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THE SECRETARY OF DEFENSE  
WASHINGTON, THE DISTRICT OF COLUMBIA

January 11, 1990

MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
COMPTROLLER  
GENERAL COUNSEL  
INSPECTOR GENERAL  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Prohibition on Hiring Civilian Personnel During FY 1990

Effective immediately, the hiring of civilians for positions within the Department of Defense during Fiscal Year 1990 is prohibited, subject to the following exceptions:

- (1) Prior Commitments. Hiring commitments made prior to the date of this memorandum by appointing officials may be carried to completion.
- (2) Career Service and Excepted Service (other than Schedule C). The Secretaries of the Military Departments, Department of Defense Inspector General, Director of Administration and Management, and Directors of the Defense Agencies may hire civilians for career service positions or excepted service positions (other than Schedule C) within the organization for which they have been delegated appointing authority, upon determining, on a position-by-position basis, that filling the position is essential to maintain an important national defense capability. This authority to make exceptions may not be delegated.
- (3) Non-Career Senior Executive Service and Schedule C. The Secretary or Deputy Secretary of Defense must authorize personally all appointments to non-career Senior Executive Service positions and to Schedule C positions.
- (4) Medical, Safety, and Security. The Assistant Secretary of Defense for Force Management and Personnel (FM&P) may authorize the hiring of civilians to fill positions when it is essential to meet medical, safety, or security requirements.
- (5) Defense Management Report and National Drug Control Strategy Mandates. The Secretary or Deputy Secretary of Defense may authorize hiring of civilians to fill positions essential to the effective implementation of the July 1989 Defense Management Report and the President's National Drug Control Strategy.

The Assistant Secretary of Defense (FM&P) shall prepare and submit to me by April 11, 1990 a plan for reduction over the long term of the Department's civilian work force to the full extent consistent with the effective performance of the Department's missions. The Assistant Secretary of Defense (FM&P) shall issue such instructions as may be necessary to provide for effective implementation of this memorandum, obtain reports, and keep me informed.

*D. L. Cheney* #417



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

22 January 1990

FORCE MANAGEMENT  
AND PERSONNEL

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
INSPECTOR GENERAL  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Prohibition on Hiring Civilian Personnel During FY 1990

The January 11 memorandum (attached) from the Secretary of Defense prohibits, with certain exceptions, the hiring of civilian personnel during FY 1990. The purpose of the freeze is to begin to reduce the Department's civilian work force and to enable us to better manage reductions in FY 1991 and later.

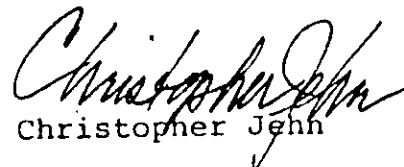
The prohibition applies to all civilian positions in DoD, including non-appropriated fund positions and foreign national positions, both direct and indirect hires. It prohibits the filling of vacant positions from any source, either internal or external to the Department. Exceptions are authorized in accordance with the January 11 memorandum and as follows:

(a) When specific numeric employment floors are mandated by statute or when employees are specifically entitled by statute to a civilian position, the Secretary's memorandum does not prohibit filling such positions. If there are questions concerning the applicability of such statutes the Office of the General Counsel, Department of Defense, should be consulted.

(b) Requests for exceptions for positions in support of medical, safety, or security missions shall be forwarded to this office for action.

(c) Components may proceed with recruiting programs keyed to intake from colleges and universities and make hiring commitments for such positions, including career entry positions, Presidential Management Interns, and summer-hire programs. In addition, hiring commitments may be made for teachers recruited for the DoD Dependent and Section 6 Schools Systems.

Beginning on February 15, addressees shall provide monthly reports to this office. The reports will include on-board strength as of the end of the preceding month. The Civilian Employment Statistics Report (S.F. 113) will be used for this purpose; however, the initial report will include information on commitments as of January 11. Comparable NAF employment data should also be reported. The reports will also contain data on exceptions requested and authorized during the previous month, by numbers, by grade and types of positions, and by reason for the exception.

  
Christopher Jehn



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
WASHINGTON, D.C. 20301-1155

23 JAN 1990

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
COMPTROLLER  
GENERAL COUNSEL  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF STRATEGIC DEFENSE INITIATIVE  
ORGANIZATION  
DIRECTOR OF DEFENSE ADVANCED RESEARCH PROJECTS  
AGENCY  
DIRECTOR OF DEFENSE SECURITY ASSISTANCE AGENCY  
DIRECTOR OF DEFENSE LEGAL SERVICES AGENCY

SUBJECT: Implementing Guidance on Hiring Civilian Personnel  
During FY 1990

On January 11, 1990, Secretary Cheney prohibited the hiring of civilian personnel throughout the Department of Defense (Attachment 1). Further guidance was issued on January 22, 1990 (Attachment 2).

