (6)) who provide advice, assistance, program management and recommendations to responsible officials exercising appointing authority, and planning and managing civilian workforce at command and activity levels. HR leaders and their staffs serve as principal advisors and technical authorities for their serviced customer workforce. Exercise of authority includes consideration of mission requirements, cost to the agency, and efficiency in meeting management and workforce objectives for actions recommended or to be taken. Exercise of authority also includes accountability to ensure advice, recommendations and final actions taken by line managers comply with merit principles and legal and regulatory requirements of references (a) through (e). The DASN (CHR) acts as final technical HR authority within DON. Effective use of HR authority includes the requirement to coordinate policies and actions affecting their serviced workforce with principal command leaders and advisors (e.g., legal advisors, manpower and financial staffs and commanders/activity heads); to consult with Command DCHR, Director, OCHR and counterpart HR leaders as necessary to ensure legal and regulatory requirements are met; and to meet any collective bargaining obligations prior to implementation of workforce plans or changes.

7. HR Technical Authority. The person responsible for interpretation of HR policy and regulation on behalf of the activity, Major Command, or DON-wide level, as appropriate.

8. Major Command. Echelon 1 and Echelon 2 commands to include the Office of the CNO (OPNAV), Headquarters U.S. Marine Corps (HQMC), and the Department of the Navy/Assistant for Administration (DON/AA), Office of Naval Research (includes Naval Research Lab), Naval Intelligence Activity, Bureau of Medicine, Naval Air Systems Command, Navy Personnel Command, Naval Supply Systems Command, Naval Sea Systems Command, Naval Facilities Engineering Command, Strategic Systems Programs, Space and Naval Warfare Systems Command, Naval Installations Command, U.S. Fleet Forces Command, U.S. Pacific Fleet, Navy Reserve Forces Command, and Naval Special Warfare Command

9. Strategic Human Capital Planning (SHCP). As stated in reference (i) Volume 250, SHCP includes the full range of ongoing activities required to determine, plan for and staff the
workforce. Carried out at DON enterprise, Echelon 1 and 2 command and activity levels, SHCP includes:

a. Identifying current and projected civilian manpower requirements needed to meet the organization’s mission and the strategies needed to build the civilian workforce to meet those requirements, within the context of total force planning;

b. Identifying competencies and competency proficiency levels for positions and employees needed to meet current and future mission needs, and communicating those needs to appropriate stakeholders (e.g., HR, manpower and financial management);

c. Determining current workforce competencies, competency gaps and future required competencies to meet anticipated mission; and

d. Developing and executing recruitment, training, workforce sizing and other program plans to address competency requirements and gaps and maintain the workforce as capable and prepared for mission execution.
RESPONSIBILITIES

1. SECNAV is responsible for the establishment of DON-wide civilian HR policies, programs, processes, and operations governing management of the civilian workforce, including U.S. citizens paid from appropriated and non-appropriated funds, and direct-hire and indirect-hire foreign national employees at overseas DON activities in accordance with reference (h).

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

3. 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), Defense Intelligence Senior Executive Service (DISES), Defense Intelligence Senior Level (DISL), Senior Level (SL), Scientific and Professional (ST) personnel, Highly Qualified Experts (HQEs) and other equivalent executive level personnel. In exercising this authority and responsibility, the UNSECNAV shall:

   a. Serve as the DON appointing authority for all career SES, DISES, DISL, SL/ST, and HQE appointments, including management of Naval Intelligence allocations as approved and distributed by the Under Secretary of Defense (USD) (Intelligence);

   b. Validate and approve performance bonuses and pay increases for SES, SL/ST, DISES, DISL, HQEs and other equivalent executive level personnel. Forward approved SES, SL/ST and non-appropriated fund executive performance bonuses and pay increases to USD (Personnel and Readiness) for validation of process compliance. Forward approved DISES and DISL performance bonuses and pay increases to USD (Intelligence) for validation of process compliance; and

   c. Manage executive resources as outlined in enclosure (5) of this instruction.

