



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Commissary Career Program

DeCAD 50-18
January 10, 2014

Human Resources
OPR: DeCA/ COHS

References:

1. REISSUANCE AND PURPOSE. This Directive:

a. Rescinds DeCA Directive (DeCAD) 50-18, "Commissary Career Program," September 2001, (Reference (a)) and establishes DeCA Manual (DeCAM) 50-18.1, "Commissary Career Program Manual," January 10, 2014, (Reference (b)).

b. Clarification Concerning Agency Guidance for GS-1144 Recruitment Memo, dated September 24, 2004. (Reference (c)) is hereby cancelled and replaced by DeCAM 50-18.1 "Commissary Career Program."

c. Agency Guidance for GS-1144 Qualifications Determination Memo, dated May 31, 2002, (Reference (d)), is hereby cancelled and replaced by DeCAM 50-18.1 "Commissary Career Program."

d. Commissary Career Program (CCP) Memo, dated December 13, 2005, (Reference (e)), is hereby cancelled and replaced by DeCAM 50-18.1 "Commissary Career Program."

e. It is established in compliance with references listed above.

f. This directive establishes policy and procedures governing the management and administration of the Commissary Career Program (CCP).

2. APPLICABILITY. This Directive applies to DeCA activities worldwide.

3. POLICY. It is DeCA policy that:

a. Department of Defense (DoD) Directive 5105.55, "Defense Commissary Agency" (DeCA), March 12, 2008, (Reference (f)) authorizes the establishment and administration of a civilian career management program to include referral services and development program for commissary management personnel.

b. The use of Succession Management and competitive/non-competitive hiring procedures will be used to manage the GS-1144 Commissary Management career field throughout the Agency.

c. The purpose of these hiring programs will be used to recruit, develop, advance and retain a cadre of well-qualified, highly skilled individuals to fill commissary management positions at all levels in the Agency.

d. Management has the right to determine the method by which positions will be filled and to determine the appropriate recruitment sources to meet mission objectives and affirmative action goals, as referenced in the Agency Merit Staffing Plan.

e. This Directive must be applied in conjunction with applicable collective bargaining agreement (CBA) provisions. Whenever this Directive and CBA cover the same subject, the CBA prevails for positions covered by the CBA.

4. RESPONSIBILITIES: All responsible parties listed below shall conform to the guidelines described.

a. The DeCA Director will:

(1) Strongly promote Succession Management, the Commissary Career Intern Program, the Department Manager Developmental Program, and the use of both competitive and non-competitive selection procedures to promote the long-range recruitment retention needs of the Agency;

(2) Ensure adequate funding and personnel resources are allocated to provide for program planning, development, and administration;

(3) Ensure adequate funding and billets are allocated to satisfy training and development requirements for the career field, including dedicated billets for career intern and upward mobility programs; and

(4) Ensure that all facets of the CCP program support DeCA's mission, strategic plan, and Equal Employment Opportunity/Affirmative Action goals and objectives.

b. The Deputy Director will:

(1) Provide broad direction to the Commissary Career Board (CCB) on short and long term recruitment goals;

(2) Establish parameters of DeCA mobility requirements as they apply to GS-1144 positions;

- (3) Recommend senior managers for inclusion in long-term executive training;
- (4) Determine inclusion or exclusion of GS-1144 positions in external executive development programs, and
- (5) Approve all polices applicable to the CCP.

c. The CCB formulates policy that is articulated in a comprehensive career management plan for the commissary management career field. The CCB is a permanent board that provides guidance for program design, development, implementation, and evaluation. The CCB is responsible for establishing program goals; defining objectives, and tasking committees and special working groups as appropriate.

d. The Director, Human Resources (HR) is responsible for general program oversight and will serve as a proponent for CCP guidance governing the administration of the program. The Director, HR is the proponent for interpretation of civilian personnel law, Federal regulations, and DoD directives as they may apply to CCP issues, program policies, and operations.

(1) Classification and Staffing Division:

- (a) Administers the CCP, to include the Succession Management Program;
- (b) Formulates and recommends policies, as appropriate;
- (c) Is responsible for the classification of all GS-1144 positions, at all grade levels.

(2) Workforce Development Division:

- (a) Administers and oversees execution of formal development programs established under the provision of this directive;
- (b) Manages funds allocated to support formal development programs and supervisory, managerial, and executive training.

e. The Director, Equal Employment Opportunity (EEO) will provide advice to the CCB, managers, and supervisors on EEO and Affirmative Action goals and requirements as they relate to Succession Management reassignments, USA job referrals, formal development programs, or other related matters. EEO will work with HR and the CCB to identify barriers to advancement and recommend strategies and solutions to correct work force diversity imbalances.

f. Managers and supervisors will support the CCP and carry out all program responsibilities established by this directive.

g. DeCA employees will identify and pursue available opportunities for self-development and self-initiated performance improvement. Employees are responsible for furnishing complete and accurate information when competing for vacant commissary management specialist (CMS) positions through competitive procedures and/or completing the Succession Management Employee Questionnaire.

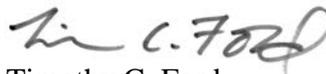
5. MANAGEMENT CONTROL SYSTEM. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2, "Internal Control Program," December 17, 2007, (Reference (g)) and DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008, (Reference (f)).

6. RELEASABILITY – UNLIMITED. This Directive is approved for public release and is located on DeCA's Internet Web Site, www.commissaries.com.

7. EFFECTIVE DATE.

a. This Directive is effective January 10, 2014.

b. Must be reissued, cancelled, or certified current within 5-years of its publication, in accordance with DoD Instruction 5025.1, "DoD Directives System," (Reference (h)). If not, it will expire effective January 10, 2019, and be removed from the DeCA Issuances Website.



Timothy C. Ford
Chief, Executive Service Division

Enclosures:
References
Acronyms

ENCLOSURES

REFERENCES

- a. DeCAD 50-18, "Commissary Career Program," September 2001 (hereby rescinded)
- b. DeCAM 50-18.1, "Commissary Career Program Manual," December 12, 2013
- c. Memorandum, Clarification Concerning Agency Guidance for GS-1144, September 24, 2004 (hereby rescinded)
- d. Memorandum, Agency Guidance for GS-1144 Qualifications Determination, May 31, 2002 (hereby rescinded)
- e. Memorandum, Commissary Career Program (CCP), December 13, 2005 (hereby rescinded)
- f. DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- g. DeCAD 70-2, "Internal Control Program," December 17, 2007
- h. DoD Instruction 5025.1 "DoD Directives System," Change 1, effective August 20, 2013

GLOSSARY

Acronyms

CBA	Collective Bargaining Agreement
CCB	Commissary Career Board
CCP	Commissary Career Program
CMS	Commissary Management Specialist
COHS	Human Resources Staffing and Career Management
COO	Chief Operating Officer
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAM	Defense Commissary Agency Manual
DoD	Department of Defense
EEO	Equal Employment Opportunity
HR	Human Resources