The goal of this "freeze" is to numerically reduce the civilian workforce of the Department of Defense without compromising our national defense capability.

As stated in the Secretary's memorandum, all prior commitments will be honored. For our serviced activities, no future commitments can be made without my specific prior approval. All requests for exception will be submitted to me, through the Director, Organizational and Management and Planning, and each will be considered on a case-by-case basis. The requests should contain a thorough, specific, and substantial justification limited to one page. You can expect a rigorous review of each request. (Attachment 3 is a sample format.)

a. As stated in Attachment 1, the Secretary or Deputy Secretary must personally authorize all appointments to non-career Senior Executive Service positions and to Schedule C positions.

b. This office will review and forward, as appropriate, requests for exception based on medical, safety, or security requirements to the Assistant Secretary of Defense (Force Management and Personnel).

c. This office will review and forward, as appropriate, requests for exception based on requirements to support the effective implementation of the July 1989 Defense Management Report or the President's National Drug Control Strategy to the Secretary or Deputy Secretary.

All non-committed recruit actions are being returned to your Executive/Administrative Officers without action. Exceptions should be requested only in extraordinary circumstances.

The following is a brief list of clarifications and/or exceptions that have been approved by the Secretary:

a. Non-competitive promotions (e.g. career ladder promotions and promotions resulting from job accretion) are permitted.

b. Statutory reemployment rights and other comparable requirements (e.g. overseas returnees) will be honored.

c. Recruiting programs keyed to intake from colleges and universities may proceed, and hiring commitments for such positions, including career entry positions, Presidential Management Interns, and Summer Employment Programs are authorized.

As events warrant, further clarification may be forthcoming.



D. O. Cooke  
Director

Attachments



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D C 20301-4000

FORCE MANAGEMENT  
AND PERSONNEL

FEB 1 1990

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
INSPECTOR GENERAL  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Prohibition on Hiring Civilian Personnel During FY 1990

The January 11 memorandum from the Secretary of Defense (attached) amplified by guidance from this office (also attached) prohibits, with certain exceptions, the hiring of civilian personnel during FY 1990. As we have indicated, the purpose of the freeze is to reduce the Department's civilian workforce and to enable us to better manage reductions in FY 1991 and later. Through maximum use of attrition at this time, we hope to avoid more severe impact on the work force as future developments unfold.

Based on our analysis of various exception requests and discussions with the Service Secretaries and Agency Directors, the freeze no longer applies to NAF positions, to vacancies in Berlin or to foreign military sales or security assistance program offices. Additionally, registrants in the Department's Priority Placement Program separated or scheduled to be separated as a result of force reductions or installation closures may be placed as an exception to the hiring limitation in vacant positions in geographic areas where they are registered. Others facing separation also may be placed on an exception basis as may individuals whose employment is required to comply with an order or settlement in a judicial or administrative process.

Notwithstanding these waivers, Components should continue to report monthly employment data for these categories, including nonappropriated fund employment (on board strength).

As we continue to better understand where attrition is being experienced and what are the full effects of the hiring freeze, further modifications to the freeze may be made. Meanwhile, activity managers and commanders--including those of NAF activities--should continue to honor the spirit of the freeze and our DMR initiatives through use of judicious hiring practices. This will better position us to respond to reduced budgets in 1991 and beyond and more efficiently use our resources today.

  
Christopher Jehn

Attachments  
As stated



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

FEB 16 1990

FORCE MANAGEMENT  
AND PERSONNEL

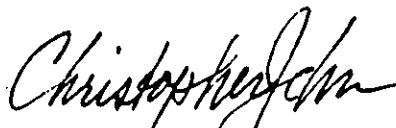
MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
INSPECTOR GENERAL  
DIRECTOR ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Prohibition on Hiring Civilian Personnel During FY 1990

The January 11, 1990 memorandum (attached) from the Secretary of Defense prohibits, with certain exceptions, the hiring of civilian personnel during FY 1990. The purpose of the freeze is to reduce the Department's civilian work force and to better manage reductions in FY 1991 and later.

