



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SECNAVINST 12300.9A
ASN (M&RA)
5 NOV 2015

SECNAV INSTRUCTION 12300.9A

From: Secretary of the Navy

Subj: MERIT STAFFING, PLACEMENT, AND EMPLOYMENT

- Ref:
- (a) 5 U.S.C., Parts I-III
 - (b) 5 C.F.R., Parts 300, 315, 316, 330, 335, and 536
 - (c) 29 C.F.R., Part 1614
 - (d) DON Civilian Hiring Reform Policy Memo #2 of 14 January 2011 (NOTAL)
 - (e) DON Operation Hiring Solutions Policy Memo #1 of 26 January 2015 (NOTAL)
 - (f) DoD Instruction 1400.25, Volume 250, of 18 November 2008
 - (g) DoD Priority Placement Program (PPP) Handbook of July 2011
 - (h) SECNAVINST 5430.7Q
 - (i) SECNAVINST 12250.6A
 - (j) SECNAVINST 12273.1A
 - (k) Civil Service Reform Act of 1978
 - (l) OPM Operating Manual, The Guide to Personnel Recordkeeping, of 1 June 2011
 - (m) Equal Employment Opportunity Commission Management Directive 715 of 1 October 2003
 - (n) E.O. 13548
 - (o) SECNAVINST 12410.25
 - (p) 5 C.F.R., Part 410

Encl: (1) Responsibilities

1. Purpose. To establish Department of the Navy (DON) policy for merit staffing; underscore the DON commitment to adherence to merit system principles, veterans' preference, hiring reform requirements and equality of opportunity principles; and assign responsibilities regarding Human Resources (HR) staffing, placement, and employment program policies consistent with references (a) through (p).

2. Cancellation. SECNAVINST 12300.9

3. Applicability

a. This instruction applies to the Office of the Secretary of the Navy (SECNAV); the Chief of Naval Operations (CNO); the Commandant of the Marine Corps (CMC); all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices; and all other organizational entities within the DON. This includes all appropriated fund employees covered by the General Schedule (GS), Administratively Determined, Federal Wage System, Wage Mariner, and personnel demonstration projects (unless specifically excluded).

b. This instruction does not apply to the Senior Executive Service, to positions above the GS-15 level, or to non-appropriated fund positions.

4. Policy. It is DON policy that:

a. All available and appropriate hiring flexibilities and authorities should be utilized, as necessary, to employ and/or retain a highly-skilled, diverse workforce committed to excellence in executing the various missions within the DON.

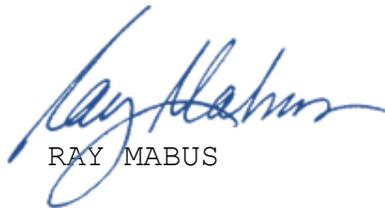
b. All positions covered by this instruction shall be filled solely on the basis of merit and job related criteria without regard to race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, status as a parent, political, religious, or labor organization affiliation or non-affiliation, or other prohibited non-merit factors.

c. Management officials and HR professionals may not recommend or select candidates or give and/or show preference to any candidate based on non-merit factors such as personal friendship, kinship, or political connections. Management officials may not advocate for, appoint, employ, promote, or advance relatives (by blood or marriage) to a position over which he or she exercises jurisdiction or control. Management officials and HR professionals are prohibited from participating in the rating, ranking, evaluating, and selection process if a relative is being considered. In the event of an emergency, the Office of Personnel Management (OPM) may prescribe regulations authorizing temporary employment to individuals whose employment would otherwise be prohibited.

d. Consideration for actionable solutions to increase the DON's capability to hire civilian talent should be utilized to the fullest extent. These actionable solutions include the use of Management Identification of Candidates, USA Hire Assessment Tool, Non-Competitive and Special Appointing Authorities, Standing Registers for Multiple Locations, and Multiple Selections from One Certificate (Bundling).

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

6. Reports. The reporting requirements contained in enclosure (1) of this instruction are exempt from information collection by SECNAVINST 5214.1, Part IV and require no report control symbol.



