

Department of the Navy

Civilian Human Resources Manual (DON CHRM)



Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

**DEPARTMENT OF THE NAVY
CIVILIAN HUMAN RESOURCES MANUAL**

FOREWORD

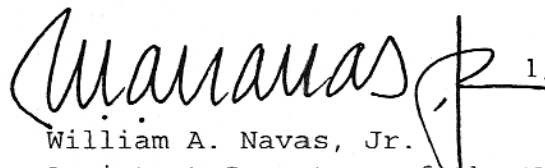
The Department of the Navy (DON) Civilian Human Resources Manual (CHRM) implements civilian personnel and Equal Employment Opportunity (EEO) policies, establishes DON-wide procedures, provides guidelines and model programs, delegates the authority, and assigns the responsibility for the management of civilian employees across the DON.

The President's Management Agenda states that agencies will be citizen-centered and results-oriented. To meet this goal, the DON CHRM will provide a single reference for information on human capital management in the DON. By moving to this format, information will be provided in a more timely and efficient manner, and, to the extent possible, use plain language. It will eliminate over 75 existing policies currently on the books. To support timely updates and promote accessibility, the CHRM will be posted on the DON HR website (www.DONHR.navy.mil) in a searchable PDF format.

The CHRM prescribes procedures to ensure an appropriate level of standardization across the DON, minimizing the need for supplemental documents at the command or activity level. Chapters and subchapters will be coordinated with Navy and Marine Corps Directors of Civilian Personnel Programs and/or Command Deputy Equal Employment Opportunity Officers and published after required review by the Chief of Naval Operations; the Commandant of the Marine Corps; the Assistant for Administration, Office of the Under Secretary of the Navy; and the Office of General Counsel. The authority to issue policy remains with the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

All existing DON policy issuances remain in effect until superseded by an appropriate CHRM chapter or subchapter. Information on cancelled instructions will be included in the introductory information of the new or revised chapter.

The DON CHRM is effective immediately and its use by all DON commands and activities is mandatory. Activities must satisfy bargaining obligations before changes are implemented with respect to those employees covered by a negotiated agreement.

 1/17/2003
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(Manpower and Reserve Affairs)