As amplified by earlier guidance from this office, the prohibition currently applies to all civilian positions in DoD with limited exceptions such as teachers, college and university intake, non-appropriated fund positions, foreign military sales personnel, selected jobs in Berlin and specified surplus employees. Based on our analysis of various exception requests and discussions with the Services and Agencies, further exceptions to the freeze are approved. These include all OCONUS positions which directly support child and day care centers. Another OCONUS exception is also authorized to support placement of military spouses. This exception applies on a one fill for each two vacancies basis when placing military spouses through the preference procedures of the Military Family Act of 1985. Additionally, without geographic restriction, each of the Services may fill up to 1,000 medical staff and medical support personnel positions in hospitals and related medical care delivery organizations. In addition, authority is hereby delegated to addressees to release positions from the freeze--position-by-position--when it is essential to meet medical requirements. Placements into positions in the commissary stores also may be made without regard to the hiring limitation. Finally, to handle operational emergencies, the Commander of the Military Sealift Command may fill up to 35 positions without prior clearance. Pertinent data on each situation should be included in the Navy's monthly report.

Notwithstanding these waivers, Components should continue to report monthly employment data for all categories of hires, including on board strength figures covering placement into the position categories identified above.

  
Christopher Jehn



THE DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301

April 12, 1990

MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
COMPTROLLER  
GENERAL COUNSEL  
INSPECTOR GENERAL  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Additional Exceptions to Prohibition on Hiring Civilian  
Personnel During Fiscal Year 1990

Additional exceptions from the prohibition on hiring civilian personnel during fiscal year 1990 are hereby granted as follows:

(1) Internal Transfer, Reassignment, or Promotion. Appointing officials may appoint an individual to fill a civilian position within the Department of Defense if the individual being appointed is a civilian employee of the Department of Defense and there will be no break in service.

(2) Temporary Employees. Appointing officials may reappoint temporary employees when there will be no break in service.

The Assistant Secretary of Defense for Force Management and Personnel is authorized to redelegate the authority delegated to him by paragraph (4) of the Secretary of Defense's memorandum of January 11, 1990, relating to hiring that is essential to meet medical, safety, or security requirements.

The Secretary and I appreciate your continuing efforts to reduce the size of the civilian work force, consistent with the performance of the Department's mission, through attrition designed to minimize the need for reductions in force in the future.

A handwritten signature in black ink, appearing to read "J. A. ...".

101 05.1 9





ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

JUL 16 1990

PERSONNEL MANAGEMENT AND PERSONNEL

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN, JOINT CHIEFS OF STAFF  
INSPECTOR GENERAL  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
COMMANDERS, UNIFIED AND SPECIFIED COMMANDS

SUBJECT: Prohibition on Hiring Civilian Personnel During FY 1990

The January 11 memorandum from the Secretary of Defense, as amplified by subsequent memoranda from this office, provided a framework for administration of the civilian hiring limitation.

Based on ongoing analyses of personnel placements under approved exceptions, along with vacancy trend information to date and various recommendations from addressees, further clarification on placement into positions in support of medical, safety, and security requirements is in order.

Since April 13, 1990, heads of DoD Components have had full authority to make exceptions from the hiring limitation when hiring civilian personnel necessary to meet medical, safety, and security requirements. Although this authority was not made delegable, there is no longer a requirement for granting such exceptions on a position-by-position basis. Instead, where clusters of such positions are keyed to a DoD Component program of special urgency or importance, a single exception for all such positions associated with the specific program may be approved.

*Christopher Dehn*  
Christopher Dehn

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OFFICE OF THE  
SECRETARY OF  
THE ARMY

CPI



THE DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

26 December 1990

MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS  
 CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
 UNDER SECRETARIES OF DEFENSE  
 DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING  
 ASSISTANT SECRETARIES OF DEFENSE  
 COMPTROLLER  
 GENERAL COUNSEL  
 INSPECTOR GENERAL  
 DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
 ASSISTANTS TO THE SECRETARY OF DEFENSE  
 DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
 DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Prohibition on Hiring Civilian Personnel During the Second Quarter  
 of Fiscal Year 1991

The hiring of civilians for positions within the Department of Defense is prohibited through March 31, 1991, with the same exceptions, categories of exceptions and authority to grant exceptions as applied to the prohibition on hiring civilian personnel during the first quarter of fiscal year 1991.

The Assistant Secretary of Defense for Force Management and Personnel shall issue any instructions necessary to implement this memorandum, obtain reports, and keep me informed.

