

# Directorate of Administration and Management

# ADMINISTRATIVE INSTRUCTION

**NUMBER** 110, Volume 1 February 4, 2010

HRD, WHS

SUBJECT: National Security Personnel System (NSPS) in the DoD Fourth Estate:

Classification

References: See Enclosure

#### 1. PURPOSE

a. <u>Instruction</u>. This Administrative Instruction (AI) is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5105.53; DoD Directive 1400.25; section 9902 of title 5, United States Code; and part 9901 of title 5, Code of Federal Regulations (References (a) through (d), respectively), the purpose of the overall Instruction is to provide supplemental guidance to the DoD implementing issuance in subchapters 1910 through 1950 of DoD Instruction 1400.25 (Reference (e)) and to prescribe procedures, delegate authorities, and assign responsibilities to the DoD Fourth Estate entities. Volumes 1 through 4 of this AI incorporate Director of Administration and Management (DA&M) Memorandum (Reference (f)) guidance.

## b. Volume. This Volume of this AI:

- (1) Assigns responsibilities for the implementation of the classification system under References (b) through (e).
- (2) Provides supplemental guidance to subpart B of Reference (d) and Subchapter (SC) 1920 of Reference (e).
  - (3) Cancels Reference (f).

# 2. <u>APPLICABILITY</u>. This Volume:

a. Applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense (OIG), the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of

Defense that are not in the Military Departments or the Combatant Commands (referred to collectively in this AI as the DoD Fourth Estate).

- b. Applies to all positions covered by NSPS in the DoD Fourth Estate entities.
- c. Is directly aligned with References (d) and (e) and must be used in concert with those regulations.
- 3. <u>DEFINITIONS</u>. Unless otherwise noted, these terms and their definitions are for the purpose of this AI.
- a. <u>DoD Fourth Estate entities</u>. The OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the OIG, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense that are not in the Military Departments or the Combatant Commands.
- b. <u>OSD entities</u>. Offices of the Under Secretaries of Defense; the Assistant Secretaries of Defense; the Assistants to the Secretary of Defense who report directly to the Secretary of Defense; the OSD Directors who report directly to the Secretary of Defense; and General Counsel of the Department of Defense. OSD entities do not include the OIG. OSD entities are part of the DoD Fourth Estate.
  - c. Principal Staff Assistant (PSA). Defined in section 9901.103 of Reference (d).
- d. <u>Senior Advisory Group (SAG)</u>. An advisory group established by the Director of Administration and Management (DA&M) and composed of PSAs in OSD and Directors of Defense Agencies and DoD Field Activities or their representatives. This advisory group oversees the governance of NSPS across the DoD Fourth Estate.
- 4. <u>POLICY</u>. It is DoD policy in accordance with Reference (e) that civilian personnel policies, procedures, and programs balance the legitimate needs of uniformity and flexibility, align with the DoD human resources management system, and protect the civil service rights of its employees.

# 5. RESPONSIBILITIES

- a. <u>DA&M</u>. The DA&M, in accordance with References (a) and (c), shall:
- (1) Oversee the implementation of NSPS classification policy for the DoD Fourth Estate entities.
- (2) Oversee the development and publication of any new or revised classification guidance to implement NSPS within the DoD Fourth Estate. The DA&M may issue guidance as

provided for in DoD Instruction 5025.01 (Reference (g)), as necessary, to provide detailed procedural, operational, or administrative material on classification or to provide model programs on NSPS classification that should be uniform for DoD Fourth Estate application.

- (3) As the Chair of the SAG, the DA&M shall ensure that the SAG addresses strategic issues regarding classification across the DoD Fourth Estate.
- b. <u>Heads of the DoD Fourth Estate Entities With Delegated Classification Authority</u>. The Heads of the DoD Fourth Estate entities with delegated classification authority shall implement NSPS classification policies, procedures, and programs in accordance with this Volume and References (b) through (e) for themselves and their serviced populations, as appropriate.
- c. <u>Heads of the DoD Fourth Estate Entities Without Delegated Classification Authority</u>. The Heads of the DoD Fourth Estate entities without delegated classification authority shall:
- (1) Implement NSPS classification in accordance with this Volume and References (b) through (e) and the procedures established by their servicing Human Resources Office.
- (2) At their discretion, request their respective servicing Human Resources Offices delegate authority for any of the civilian personnel management policies, procedures, and programs provided for in this Volume, in subpart B of Reference (d), and in SC 1920 of Reference (e). At a minimum, requests must provide evidence that the requesting organization possesses the necessary level of competency to carry out these policies, procedures, and programs. Such requests and delegations should be in writing.
- 6. <u>PROCEDURES</u>. The DoD Fourth Estate entities with delegated classification authority shall send written requests for changes to the NSPS classification structure to the DoD Civilian Personnel Management Service with a copy to the DA&M. (See SC 1920.7.1. of Reference (e) for additional information.)
- 7. <u>RELEASABILITY</u>. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Web Site at http://www.dtic.mil/whs/directives.

8. <u>EFFECTIVE DATE</u>. This Volume is effective immediately.

Michael L. Rhodes

Acting Director of Administration and Management

Enclosure References

## **ENCLOSURE**

## **REFERENCES**

- (a) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (c) Section 9902 of title 5, United States Code
- (d) Part 9901 of title 5, Code of Federal Regulations
- (e) DoD Instruction 1400.25, "DoD Civilian Personnel Management System", December 1, 2008
- (f) Director of Administration and Management Memorandum, "Fourth Estate Interim Guidance, The National Security Personnel System," October 1, 2006 (hereby cancelled)
- (g) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007