



# Department of Defense DIRECTIVE

NUMBER 1400.16

October 30, 1970

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Administrative Reissuance Incorporating Through Change 2, November 16, 1994

ASD(M&RA)

SUBJECT: Inter-departmental Civilian Personnel Administration Support

- References: (a) DoD Directive 4000.19, "Basic Policies and Principles for Interservice and Interdepartmental Logistics Support," August 5, 1967  
(b) DoD Directive 1400.16, subject as above, January 24, 1963 (hereby canceled)  
(c) DoD Instruction 1404.5, "Nation-Wide Centralized Referral System for Displaced DoD Employees," April 22, 1970

## 1. REISSUANCE AND PURPOSE

1.1. This Directive reissues reference (b) to clarify the servicing activities responsibilities (Section 6) concerning vacancies in the serviced Agency.

1.2. It prescribes the general conditions under which interdepartmental civilian personnel administration services will be provided within the Department of Defense, and provides authority for one Department or Agency of the DoD to designate officials of another Department or Agency to execute administrative and legal processes of civilian personnel administration.

1.3. Reference (b) is hereby superseded and canceled.

## 2. APPLICABILITY

The provisions of this Directive apply to all Departments and Agencies of the Department of Defense.

### 3. POLICY

3.1. Use of interdepartmental civilian personnel administration support will be made when economies can be realized without impairment of mission effectiveness.

3.2. Each Military Department and Defense Agency shall request interservice civilian personnel administration support from another Department or Agency when the capabilities to provide this support are available and support is to the over-all advantage of the DoD. Each Military Department and Defense Agency shall provide the support to the extent capabilities permit.

### 4. DESIGNATION TO ACT FOR APPOINTING AUTHORITY

4.1. Civilian personnel offices of one Department or Agency may provide personnel services to employees of another agency under the following conditions:

4.1.1. An official of the serviced Department, who has specific delegated appointing authority from his own Agency for the group of employees involved, must issue formal authority to the civilian personnel officer providing the service to act for him in the administration of the civilian personnel program.

4.1.2. This authorization will be made by position title rather than by name, and will provide for administration of the program, including job evaluation and pay administration, and for authentication of personnel actions.

4.2. Since an individual who is authorized to administer oaths pursuant to Section 206, Act of June 26, 1943, as amended (5 U.S.C. 2903), may administer the oath of office to employees of other Federal Agencies as well as to employees of his own Agency (37 Comp Gen 649) no designation to act is required in this regard.

### 5. SERVICING AGREEMENT

Commanders (or Agency heads, where appropriate) who desire civilian personnel support from another Department or Agency will request such support from the command having jurisdiction over the civilian personnel office selected to provide the services. A written servicing agreement will be entered into and signed by the appropriate officials of these commands. Any such agreement will be consistent with the provisions of section 6., below, and may be a part of or a supplement to a more

general interservice support agreement.

## 6. CRITERIA

The policies, regulations and procedures of the servicing Department or Agency shall govern the administration of civilian employees of the serviced Department or Agency, in those matters enumerated below, or other matters specified by the Assistant Secretary of Defense (Force Management and Personnel) after coordination with the heads of the DoD Components concerned.

### 6.1. Promotion

6.1.1. Local merit promotion plans will be administered in accordance with the regulations and procedures of the servicing activity. Areas of consideration established under these plans, however, will make specific reference to serviced employees.

6.1.2. Employees of the serviced activity will be included in programs of the serviced Agency which provide consideration for promotion beyond the local level, as in the case of career programs prescribed by the serviced Department or Agency. Vacancies in the serviced activity covered by such agency-wide programs will be subject to the requirements of the serviced Agency's policies and procedures. Employees included in career programs of the serviced Agency may be included in the area of consideration of the servicing activity.

6.2. Reduction in Force. Activities of the serviced Department or Agency will constitute separate competitive areas for reduction-in-force purposes. The regulations and directives of the serviced Department or Agency will govern in effecting actions resulting from reduction in force. Maximum placement assistance to employees affected by reduction in force will be provided by both serviced and servicing activities and shall include placement in vacancies in both the serviced and servicing activities for which they are qualified and available. This assistance will recognize the priority rights accorded such employees by reference (c).