*D. J. Atwood*



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301

January 15, 1991

MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT

SUBJECT: Delegation of Authority to Fill Security Positions

Pursuant to Secretary of Defense Memorandum of January 11, 1990 entitled "Prohibition on Hiring Civilian Personnel During FY 1990," and Deputy Secretary of Defense Memorandum of December 26, 1990 entitled "Prohibition on Hiring Civilian Personnel During the Second Quarter of Fiscal Year 1991," I hereby delegate to the Secretaries of the Military Departments and the Director of Administration and Management authority to hire civilians to fill positions essential to meet security requirements without regard to the prohibition on hiring civilian personnel during the second quarter of fiscal year 1991.

The Secretaries of the Military Departments and the Director of Administration and Management shall report monthly to me the total numbers of positions with respect to which they have exercised this delegation of authority.

A handwritten signature in cursive script that reads "Christopher Jehn".

Christopher Jehn  
Assistant Secretary of Defense  
for Force Management and Personnel



THE DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

March 29, 1991

MEMORANDUM FOR:

SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
COMPTROLLER  
GENERAL COUNSEL  
INSPECTOR GENERAL  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Prohibition on Hiring Civilian Personnel During the Remainder of Fiscal Year 1991

The Department of Defense continues to reduce the size of the armed forces and the civilian workforce in light of changes in the world situation and the reduced resources devoted to the national defense. The hiring of civilians for DOD positions paid from funds appropriated by the Department of Defense Appropriations Act, 1991 (Public Law 101-511) is prohibited through September 30, 1991, except that the Secretaries of the Military Departments, DOD Inspector General, Director of Administration and Management, and Directors of the Defense Agencies, for the organizations for which they have been delegated hiring authority, may hire:

- (1) two civilians from outside the DOD for every five positions within their respective organizations vacated after the date of this memorandum by termination of DOD employment;
- (2) civilian DOD employees to fill positions in their organizations by internal transfer;
- (3) civilians to fill positions in their organizations that are essential to: health, safety, or security; internship, work-study, exchange or 1991 graduate hiring objectives; implementation of the July 1989 Defense Management Report; implementation of the National Drug Control Strategy; or direct support of military operations or reconstruction assistance operations in or around the Arabian Peninsula;
- (4) civilian nationals of foreign countries, unless prohibited by law, when such hiring has been specifically authorized after January 11, 1990 by the Secretary or the Deputy Secretary of Defense; or
- (5) civilians under a hiring commitment made prior to the date of this memorandum by an appointing official in accordance with the guidance applicable at the time the commitment was made.

The hiring of non-career Senior Executive Service and Schedule C personnel continues to require the approval of the Secretary or the Deputy Secretary of Defense. The Assistant Secretary of Defense for Force Management and Personnel shall issue instructions necessary to implement this memorandum, obtain reports, and keep me informed.

*Richard A. Cheney*



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

APR 4 1991

FORCE MANAGEMENT  
AND PERSONNEL

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
INSPECTOR GENERAL  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Prohibition on Hiring Civilian Personnel During the  
Remainder of Fiscal Year 1991

By memorandum dated March 29, 1991 (Attachment 1), the Deputy Secretary revised the Department's policy on employment of civilian personnel for the remainder of this fiscal year. That revised policy continues the prohibition on hiring civilians paid from funds appropriated by the Department of Defense Appropriations Act of 1991 (Public Law 101-511) and other appropriated funds available in FY 1991 to pay salaries and benefits of DoD civilian employees supporting Military Functions, except under specified conditions.


Under the March 29 memorandum, Components are permitted to appoint two employees from outside the Department for every five employees that separate from the Department's rolls. All appointment types are covered by this restriction, including temporary and permanent appointments (part-time and full-time) to the competitive and excepted service; foreign national civilian employees are also included except those specifically exempted by the Secretary or Deputy Secretary after January 11, 1990. This policy will be implemented through the use of overall civilian hiring allocations to each Military Service. Hiring allocations will be based on projected Service-wide attrition using Defense Manpower Data Center data and will be issued by my office not later than April 8, 1991. For purposes of this process, OSD and the Defense Agencies will be treated as a single organization.

