



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

November 23, 1992

ADMINISTRATIVE INSTRUCTION NO. 79

SUBJECT: Personnel Management Evaluation and Planning

References: (a) Administrative Instruction No. 79, subject as above, May 22, 1975 (hereby canceled)
(b) President's Memorandum, "Personnel Management in the Federal Government," October 9, 1969
(c) Federal Personnel Manual, Chapter 250, "Personnel Management in Agencies," current edition

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a), consistent with references (b) and (c), to update policy and responsibilities for planning and evaluating civilian personnel management programs, practices, and procedures.

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Chairman of the Joint Chiefs of Staff and the Joint Staff, and all other activities deriving administrative support from Washington Headquarters Services (hereafter referred to collectively as "the OSD Components").

3. POLICY

3.1. The Civilian Personnel Management Program in the OSD shall be conducted consistent with appropriate legislation and Civil Service regulations and designed to:

3.1.1. Promote efficient and effective accomplishment of OSD Component missions and programs.

3.1.2. Ensure fair, efficient, and economical use of the workforce.

3.1.3. Economically achieve public policy.

3.2. Personnel management is the responsibility of all levels of management. Employees are responsible for performing at the highest level conducive with the work environment and availing themselves of appropriate developmental and training opportunities.

3.3. Personnel management planning and evaluation will focus within the framework identified in paragraphs 3.1. and 3.2., above, with emphasis on:

3.3.1. Strategic long-range human resources programs' visions and plans.

3.3.2. Assessment of progress against such plans and necessary adjustments.

3.3.3. Assessment of personnel management climate, practices, performance against planned outcomes, program standards, and other program and/or organizational benchmarks.

3.3.4. Assessment of effectiveness of managers and supervisors in their personnel management knowledge and practices.

3.3.5. Improved mutual understanding, support, and communications among personnel staff and serviced organization's managers and supervisors.

3.3.6. Continuously improving civilian personnel programs, policies, and procedures.

3.3.7. Satisfied and productive customers and workers.

4. RESPONSIBILITIES

4.1. The Deputy Secretary of Defense shall review the effectiveness of the Civilian Personnel Management Program in all OSD Components and direct action to modify goals, or take corrective action as deemed appropriate.

4.2. The Director of Administration and Management, Office of the Secretary of Defense, shall review and discuss the proposed civilian personnel management goals and strategies with the Deputy Secretary of Defense and publish and disseminate approved goals to all levels of management.

4.3. The Heads of the OSD Components shall plan and participate in the establishment and accomplishment of civilian personnel management goals for their respective OSD Components and assist in the evaluation of those goals. They are accountable for effective, efficient, fair, and humane management of their respective workforces.

4.4. The Director of Personnel and Security, Washington Headquarters Services, shall:

4.4.1. In coordination with the OSD Components, develop civilian personnel management goals and objectives consistent with higher level vision statements and personnel strategies.

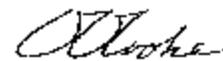
4.4.2. Periodically evaluate performance against approved plans and goals and provide feedback to serviced OSD Components.

4.4.3. Develop action plans to strengthen specific problem areas identified during the evaluation process.

4.4.4. Consult with and assist the OSD Components in carrying out their personnel management programs.

5. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director