



## DoD INSTRUCTION 1400.25, VOLUME 340

### DoD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: PART-TIME CAREER EMPLOYMENT PROGRAM

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
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<b>Approved by:</b>	Ashish S. Vazirani, Acting Under Secretary of Defense for Personnel and Readiness

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**Purpose:** This issuance is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5124.02:

- This instruction establishes and implements policy, establishes procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the DoD.
- This volume, in accordance with DoD Directive 1400.25, establishes policy, assigns responsibilities, and prescribes procedures for the DoD Components to implement a Part-Time Career Employment Program, pursuant to Sections 3401 through 3408 and 6120 through 6133 of Title 5, United States Code.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### **1.2. POLICY.**

DoD, through the Part-Time Career Employment Program:

- a. Provides part-time employment opportunities to potential and current DoD employees from grade levels General Schedule (GS)-1 through GS-15 or equivalent grade levels.
- b. Increases productivity and job satisfaction while lowering turnover rates and absenteeism.
- c. Provides management with the flexibility to meet work requirements and fill shortages in various occupations.
- d. Provides flexible work hours that allow employees to better balance their work and other (e.g., family) responsibilities.
- e. Promotes fair and equitable treatment of employees relative to equal employment opportunity guidelines.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Assistant Secretary of Defense for Manpower and Reserve Affairs has overall responsibility for the development of civilian personnel policy covered by this volume.

### **2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY.**

Under the authority, direction, and control of the Assistant Secretary of Defense for Manpower and Reserve Affairs, the Deputy Assistant Secretary of Defense for Civilian Personnel Policy supports the development of civilian personnel policy covered by this volume and monitors its execution by DoD Components, ensuring consistent implementation and continuous application throughout the DoD.

### **2.3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness and in addition to the responsibilities in Paragraph 2.4., the Director, Department of Defense Human Resources Activity provides support to the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, as appropriate, in execution of the duties and responsibilities of this volume.

### **2.4. DOD COMPONENT HEADS.**

The DoD Component heads:

- a. Implement and administer part-time employment programs, in accordance with this volume.
- b. Determine which positions are considered part-time. This responsibility may be delegated, in writing, to executives, managers, and supervisors.
- c. Establish annual goals and timetables for identifying or creating positions with the objective of increasing part-time career employment opportunities.
- d. Establish a process to exempt positions vital to the DoD Component, activity, or installation from being filled on a part-time basis, as employment in these positions on a part-time work schedule, including job-sharing, would adversely affect mission accomplishment.

## SECTION 3: PROCEDURES

### 3.1. POSITION ESTABLISHMENT.

a. DoD Components should consider the following factors when establishing part-time employment positions:

- (1) Mission.
- (2) Types of occupations.
- (3) Workload fluctuations.
- (4) Size of the workforce.
- (5) Turnover rate.
- (6) Employment trends.
- (7) Employee retention and flexibility.
- (8) Improving service to the public.
- (9) Diversity plan objectives.
- (10) Manpower and fiscal constraints.

b. To the maximum extent possible, DoD Components:

(1) Promote career part-time employment opportunities in positions from grade levels GS-1 through GS-15 or an equivalent grade level.

(2) Approve requests for career employees to change their work status from full-time to part-time, if the effectiveness and efficiency of DoD and its mission will not suffer as a result.

c. DoD Components, pursuant to Section 3403 of Title 5, United States Code, cannot:

(1) Abolish a position occupied by an employee to make the position duties available for performance on a part-time career basis.

(2) Require a full-time employee to accept part-time employment as a condition of continued employment.

### 3.2. WORK SCHEDULE.

a. The work schedules for employees on regularly scheduled tours of duty, employed on a part-time basis either on or after April 8, 1979, consist of either:

(1) Sixteen to 32 hours per week; or

(2) Thirty-two to 64 hours during a biweekly pay period for employees on flexible or compressed work schedules.

b. As an exception to the general definition of part-time employment in Section 340.202 of Title 5, Code of Federal Regulations, DoD Component heads may delegate to the lowest supervisory level the authority to permit an employee who has an appointment in tenure group I or II to perform regularly scheduled work from 1 to 15 hours per week.

c. Employees who began part-time service under a career appointment before April 8, 1979, may continue to serve under that work schedule, as long as they do not have a break in service of 4 or more calendar days.

d. A part-time tour of duty may not be increased above 32 hours per week. If it is necessary for an employee to perform additional hours of work, the position may either be converted to full-time (change in current position) or the employee may be considered for an established full-time position (different position) in accordance with Subpart B of Title 5, Code of Federal Regulations.

### **3.3. PERSONNEL POLICIES.**

Employees who job-share are subject to the same implementing personnel policies as other part-time employees.

### **3.4. COMPONENT SUPPORT.**

Directors of supporting human resources offices:

a. Establish procedures for notifying the public of vacant part-time positions through job opportunity announcement postings to <https://usajobs.gov> and other channels developed for the program.

b. Provide advice and assistance to managers and employees that are participating in the Part-Time Career Employment Program.

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
GS	general schedule

### G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>break in service</b>	A period of 4 or more calendar days during which an individual is no longer on the rolls of an executive agency.
<b>compressed work schedule</b>	Defined in Section 6121 of Title 5, United States Code, as “compressed schedule.”
<b>job-sharing</b>	A form of part-time employment in which one position is filled with two or more part-time employees.
<b>part-time career employment</b>	Regularly scheduled work from 16 to 32 hours per week performed by an employee of an agency who has an appointment in tenure group I or II and who becomes employed on such part-time basis on or after April 8, 1979.
<b>regularly scheduled work</b>	Work that is scheduled in advance of an administrative workweek under an agency’s procedures for establishing workweeks in accordance with Section 610.111 of Title 5, Code of Federal Regulations, excluding any such work to which availability pay under Section 550.181 of Title 5, Code of Federal Regulations applies.
<b>tour of duty</b>	Consists of the hours of a day (i.e., a daily tour of duty) and the days of an administrative workweek (i.e., a weekly tour of duty) that are scheduled in advance and during which an employee is required to perform on a regularly recurring basis.

## **REFERENCES**

Code of Federal Regulations, Title 5

DoD Directive 1400.25, “Civilian Personnel Management System,” November 25, 1996

DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008

United States Code, Title 5