Consistent with previous guidance on hiring limitations, approval of exceptions for appointments to health, safety, and security positions shall remain with addressees and is not redelegable. Additionally, authority to make exceptions to fill positions in support of the Defense Management Report and the National Drug Control Strategy is delegated to addressees but is not further delegable. Service Secretaries and Directors of Defense Agencies may authorize exceptions for hiring in support of military operations or reconstruction assistance operations in or around the Arabian Peninsula. Secretaries of the Military Departments may delegate this authority to civilian officers appointed by the President. All other hiring authorities under the revised policy, including summer hires and interns, work-study, exchange, and 1991 college recruiting intake, are delegated to addressees and may be redelegated as they see fit.

Internal transfers, including conversion of temporary appointments to permanent hires, are subject only to Component fiscal constraints; these transfers include reassignments, promotions, reductions-in-grade, and movement between competitive and excepted service positions. Consistent with Congressional direction, those employees encumbering non-appropriated fund positions on the date that those positions convert to appropriated fund status will be treated as internal transfers. The definition of internal transfer also encompasses Federal Employee Compensation Act (FECA) claimants returned to DoD rolls.

Hiring freeze exceptions approved on or before the March 29 memorandum may be filled at the discretion of addressees. If an official commitment has been extended on or before this date, hiring may proceed without regard to the revised policy. However, if no official commitment has been made with respect to such an exception, the restrictions set forth in the Deputy Secretary's memorandum will apply.

Addressees will submit monthly reports to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity) in accordance with the format at Attachment 2. The first monthly report, detailing April turnover and employment data, is due on May 20, 1991. Additional questions regarding the implementation of this policy may be addressed to that office.

  
Christopher Jehn

Attachments:  
As stated



THE DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

9 JUL 1991

MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
COMPTROLLER  
GENERAL COUNSEL  
INSPECTOR GENERAL  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Temporary Employment of Civilian Personnel

The Department of Defense continues to reduce the size of the armed forces and the civilian work force in light of changes in the world situation and the reduced resources devoted to the national defense. To assist in meeting the civilian employment needs of the Department of Defense in a manner consistent with the achievement of the necessary reductions, the Assistant Secretary of Defense for Force Management and Personnel may authorize the hiring of temporary civilian employees within the Department without regard to the prohibition on civilian employment established by Deputy Secretary of Defense memorandum of March 29, 1991, when temporary civilian employees are needed:

- (1) at a military facility undergoing closure, realignment or other major reduction in personnel or functions, to maintain essential structure and functions while the closure, realignment or other major reduction is completed;
- (2) in seasonal work, such as support of annual training for Reserve personnel or increases in personnel for holiday periods at consumer goods outlets or recreational facilities;
- (3) for the performance of essential work in cases in which it is determined that performance of the work by temporary employees would be less costly to the government than performance of the work by contract; and
- (4) for non-managerial positions in commissaries.

The conversion of a temporary employee to a permanent appointment shall be treated for purposes of the Deputy Secretary of Defense memorandum of March 29, 1991 as an appointment of a civilian employee from outside the Department of Defense.

*D. J. Atwood*

39192



FORCE MANAGEMENT  
AND PERSONNEL

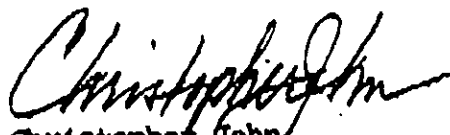
12 JUL 1991

12 JUL 1991

MEMORANDUM FOR ASSISTANT SECRETARIES OF DEFENSE  
SECRETARIES OF THE MILITARY DEPARTMENTS  
COMMANDER, DEFENSE COMMISSARY AGENCY

SUBJECT: Temporary Employment of Civilian Personnel

Pursuant to the authority granted by the Deputy Secretary of Defense memorandum of July 9, 1991, the hiring of temporary civilian employees for non-managerial positions in commissaries is hereby authorized. This hiring is necessary to enable commissaries to provide the appropriate level of support to our military communities.

  
Christopher John





OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D.C. 20315-4000

JUL 23 1991

FORCE MANAGEMENT  
AND PERSONNEL

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
INSPECTOR GENERAL  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Temporary Employment of Civilian Personnel

By memorandum dated July 9, 1991 (Attachment 1), the Deputy Secretary revised the Department's hiring policy in regard to the employment of temporary personnel for the remainder of the fiscal year. I hereby authorize the hiring of temporary employees, as specified by the Deputy Secretary, without regard to the hiring limitations established in his earlier March 29 memorandum.

There will be no change in Component external hiring authority allocations. However, temporary employees hired on or after July 9 who are converted to permanent appointments will count against existing hiring limitations. The Monthly Civilian Accession and Separation Report has been amended to account for the July 9 policy change (Attachment 2). Therefore, reports submitted for July, August, and September should reflect this change.

