SUBJECT: Report on DoD Civilians Employed by the Office of the Secretary of Defense (OSD) and the Defense Agencies

References: (a) DoD Instruction 7730.29, subject as above, June 25, 1979 (hereby canceled)  
(b) Public Law 83-767, "Unemployment Compensation for Federal Employees," September 1, 1954  
(c) DoD Instruction 7730.18, "Recurring Reports of Civilian Employment and Payrolls," September 11, 1989  

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update the reporting requirements and provides for uniform preparation and submission of a quarterly report on the number and location of direct hire civilians to comply with reference (b).

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences (USUHS), the Defense Agencies, and DoD Field Activities that submit SF 113-A, "Monthly Report of Federal Civilian Employment," in accordance with reference (c) (hereafter referred to collectively as "DoD Components").

C. DEFINITION

Washington, DC, Standard Metropolitan Statistical Area (SMSA). The District of Columbia; Montgomery, Prince George's, Charles, Calvert, and Frederick Counties in Maryland; Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park Cities; and Arlington, Fairfax, Loudoun, Stafford, and Prince William Counties in Virginia.

D. POLICY

It is DoD policy to provide other Federal Agencies with necessary information when it is required by law or it is in the best interest of the Government and at the same time economically feasible.

E. RESPONSIBILITIES

1. The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), shall:
a. Administer the information requirement prescribed in Section F.,
below, and provide relevant policy and technical guidance to the DoD Components.

b. Consolidate on a quarterly cycle, the applicable number and location
of direct hire civilians employed by the Office of the Secretary of Defense and
other Defense organizations for submission to the Department of Labor.

2. The Director, Washington Headquarters Services (WHS), shall provide the
Office of the Secretary of Defense report to include consolidated figures for all
DoD organizations that receive administrative support from WHS.

3. The Heads of DoD Components, listed in enclosure 2, shall submit
separate reports.

F. INFORMATION REQUIREMENTS

1. Quarterly reports shall be prepared as of the last day of each quarter
of the calendar year. Each report shall include a listing by State, District
of Columbia, Puerto Rico, and the Virgin Islands, as applicable, of the number
of direct hire civilians employed by the DoD Components concerned.

2. The report shall be submitted on hard copy using the format shown in
enclosure 1. The Data Conversion Tables (enclosure 3) shall be used for State
codes. Reports shall be sent to the Directorate for Information Operations
and Reports, Washington Headquarters Services, 1215 Jefferson Davis Highway,
Suite 1204, Arlington, VA 22202-4302, within 30 calendar days of the "as of"
date.

3. The aggregate number for the 50 States and the Washington, DC, SMSA
totals shall agree with the total number of direct hire civilian employees
reported on line 1 of the SF 113-A for the United States (Columns D and E).
The totals reported for the States of Maryland and Virginia shall exclude
the reportable personnel within the Washington, DC, SMSA. However, the
Washington, DC, SMSA data shall be identified to indicate numbers applicable
to the District of Columbia, Maryland, and Virginia.

4. The reporting requirements of this Instruction have been assigned
Interagency Report Control Number 0144-DOL-QU.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of imple-
menting documents to the Director of Administration and Management, Office of
the Secretary of Defense, within 120 days.

D. O. Cooke, Director
Administration and Management

Enclosures - 3
1. Report on DoD Direct Hire Civilian
2. List of Reporting Agencies
3. Data Conversion Table - State or Territory Codes - Report on DoD Direct
Hire Civilians
REPORT ON DOD DIRECT HIRE CIVILIANS

BY

AS OF ____________________

UNITED STATES TOTAL

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(List States in alphabetical order followed by Puerto Rico and the Virgin Islands. List only those applicable.)

Washington, DC, SMSA

District of Columbia

Maryland

Virginia

Accesion For

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Unannounced
Justification

By

Distribution

Availability Codes

Dist | Available for Special

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LIST OF REPORTING AGENCIES

Office of the Secretary of Defense
Defense Communications Agency
Defense Contract Audit Agency
Defense Investigative Service
Defense Logistics Agency
Defense Mapping Agency
Defense Nuclear Agency
Inspector General, Department of Defense
Department of Defense Dependents Schools
On-Site Inspection Agency
Uniformed Services University of the Health Sciences
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3-1
**INSTRUCTIONS FOR RECIPIENTS**

The following pen change to DoD Instruction 7730.29, "Report on DoD Civilians Employed by the Office of the Secretary of Defense (OSD) and the Defense Agencies," January 3, 1990, is authorized:

**PEN CHANGE**


**EFFECTIVE DATE**

The above change is effective immediately.

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**JAMES L. ELMER**

Director
Correspondence and Directives
The following pen changes to DoD Instruction 7730.29, "Report on DoD Civilians Employed by the Office of Secretary of Defense (OSD) and the Defense Agencies," January 3, 1990, are authorized:

PEN CHANGES

Page 2-1, line 2
Delete "Communications" and insert "Commissary"


EFFECTIVE DATE

The above changes are effective immediately.

JAMES L. ELMER
Director
Correspondence and Directives
The following pen and page changes to DoD Instruction 7730.29, "Report on DoD Civilians Employed by the Office of the Secretary of Defense and the Defense Agencies," January 3, 1990, are authorized:

**PEN CHANGE**

Page 1
Reference (d) line 2. Change "October 1986" to "July 1989"

**PAGE CHANGE**

Remove: Page 2-1
Insert: Attached replacement page

Changes appear on page 2-1 and are indicated by marginal bars.

**EFFECTIVE DATE**

The above changes are effective immediately.
LIST OF REPORTING AGENCIES

Office of the Secretary of Defense
Defense Commissary Agency
Defense Contract Audit Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Investigative Service
Defense Logistics Agency
Defense Mapping Agency
Defense Nuclear Agency
Inspector General of the Department of Defense
Department of Defense Dependents Schools
On-Site Inspection Agency
Uniformed Services University of the Health Sciences

Defense Support Activities:
  Defense Analysis and Studies Office*
  Defense Installations Support Office*
  Defense Environment Support Office*
  Defense Logistics Support Office*
  Defense Manpower Data Center*
  Defense Procurement Support Office*
  Defense Production Resources Support Office*
  Defense Productivity Program Office***
  Defense Systems and Programs Office*
  Defense Technology Analysis Office*
  Defense Training and Performance Data Center*
  DoD Civilian Personnel Systems Center***
  Vulnerability and Analysis Branch,**
  Military Studies and Analysis Division,
  Joint Data Systems Support Center,
  Defense Information Systems Agency
  Management Support Center*
  Total Quality Management Support Office
  Management Systems Support Office

*Serviced by Defense Logistics Agency
**Serviced by Defense Information Systems Agency
***Defense Finance and Accounting Service