4. Except as provided in paragraph 3(c), the Assistant Secretary of the Navy, Manpower and Reserve Affairs (ASN (M&RA)) is
responsible for the establishment of HR policies and programs related to the civilian workforce. The authority to issue DON-wide civilian HR policy may not be further delegated.
ACTION

1. The ASN (M&RA) shall:
   a. Serve as the Chief Human Capital Officer (CHCO) of the DON;
   b. Issue DON-wide policies governing management of the civilian workforce; and
   c. Set policy and direct programs for civilian functional community management (FCM) and strategic workforce planning under reference (i) Volume 250.

2. The DASN (CHR) or appropriate designee shall:
   a. Serve as the Senior Advisor for DON Civilian Human Resources to the SECNAV, UNSECNAV, ASN (M&RA), Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC) overseeing areas to include civilian HR policies, programs, processes and operations;
   b. Serve as alternate CHCO for the DON civilian workforce;
   c. Serve as the final review authority for technical and strategic HR advisory determinations and services;
   d. Direct or take action to correct violations of law, regulation, or policy in areas covered by this instruction;
   e. Serve as the DON Component Functional Community Manager for the civilian and EEO HR community;
   f. Develop DON appropriated fund civilian HR policies, and programs;
   g. Execute DON-wide responsibilities for civilian HR program issues requiring DON-level adjudication, approval or disapproval. Serve as the final technical authority for interpretation of HR regulations, policies and processes;
   h. Execute DON HR authorities as delegated by OPM, DoD and other program authorities;
i. Represent the DON to other agencies, including but not limited to DoD and the Office of Personnel Management (OPM) where technical human resources expertise is required.

j. Delegate authorities as appropriate to include:

(1) Executing HR authorities assigned to the SECNAV by statute or regulation;

(2) Executing DON-wide responsibilities for civilian HR program issues requiring DON-level adjudication, approval or disapproval;

(3) Serving as the Principal Classifier for the DON;

(4) Managing the labor relations and employee relations programs for the DON. Identifying cases under those programs in which the interests of the DON as a whole warrant representation above the activity or command level. Oversight of such cases will be provided by OCHR or the Assistant General Counsel (M&RA) as appropriate;

(5) Developing and assessing DON-wide HR programs to implement Federal, DoD or DON policies, programs, processes and operations affecting management of the civilian workforce. Assess HR program quality, health, results and accountability DON-wide, as described in reference (k);

(6) Ensuring the use of all authorized official HR information systems throughout the DON, including the Defense Civilian Personnel Data System (DCPDS) or its successor. Exercise approval authority for all civilian HR information systems in support of the DON civilian workforce and for any modifications to current or future civilian HR information or data systems;

(7) Executing Functional Application Management (FAM) of all civilian HR-related information systems and applications, ensuring standardization and consolidation across the DON;

(8) Developing, adopting and deploying common business processes for all civilian HR business areas, including but not limited to recruitment, classification, information technology,
data management, and administration and reporting. Assess effectiveness of civilian HR policies, programs, processes and operations affecting DON organizations;

(9) Developing, executing, sustaining and overseeing a viable civilian HR and EEO Career Program (see enclosure (6));

(10) Approving and or disapproving requests from Echelon 1 and 2 commands to establish, disestablish, realign, or change reporting relationships or resource sponsorship of HROs and their satellites and OCHR Operations Centers. When an HRO or OCHR Operations Center is established or disestablished as an independent shore activity, the requirements of reference (j) will also apply; and

(11) Approving and/or disapproving requests from Echelon 1 and 2 commands for HR services from alternative sources outside the designated HRO, the appropriate OCHR Operations Center, or from other than DON HROs.