6.3. Incentive Awards. The certificates, pins, decorations, and other forms of service and honorary recognition, as well as the standards for their issuance, prescribed by the serviced Department or Agency will be utilized by the servicing civilian personnel office in its administration of these types of service and honorary recognition for the serviced activity. An appropriate official of the serviced Department or Agency will sign certificates required in connection with employees of

the serviced activity.

6.4. Reports. Civilian personnel reports pertaining to employees of the serviced Department or Agency, including strength reports, will be prepared and transmitted in accordance with instructions issued by the serviced Department or Agency.

6.5. Actions Required Above the Local Level. The channels of the serviced Department or Agency will govern when for warding matters concerning civilian personnel administration which require action above the local installation level. Examples include, but are not limited to: grievances, appeals of adverse actions, labor management matters, requests for technical review, employment policy complaints, recommendations for awards under the various incentive programs, prior approval of appointments to higher grade positions, extension of appointment of experts and consultants, approval of uncommon tours of duty, approval of training in non-Government facilities, appeals of performance ratings, preappointment investigations, and other matters peculiar to mission, or encompassing a distinct operating responsibility of the serviced Department or Agency.

6.6. Other. Agreements will also provide specifically for the following:

6.6.1. Designation of an Equal Employment Opportunity Officer for the serviced activity. The Equal Employment Opportunity Officer of the servicing activity may be utilized if desired, particularly in cases where the number of employees being serviced is small.

6.6.2. Indication of whether Grievance and Appeals procedures of the servicing or serviced Agency will be followed at the local level. In the interest of equal treatment for all employees serviced locally the procedures of the servicing activity will be followed, except when such factors as the number or geographic location of the employees being serviced make it desirable to adopt the procedures of the serviced activity. Irrespective of which Agency's procedures are used, close coordination will be maintained between the local servicing and serviced commanding officers in reaching a final decision on grievances to assure uniformity of treatment.

## 7. GENERAL PROVISIONS

7.1. Quality of Service. Civilian personnel officers servicing employees of another Department or Agency shall furnish services comparable in quality and scope to those furnished management and employees of their own Departments and Agencies and shall function as if they were on the staff of the serviced activity.

7.2. Resources. When interagency civilian personnel administration support does not involve significant costs, support will be furnished on a common-servicing basis as defined under Section III, reference (a). However, where such arrangements are not feasible or desirable i.e., the costs of such services are significant, there is a reasonable basis for allocating such costs, or the manpower resources to do the job becomes a problem) cross-servicing arrangements, as defined in reference (a), will be made by mutual agreement between the Departments or Agencies concerned.

7.3. Periodic Review. All interagency civilian personnel servicing agreements will contain provisions for periodic review to determine whether the agreement should be continued, modified, or terminated.

7.4. Central Record. Each Department and Defense Agency will maintain a central record at the headquarters level indicating the name and location of activities under its jurisdiction which are being provided interservice civilian personnel administration support and the name of the Department or Agency and activity providing such support.

7.5. Distribution of Regulations. Civilian personnel offices providing services to another Department or Agency will be furnished all necessary regulations and instructions of that Department or Agency. The command which initiated the request for the servicing agreement will be responsible for assuring the continuing distribution of these regulations and instructions.

7.6. Existing Arrangements. Existing interagency civilian personnel servicing arrangements in effect as of the date of this Directive will remain in effect until reviewed and, if required, revised in accordance with the provisions of this Directive.

7.7. Employment of Experts and Consultants. When needed by the serviced activity, the appointment of experts and consultants will be processed in accordance with the instructions of the serviced Department or Agency.

8. EFFECTIVE DATE

*The provisions of this Directive are effective 90 days after the date of this Directive.*

A handwritten signature in black ink, appearing to read "David H. ...", is written in a cursive style.

Deputy Secretary of Defense