

Civilian Personnel
HUMAN RESOURCES MANAGEMENT

SUPPLEMENTATION. Local supplementation of this regulation is prohibited except upon approval of AFZF-CP. Supplements to this publication will not supersede, change, rescind, or duplicate higher level command policy. When an addition, change, or deletion is needed, the first consideration will be given to changing the basic document.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Directorate of Civilian Personnel (DCP). Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-CP.

REQUIREMENTS IMPACTING ON UNIT COMMANDERS. This regulation has no requirements that impact on unit commanders.

OVERVIEW

Purpose

The purpose of this regulation is

- to place upon leaders a positive duty to actively promote the discharge of the Department of the Army's (DAs) mission through intelligent and efficient application of tested human resource management methods.

1a

Applicability

This regulation applies to organizations of this installation serviced by the Fort Hood DCP. There is no effect on mobilized units.

1b

Policy

Administration of the Civilian Personnel Program will be in accordance with (IAW) applicable

- laws,
- rules,
- regulations, and
- directives.

Policies and procedures promulgated by the

- Office of Personnel Management,
- Secretary of Defense,
- Secretary of the Army,
- Major Army Commanders, and
- independent local commanders will be

- followed unless authority to deviate therefrom has been obtained.

The human resources of this installation will be managed so as to establish, develop, and maintain a

- competent,
- trained, and
- productive work force.

1c

*This regulation supersedes FH Regulation 690-1, 25 September 1979.

AUTHORITY

2

Major Commanders

Major commanders are granted authority by AR 10-20 (Civilian Personnel Administration) to administer Civilian Personnel Programs IAW controlling guidance.

2a

Local Commanders

Local commanders are authorized to administer Civilian Personnel Programs by specific memorandums of delegation from major commanders.

2b

DCP

The DCP is

- given written authority to 'act for' serviced commanders in the administration of their Civilian Personnel Programs.
- authorized to redelegate to subordinates certain specific authorities within the program.

2c

Management Officials

Management officials are authorized by positional assignment to exercise discretionary personnel management practices IAW this regulation and other appropriate guidance.

2d

RESPONSIBILITIES

3

DCP

The DCP

- furnishes technical advice and staff assistance to the installation and tenant activity commanders, and each level of supervision in human resources management.
- assures legal and regulatory requirements are met in the processing of personnel actions.
- provides general orientation to new employees, to include information as to their
 - rights,
 - privileges, and
 - obligations as
 - employees of DA.
- conducts follow-ups on new appointees and inservice placements to evaluate staffing effectiveness, and to help identify any necessary corrective actions.
- exercises appointment authority for installation and tenant activity commanders, which documents and authenticates such personnel actions as
 - appointments,
 - reassignments,
 - promotions,
 - separations,
 - suspensions, etc.

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DCP
(Continued)

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- cultivates management/employee and labor relations to maintain an environment that is conducive to high production and morale.
 - assists supervisors in identifying and fulfilling civilian employee training needs.
 - promotes and monitors an incentive awards program.
 - proposes proper civilian job classification to serviced managers.
 - surveys employees in their duty assignments to assure job description accuracy for management.
 - hosts locality wage surveys as scheduled.
 - maintains employee records and files.
 - evaluates human resource management effectiveness and reports results to local and higher authorities.
 - maintains a personnel program information system designed to establish a good flow of communications to and from every level of management and employees.

3a

Operating
Officials and
Supervisors

Operating officials and supervisors will

-
- organize their civilian positions into distinct assignments to accomplish the assigned missions in an efficient manner.
 - make sure that subordinate job descriptions are narratively accurate and properly classified as to title, series, and grade.
 - Select from among employment applicants referred by the DCP, making decisions without regard of any nonmerit factors such as
 - race,
 - color,
 - religion,
 - gender,
 - marital status,
 - national origin,
 - political or organizational affiliation, or
 - nondisqualifying handicaps.
 - provide orientations to new employees to acquaint them with office or shop
 - procedures and practices,
 - fellow workers,
 - supervisory channels,
 - hours of work, etc.
 - identify realistic qualification requirements for job vacancies as they occur.

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Operating
Officials and
Supervisors
(Continued)

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- establish realistic performance standards for civilian positions, and appraise the employees' performance in comparison with those standards on a formal, regular basis.
 - initiate constructive disciplinary actions for employees whose performance or behavior warrants such action.
 - conduct on-the-job training for employees as necessary to maintain or improve productivity.
 - encourage and provide opportunities as reasonable for employee self-development.
 - provide safe and healthful working conditions.
 - prescribe and enforce understanding and compliance with safe work practices.
 - schedule annual leave and approve sick leave as appropriate to assure that employees' rights and the government's interest are protected.
 - accord fair and impartial treatment to employees in a manner that will promote good employee morale and an efficient work force.
 - be sure that employees are free to discuss with their supervisors any work related issues, and with the DCP those matters which cannot be resolved within the organizational entity concerned.
 - recommend employees for incentive awards as appropriate.
 - make full use of the technical advice and guidance available from the DCP.

3b

Employees

Employees will

-
- give full measure of effort and time to the performance of assigned duties.
 - be prompt in reporting for work, and be certain that the supervisor concerned is advised in the event of an unforeseen necessary absence due to
 - illness,
 - accident, or
 - other emergency.
 - observe rules and regulations of the installation.
 - endeavor to improve performance on present job and prepare for more responsible duties.
 - give and promote loyalty to supervisors and the organization.
 - advise the DCP, through proper supervisory channels, of any
 - name change,
 - change of address,
 - change in military reserve status,
 - anticipated resignation, or
 - request for extended leave.

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Employees
(Continued)

- confer with supervisor on any work circumstances which interfere with effectiveness of job performance.
- obtain supervisor's approval prior to visiting DCP or other staff offices on Fort Hood.
- conduct public and private affairs in a manner that will reflect credit upon Fort Hood and the United States Army.

3c

FOR THE COMMANDER:



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