3. The Director, OCHR shall:

   a. Provide staff and operational support to the DASN (CHR), including civilian HR program management and issuance of guidance to effect civilian HR processes and operations;

   b. Ensure that the principles of equal employment opportunity are seamlessly integrated into all HR, programs, practices and procedures;

   c. Develop DON appropriated fund civilian HR processes;

   d. Execute DON-wide responsibilities for civilian HR program issues requiring DON-level adjudication, approval or disapproval. Serve as the final technical authority for interpretation of HR processes;

   e. Evaluate, monitor and assess civilian HR process implementation and administration at all levels, to include HR service delivery, organization, governance, economy and effectiveness throughout the DON. Develop criteria and framework for implementation, oversight and ongoing assessment of the HR service delivery structure and processes. Review, assess and report to DASN (CHR) all HR servicing deficiencies impacting the
sustainment of HR service level agreements across the DON; provide recommendations for process improvement. Changes in HR service delivery may not be implemented prior to such review and approval by DASN (CHR). Develop and apply measures and metrics for HR service efficiency and quality. Establish processes to assess HR service performance, customer satisfaction, service levels and organization;

f. Consistent with DoD requirements, administer and manage DON use of the Human Resources Information Technology, including review and validation of new requirements supporting DON organizations; review and endorsement of HR applications requiring interface with DCPDS; and compliance with DoD and other IT authorities’ requirements for privacy, security and protection of information. Represent DON on all matters related to civilian HR IT systems. Within DON, this includes review and approval of requests for access to DCPDS and other DoD and DON-wide HR-related IT systems;

g. Consistent with DoD and OPM HR definitions and requirements, assess and establish DON HR Data Governance and standard analytics products to ensure accurate and reliable civilian workforce data analytics across the DON. Administer, manage and secure DON HR authoritative data sources, business intelligence and reporting systems and tools;

h. Ensure that EEO and DON HR practitioners actively collaborate in EEO Program execution efforts, including but not limited to data analytics, barrier analysis, workforce and executive development, recruitment, etc. Establish a results-oriented performance assessment and accountability system that holds managers and supervisors accountable for upholding merit systems principles, eliminating systemic, attitudinal and physical barriers to equal employment opportunities, and for creating a culture of inclusion where all employees are provided equal opportunities to succeed;

i. Oversee, manage and direct technical and administrative operations of OCHR Operations Centers, including their exercise of delegated authority to appoint civilian employees and authorize personnel actions. Monitor and evaluate OCHR Operations Centers’ effectiveness, accountability and regulatory compliance consistent with reference (l) and other appropriate laws and regulations; and
4. The OCHR Operations Center Directors shall:
   
a. Administer and ensure compliance with DoD and DON HR policies, programs, processes, and operations;

b. Have authority to act as appointing officials as delegated by higher authority. This includes authority and responsibility to:

   (1) Ensure that personnel actions meet all legal, regulatory and policy requirements, including final review and approval and or disapproval of issues such as qualifications and pay;

   (2) Make final pre-appointment determinations regarding citizenship, veterans’ preference, minimum and maximum age limits (where appropriate), qualifying experience, education, and suitability.

   (3) Exercise position classification authority when commands and activities have delegated this authority in writing to the Operations Center;

   (4) Sign and date the Request for Personnel Action (RPA) and the Notification of Personnel Action (NPA) to approve an action;

   (5) Delegate to appropriate OCHR Operations Center staff members and/or specific Operations Center positions in which the individual and or incumbent has the appropriate training and experience to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements; and

   (6) Have authority for technical HR advice and determinations affecting their serviced commands.

5. The CNO, the CMC, and the Department of the Navy/Assistant for Administration (DON/AA) (on behalf of the SECNAV) shall:

   a. Uphold the merit principles set forth in reference (a) and the policies and regulations established in references (a) through (e), and ensure equality of opportunity in the employment and development of a quality workforce;
b. Have authority to manage their workforce in accordance with the policy and directives set forth by ASN (M&RA);

c. Administer and ensure compliance with DoD and DON HR policies, programs, processes, and operations within their respective organizations;

d. Provide assistance to the ASN (M&RA) and the DASN (CHR) in the development, sustainment, and evaluation of HR policies, programs, processes, and operations;

e. Establish and staff the positions of command DCHR; and

f. For their Echelon 1 workforce, execute responsibilities of paragraphs 6 through 10 below.