RAY MABUS

Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.documentservices.dla.mil>

RESPONSIBILITIES

1. Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for the development of DON-wide staffing, placement, and employment policies and programs.
2. Deputy Assistant Secretary of the Navy (Civilian Human Resources) shall manage and direct the staffing, placement, and employment program, and issue directives on specific HR staffing and employment matters.
3. Director, Office of Civilian Human Resources (OCHR) shall:
 - a. Interpret all staffing, placement, and employment statutory and/or regulatory guidance, and issue implementing guidance for the DON (as applicable).
 - b. Develop and issue staffing and employment policy and business processes and tools within DON to ensure consistent, efficient, and effective hiring and placement of employees within DON civilian workforce.
 - c. Conduct periodic HR management assessments per reference (i) of civilian staffing and employment programs across DON organizations to evaluate their effectiveness and compliance with merit system principles, veterans' preference, and the principles of equal employment opportunity (EEO).
 - d. Resolve staffing, placement, and employment issues referred from Echelon 1 and 2 commands and the Marine Corps, Manpower and Reserve Affairs, and direct corrective actions when warranted.
 - e. Review and approve any exceptions to normal business processes.
4. OCHR Operations Center Directors shall:
 - a. Ensure that the policies and business processes established for staffing, placement, and employment are made in compliance with this instruction.
 - b. Provide staffing, placement, and employment services and products to assigned commands and activities.

c. Comply with, implement, and administer DON and Department of Defense (DoD) policies, programs, processes, and tools.

d. Develop internal operating procedures following the staffing, placement, and employment policies and enterprise-wide business processes.

e. Approve and execute regulatory compliant staffing, personnel, pay actions, and processing services for their serviced population.

f. Perform quality assurance and control for staffing, placement, personnel, and pay actions ensuring that corrections are processed promptly and per regulatory requirements.

g. Ensure that decisions directed by DON, DoD, OPM, and the courts are implemented without delay.

h. Conduct staffing, placement, and employment business following established performance expectations.

5. Department of the Navy/Assistant for Administration, the CNO, and the CMC shall ensure subordinate commands and activities comply with statutes, regulations, guidance, and direction from higher level authorities.

6. Heads of Major Commands shall:

a. Ensure that subordinate commands and activities implement staffing, placement, and employment policy and business processes and tools cited in paragraphs 3a and 3b of this enclosure.

b. Ensure that merit staffing and employment programs are established and implemented in compliance with laws, statutes, regulations, guidance, and direction from higher authorities.

c. Ensure that subordinate commands and activities are provided sufficient resources for accomplishing an effective staffing and employment program.

d. Delegate, in writing, the authority to approve hiring incentives and other staffing flexibilities used in the staffing and employment process.

e. Implement the elements necessary to create and maintain an integrated staffing and employment program that ensures equality of opportunity to all DON employees and applicants.

f. Ensure recruitment programs are developed to create a diverse applicant pool.

g. Ensure that hiring managers have been fully trained in the hiring process and consistently engage with their HR business partners in pre-recruitment activities to ensure a high-quality pool of applicants is achieved.

h. Establish and execute staffing plans with associated recruitment strategies, mission goals and requirements, and communicate those plans to HR service providers.

i. Support the objectives of the DoD Priority Placement Program (PPP) and ensure that subordinate managers and supervisors provide maximum placement assistance to well-qualified individuals registered in the PPP.

j. Conduct periodic assessments per reference (i) on staffing and employment programs to evaluate their effectiveness and adherence to DON, DoD, and higher-level policies and requirements.

7. Directors, Civilian Human Resources (DCHRs) shall, per reference (i):

a. Serve as the principal HR advisor and technical authority on all staffing, placement, and employment matters to subordinate commands and activities.

b. Develop command-wide guidance to include, as necessary, training program(s) consistent with references (o) and (p), which provide for formal employee development such as upward mobility programs, apprenticeship programs, and career internships.

8. Human Resources Directors shall:

a. Function as the senior HR professional staff advisor and merit system principles advocate for serviced activity commanding officers, managers, and supervisors.

b. Assist commanding officers, managers, and supervisors with proper planning and execution of their civilian staffing, placement, and employment authorities and responsibilities.

c. Comply with, implement, and administer DON and DoD policies, programs, processes, and tools.

d. Ensure appropriate training is provided on staffing, placement, and employment program areas.

e. Assist commands and activities in the timely implementation of new staffing and employment policies, business processes, automated tools, and guidelines.

f. Assist the DCHR and heads of commands and activities in conducting periodic self-assessments of their civilian staffing and employment programs.

g. Assist the DCHR, activities and commands as needed in the creation of staffing and training programs with associated recruitment strategies per mission requirements, merit system principles, and equal opportunity.

h. Share staffing plans and recruitment strategies with the HR community and OCHR Operation Centers.

9. Managers and Supervisors shall:

a. Adhere to all merit system principles and veterans' preference; avoid prohibited personnel practices; and support the President's Hiring Reform requirements.

b. Carry out responsibilities, adhere to, and support staffing, placement, employment, and EEO laws, regulations, directives, policies, processes, and tools.

c. Plan current and future workforce requirements; identify skills required for the job; actively engage in recruitment and

SECNAVINST 12300.9A
5 NOV 2015

outreach efforts to create a diverse candidate pool; engage in the interview process; and support new employees with their transition into Federal Service.