

FOURTH ESTATE

INTERIM GUIDANCE

THE NATIONAL SECURITY PERSONNEL SYSTEM

GENERAL INFORMATION

- References:
- (a) Section 9902 of title 5, United States Code
 - (b) Title 5, Code of Federal Regulations, Chapter XCIX, Part 9901, “Department of Defense Human Resources Management and Labor Relations System”
 - (c) DoD Civilian Personnel Manual, 1400.25-M, Chapter 1900
 - (d) Deputy Secretary of Defense Memorandum, “Delegation of Authority for National Security Personnel System (NSPS) Implementing Issuances,” April 24, 2006

1. **PURPOSE**

This interim guidance:

1.1. Implements policy, responsibilities, and procedures for the DoD Fourth Estate to implement the NSPS and covers actions for civilian personnel under NSPS as authorized by References (a) through (d).

1.2. Provides supplemental guidance to the DoD implementing issuance at Reference (c).

1.3. Prescribes procedures, delegates authority, and assigns responsibility to the DoD Fourth Estate entities.

2. **DEFINITIONS**

2.1. **DoD Fourth Estate entities.** All organizational entities in the Department of Defense that are not in the Military Departments or the Combatant Commands. These include the Office of the Secretary of Defense (OSD), the Chairman of the Joint Chiefs of 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.

2.2. DoD Fourth Estate entities with independent appointing authority. Organizations provided appointing authority in their respective chartering DoD Directives.

2.3. DoD Fourth Estate entities without independent appointing authority. All other DoD Fourth Estate entities not provided for in paragraph 2.2. of this Interim guidance.

3. APPLICABILITY AND SCOPE

This interim guidance:

3.1. Applies to all positions covered by the NSPS in DoD Fourth Estate entities.

3.2. The information is contained in the following volumes: Classification; Compensation Architecture; Performance Management; Staffing and Employment; and Workforce Shaping.

3.3. Is directly aligned with Reference (c) and must be used in concert with that Issuance. To the extent possible, paragraphs in the volumes of this interim guidance are arranged to correspond with applicable sections of Reference (c). References within the other volumes of this interim guidance cite the subparagraphs within Reference (c). Where this interim guidance is silent, the guidance contained in Reference (c) will be followed in its entirety.

4. RESPONSIBILITIES

4.1. The Director, Administration and Management (DA&M):

4.1.1. Has oversight responsibility for the NSPS policy for the DoD Fourth Estate entities, and

4.1.2. Oversees the development and publication of any new or revised guidance to implement NSPS within the DoD Fourth Estate. DA&M may issue handbooks, guides, pamphlets, and similar publications, as necessary, to provide detailed procedural, operational, or administrative material on specific program areas or to provide model programs on NSPS subjects that should be uniform for Fourth Estate application.

4.2 The Heads of DoD Fourth Estate entities with independent appointing authority,

4.2.1. Shall implement NSPS consistent with this interim guidance and References (a) through (c) for themselves and their serviced populations, and

4.2.2. May redelegate authorities in this interim guidance in writing except where expressly prohibited by this interim guidance. A copy of the written re delegation will be provided to the DA&M.

4.2.3. Shall implement and ensure compliance with the policies, programs, and procedures contained in this guidance.

4.3. The Heads of DoD Fourth Estate entities without independent appointing authority:

4.3.1. Shall implement NSPS consistent with this interim guidance and References (a) through (d) and the procedures established by their servicing Human Resource Office.

4.3.2. May request of their servicing Human Resource Office any of the civilian personnel management policies, procedures, and programs provided for in Reference (c). At a minimum, requests must provide evidence that the organization possesses the necessary level of competency to carry out these policies, procedures, and programs.

4.4. The Heads of OSD Organizations, for example an OSD Principal Staff Assistant (PSA):

4.4.1. Shall implement NSPS consistent with this interim guidance and References (a) through (e) and the procedures established by their servicing Human Resource Office.

4.4.2. May request of their servicing Human Resource Office any of the civilian personnel management policies, procedures, and programs provided for in Reference (c). At a minimum, requests must provide evidence that the organization possess the necessary level of competency to carry out these policies, procedures, and programs.

5. SUPPLEMENTATION

Where discretion is provided in any section of this guidance, DoD Fourth Estate entities with independent appointing authority may supplement this guidance with handbooks, guides, pamphlets, and similar DoD publications to prescribe processes for exercising discretion. Any supplemental materials and implementing procedures and programs issued at the operating level shall be forwarded to the DA&M.

6. EFFECTIVE DATE

This interim guidance is effective immediately.