6. Heads of Echelon 2 commands employing civilians shall:

a. Comply with directives and guidance issued by the DASN(CHR) and his/her designee;

b. Implement corrective action directed by DASN(CHR) and his/her designee under reference (k);

c. Ensure that HR information systems initiatives under their cognizance are coordinated with the DASN (CHR) and the Director, OCHR;

d. Establish and staff as appropriate at the Major Command or equivalent level, the positions of command DCHR and the Director, EEO;

e. Establish and staff as appropriate the positions of Human Resources Director (HRD), Deputy Director, Equal Employment Opportunity and HRO Satellite Office Manager necessary to support the Major Command and its activities. Establish and staff command HROs with the HR workforce required to meet or exceed acceptable servicing level requirements in support of the command and their strategic mission(s);

f. Ensure that funds are available for permanent change of station and/or appropriate relocation expenses when filling DCHR, Director, EEO and HRD positions.
g. Initiate requests to establish, disestablish, realign, or change reporting relationships or resource sponsorship of HROs and their satellites or servicing OCHR Operations Center. When a HRO or OCHR Operations Center is established or disestablished as an independent shore activity, the requirements of reference (j) will also apply; and

h. Initiate requests for HR services from alternative sources outside the designated HRO, the appropriate OCHR Operations Center or from other than DON HROs. In accordance with Federal, DoD and DON regulations and instructions, requests for HR services generally may provide for utilization of command civilian resources, civilian resources obtained from other commands, or contractor-support, or a combination thereof.

7. The DCHR shall:

a. Have day-to-day authority for HR advice and technical HR determinations affecting the command to include its HROs and satellites;

b. Serve as the principal HR advisor and technical authority within the command on civilian HR issues. The DCHRs shall have direct unfettered access to the Commander of their respective commands;

c. Advise the chain-of-command and the DASN (CHR) or his/her designee on decisions and issues impacting the current and future command civilian workforce;

d. Provide technical direction to command HROs and their satellite offices. Provide or advocate for sufficient resources and capabilities for those offices;

e. Lead, support and report on command and activity human capital and strategic workforce planning processes;

f. Develop and administer command-wide guidance for HR programs, processes and operations, and assess implementation of HR policies and programs in accordance with reference (k). Initiate improvements as needed. Develop and maintain HR performance metrics;

g. Identify and ensure implementation of actions necessary
to employ a quality workforce; 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;

h. Advocate command requirements and represent the command in DON HR policy, program development and field operations issues;

i. Collaborate with servicing OCHR Operations Center Director to provide end-to-end HR services to the command;

j. Collaborate with the DASN (CHR), Director, OCHR and staff on DON HR issues, legislative initiatives, DoD regulatory changes, and DON-wide HR policy improvements; and

k. Monitor command development and use of HR IT systems and applications to ensure compliance with DON IT policy and HR FAM requirements.

8. Human Resources Directors (HRD) shall:

a. Comply with technical authority and guidance provided by the DCHR; and

b. Serve as the principal advisor and technical authority to activity heads, managers, and supervisors on all civilian HR programs and policies, workforce planning and strategic plans at the activity level. HRDs shall have direct unfettered access to the head(s) of their respective commands.

9. Activity heads shall:

a. Be responsible for HR management decisions and ensure that all managers and supervisors carry out their responsibilities for effective HR management within the framework of Federal, DoD and DON policy.

b. Develop HR program and workforce goals based on mission requirements, and evaluate progress toward those goals.

c. Ensure workforce access to mandated HR training.