  
Christopher Jehn

Attachments:  
As stated



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

AUG 6 1991

FORCE MANAGEMENT  
AND PERSONNEL

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Military Child Care Hiring Allocations

On March 29, 1991, the Deputy Secretary modified the civilian hiring freeze to provide Components with greater flexibility. In this regard, Components were given a number of hiring allocations, with those allocations based on projected turnover and a prescribed "replacement ratio" of two new hires for every five employees separated from DoD rolls.

The Military Child Care Act (MCCA) of 1989 mandates military child care center staffing levels, but those staffing levels have not yet been achieved. In order to ensure prompt compliance with this important legislation, I am authorizing an additional 1700 hiring allocations to the Military Departments (Army - 184; Navy - 824 of which 202 are provided for the Marine Corps; Air Force - 692). These allocations are to be used exclusively for the purpose of meeting MCCA staffing requirements. Addressees should provide specific information on the use of these new allocations in their Monthly Civilian Accession and Separation Report.

  
Christopher Jehn



THE DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-1000

September 30, 1991



MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
COMPTROLLER  
GENERAL COUNSEL  
INSPECTOR GENERAL  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Extension of Special Management Controls on Military Construction  
and Civilian Personnel

With the changes in the world situation and the reduced resources devoted to the national defense, the Department must continue to exercise careful stewardship of funds available for military construction and hiring of civilian personnel. Accordingly, this is to direct as follows:

- (1) Military Construction. The provisions of the Deputy Secretary of Defense memorandum of April 10, 1991 entitled "Military Construction" are hereby extended through September 30, 1992. The Assistant Secretary of Defense for Production and Logistics may issue such instructions as may be necessary to implement this paragraph.
- (2) Civilian Personnel. The hiring of civilians for Department of Defense positions paid from funds appropriated under an appropriations continuing resolution for activities funded by Department of Defense appropriations, or funds appropriated hereafter by the Department of Defense Appropriations Act, 1992, is prohibited through September 30, 1992, with the five exceptions set forth in the Deputy Secretary of Defense memorandum of March 29, 1991 entitled "Prohibition on Hiring Civilian Personnel During the Remainder of Fiscal Year 1991," under the same terms and conditions as are specified in that memorandum. The hiring of non-career Senior Executive Service and Schedule C personnel continues to require the approval of the Secretary or the Deputy Secretary of Defense. The Assistant Secretary of Defense for Force Management and Personnel may issue such instructions as may be necessary to implement this paragraph.

*D. J. Atwood*



DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

OCT 11 1991

FORCE MANAGEMENT  
AND PERSONNEL

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
COMPTROLLER  
GENERAL COUNSEL  
INSPECTOR GENERAL  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Extension of Current Civilian Hiring Controls

On September 30, 1991, the Deputy Secretary of Defense extended the civilian hiring policy as it existed on that date for FY 1992 (Attachment 1). That policy provided hiring allocations based on projected attrition and a replacement rate of two new hires for every five employees separated from DoD rolls. It also provided for the categorical exceptions contained in the DepSecDef's memorandum of March 29 and the exceptions for the uses of temporary workers specified in his memorandum of July 9. The reporting requirements in my memorandum of April 4 also remain in effect.

Pursuant to this policy, Attachment 2 provides hiring allocations for the first two quarters of FY 1992 based on the two for five replacement rate. Unused FY 1991 allocations may be carried forward into FY 1992.

While employment restrictions will continue, I am establishing a task group, with appropriate OSD and Component representation, to examine alternative civilian hiring controls.

  
Christopher Jehn

Attachments  
As stated



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

JAN 13 1992

FORCE MANAGEMENT  
AND PERSONNEL

MEMORANDUM FOR SECRETARY OF THE ARMY  
SECRETARY OF THE AIR FORCE

SUBJECT: Congressional Exemption of Military Technicians from  
Hiring Freeze

The Department of Defense Appropriation Act for FY 1992 (Public Law 102-172) prohibits including "(civilian) military technicians in any administratively imposed freeze on civilian positions" (Section 8015(b)). Accordingly, the hiring of military technicians is henceforth free from all restrictions established by the Deputy Secretary's memorandum of September 30, 1991, and my memorandum of October 11, 1991. In addition, your monthly civilian hiring reports need not include any information on the numbers of military technicians hired from external sources.

  
Christopher Jehn