



Department of War

DIRECTIVE

NUMBER 1400.25

November 25, 1996

Certified Current as of December 1, 2003

Change 1, March 3, 2026

USW(P&R)

SUBJECT: DoD Civilian Personnel Management System

References: (a) DoD Directive 1400.25, "Department of Defense Civilian Personnel Manual System," January 24, 1978 (hereby canceled)
(b) Title 5, United States Code, "Government Organization and Employees"
(c) Title 10, United States Code, "Armed Forces"
(d) Title 32, United States Code, "National Guard"
(e) through (q), see enclosure 1

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and assign responsibilities for civilian personnel management of the DoW civilian workforce under references (b) through (o).

1.2. Continues to authorize the publication of DoD Instruction 1400.25 (reference (p)) and other related DoW publications, consistent with DoW Instruction 5025.01 (reference (q)).

2. APPLICABILITY

This Directive applies to the Office of the Secretary of War, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoW Field Activities (hereafter referred to collectively as "the DoW Components").

3. POLICY

It is DoW policy to:

3.1. Identify, jointly develop, and issue uniform civilian personnel policies, procedures, and guidance for DoW-wide application that reflect, to the maximum extent practicable, a total force perspective. Such policies shall be developed in conjunction with the Civilian Personnel Policy Council. The Council is chaired by the Deputy Assistant Secretary of War (Civilian Personnel Policy) and is comprised of representatives from the Military Departments, the Defense Logistics Agency (DLA), and Washington Headquarters Services (WHS). WHS represents the Defense Agencies, other than DLA, and the DoD Field Activities.

3.2. Issue DoW-wide, Military Department, and other DoW Component civilian personnel policies and procedures only when necessary to supplement a statute or federal rule or to meet DoW or DoW Component-unique needs.

3.3. Eliminate redundant and unnecessary regulations.

3.4. Assign civilian personnel to all positions that do not require military incumbents due to reasons of law, training, security, discipline, rotation, or combat readiness.

3.5. Develop and maintain standard civilian personnel data.

3.6. Develop, deploy, and maintain a single Defense Civilian Personnel Data System.

3.7. Provide direction and oversight for regionalization of DoW civilian personnel offices.

3.8. Delegate civilian personnel management authorities to the lowest practical level.

3.9. Provide DoW-wide internal and external placement systems to assist displaced DoW employees.

3.10. Provide civilian personnel policies and procedures that are consistent with and support merit system principles equal compensation and employment opportunities, and that permit flexible work arrangements that allow employees to better balance their work and other (e.g., family) responsibilities.

4. RESPONSIBILITIES

4.1. The Assistant Secretary of War for Force Management Policy, within the office of the Under Secretary of War for Personnel and Readiness, shall:

4.1.1. Promulgate DoW publications to implement DoW policy and civilian personnel management procedures required and authorized by references (b) through (o).

4.1.2. Develop necessary legislation, regulations, or authorities to encourage and support flexibility in civilian personnel management and administration.

4.2. The Heads of the DoW Components

4.2.1. Shall implement the DoW civilian personnel policies, procedures, programs and requirements.

4.2.2. Shall comply with the philosophy and policy of the Secretary of War to keep policies and supplementation of DoW-wide policies to a minimum and eliminate regulations that are redundant or unnecessary.

4.2.3. May supplement the policies, procedures, requirements, and guidance as authorized in Volume 100 of DoD Instruction 1400.25 (reference (r)), and other related DoW issuances.

4.2.4. Shall delegate civilian personnel management authorities to the lowest practical level.

5. SUMMARY OF CHANGE 1

The changes to this issuance are administrative and update language to comply with Executive Order 14173 (Reference (s)) and the October 10, 2025 Secretary of War Memorandum (Reference (t)).

6. EFFECTIVE DATE

This Directive is effective immediately.



John P. White
Deputy Secretary of Defense

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Title 33, United States Code, "Navigation and Navigable Waters"
- (f) Title 38, United States Code, "Veterans' Benefits"
- (g) Section 2000e of title 42, United States Code, "Equal Employment Opportunities"
- (h) Title 5, Code of Federal Regulations, "Administrative Personnel"
- (i) Title 20, Code of Federal Regulations, "Employees Benefits"
- (j) Title 32, Code of Federal Regulations, "National Defense"
- (k) Title 33, Code of Federal Regulations, "Navigation and Navigable Waters"
- (l) Title 35, Code of Federal Regulations, "Panama Canal"
- (m) Title 38, Code of Federal Regulations, "Pensions, Bonuses, and Veterans Relief"
- (n) Title 29, Code of Federal Regulations, Part 1614, "Equal Employment Opportunity in the Federal Government"
- (o) Title 22, United States Code, "Foreign Relations and Intercourse"
- (p) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," dates vary by volume
- (q) DoW Instruction 5025.01, "DoW Issuances Program," January 20, 2026
- (r) DoD Instruction 1400.25, Volume 100, "DoD Civilian Personnel Management System: General Provisions," December 3, 1996, as amended
- (s) Executive Order 14173, "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," January 21, 2025
- (t) Secretary of War Memorandum, "Department of War Secondary Titles," October 10, 2025