10. Managers and supervisors shall:
a. Have authority to make operational HR decisions consistent with established HR policies and programs.

b. Be responsible for carrying out DON policies, programs and processes in the management of the assigned civilian workforce. Partner with command Human Resources office on workforce management processes including employee relations, workforce development needs, hiring and recruitment strategies, and human capital programs.

c. Uphold the merit principles set forth in reference (c) and the policies and regulations established in references (d) through (e), and ensure equality of opportunity in the employment and development of a quality workforce.
EXECUTIVE RESOURCE MANAGEMENT

1. The governance structure of the Senior Executive Program will consist of the DON Executive Resources Management Board (EMB), the DON Executive Management Advisory Panel (EMAP) and its associated committees (position management, performance management, talent management, awards) and component Executive Resource Boards (ERBs).

   a. The EMB is chaired by the UNSECNAV with the Vice Chief of Naval Operations and the Assistant Commandant of the Marine Corps as permanent members. Assistant Secretaries, and General Counsel serve as advisors as required. The UNSECNAV retains final authority.

   b. The EMB will be supported by the EMAP chaired by the Principal Deputy ASN (M&RA) or as appointed by the UNSECNAV with the DASN (CHR) as Executive Secretary. The EMAP will consist of one representative each from the Secretariat, CNO, CMC, Scientific and Technical (S&T) community, Systems Commands (SYSCOMS) and Fleets.

   c. The EMB will review biennial (every other year) executive resource allocations endorsed by ASN (M&RA) and the EMAP, through Command ERBs and respective chains of command.

2. The authority for the establishment of DON-wide policies and procedures governing management and administration of executive resources is delegated to the ASN (M&RA) with oversight by the EMB. The authority to issue DON-wide senior executive civilian HR policy may not be further delegated. The ASN (M&RA) is delegated authority to:

   a. Review and endorse all executive position actions endorsed by DASN (CHR) and all recruitment, selection, and or reassignment actions endorsed through Command ERBs and respective chains of command;

   b. Serve as the executive director of the EMB; and

   c. Perform other duties as directed by the UNSECNAV.

3. The DASN (CHR) will:
a. Serve as the senior advisor to the UNSECNAV, ASN (M&RA), CNO and CMC for civilian executive management governance, policies and programs;

b. Serve as lead for the centralized executive resources operation located within the Executive Management Program Office (EMPO);

c. Provide policy development, interpretation, coordination and oversight to the DON to include but not limited to the EMB, EMAP, ASN (M&RA), Commands, component ERBs, boards, committees or panels;

d. Represent the DON in executive policy and program matters with OPM, DoD and other program authorities external to DON; and

e. Serve as Executive Secretary for the EMAP and as co-chair of all EMAP standing committees.
CIVILIAN HUMAN RESOURCES and EQUAL EMPLOYMENT OPPORTUNITY CAREER PROGRAM MANAGEMENT

1. As the HR and EEO Career Program manager, the DASN (CHR) or his/her designee exercises position classification authority and manages the recruitment, referral, panel and selection processes for primary leaders and managers within the civilian HR and EEO career field. This authority applies to the following positions:

   a. Command leader positions in the 0201 and 0260 series, identified as Directors of Civilian Human Resources (DCHRs) and Directors, Equal Employment Opportunity;

   b. Positions in the 0200 occupational family, responsible for management and operation of established activity level civilian HR organizations and/or offices. This includes Deputy DCHRs, Human Resources Directors (HRDs) and or Human Resources Officers (HROs), Assistant, Deputy HRDs, HROs and HR Satellite Office Managers;

   c. Positions in the 0260 occupational series, responsible for operating activity-level EEO programs and titled as Deputy Director, Equal Employment Opportunity;

   d. Positions serving as OCHR Operations Center Director and Deputy Director;

   e. OCHR positions in the 0200 occupational family at the GS-15 (or equivalent) level functioning as principals and associate directors within the OCHR, responsible for DON HR policy development, program management, assessment and evaluation, and operational oversight; and

   f. Other 0201 and 0260 occupational series positions at the GS-15 level or equivalent.