



DECA DIRECTIVE 50-25

DECA PERSONNEL SUITABILITY PROGRAM

Originating Component: Human Resources Directorate

Effective: June 1, 2018

Releasability: Unlimited. This directive is approved for public release and is located on DeCA's internet website at www.commissaries.com.

Reissues and Cancels: DeCA Directive 50-25, "DeCA Personnel Suitability and Security Programs," February 2002

Approved by: Timothy Ford, Chief, Administration Division

Purpose: This Directive outlines the provisions of Title 5, Code of Federal Regulation (CFR), Section 731, Department of Defense (DoD) Instruction (DoDI) 1400.25, Volume 731 and DoD Manual (DoDM) 5200.02 within Defense Commissary Agency (DeCA), and DoDI 5025.01.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Directive applies to all U.S. citizens who are employees of DeCA.

1.2. POLICY. It is DeCA policy to comply with established laws, Office of Personnel Management and DoD guidance, policies and procedures pertaining to personnel suitability investigations and assignment of individuals to sensitive duties according to DeCA Directive (DeCAD) 70-2 and Privacy Act of 1974.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, HUMAN RESOURCES (HR). The Director of HR is responsible for the development, implementation, and monitoring of the DeCA Personnel Suitability Program including policy, procedures, and program implementation.

2.2. MANAGERS/SUPERVISORS. Managers and supervisors are responsible for ensuring employees are assigned to the correct position description (PD) and submit required documentation to meet background investigation requirements. Upon receipt of a letter of denial/revocation package, supervisors and managers are responsible for taking applicable corrective action with the assistance of the appropriate HR staff.

2.3. HR SPECIALISTS. The HR specialists, in conjunction with supervisors and managers, ensures that the PD is assigned a position sensitivity level commensurate with the duties of the position and in accordance with 5 CFR 731 and DoDM 5200.02. Labor and Employee Relations staff will provide assistance and guidance to managers and supervisors initiating unfavorable security-based actions.

2.4. GENERAL COUNSEL (GC). GC will review unfavorable security-based actions for legal sufficiency.

GLOSSARY

G.1. ACRONYMS.

CFR	Code of Federal Regulation
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency directive
DoD	Department of Defense
DoDI	Department of Defense instruction
DoDD	Department of Defense directive
DoDM	Department of Defense manual
GC	General Counsel
HR	Human Resources
OPM	Office of Personnel Management
PD	position description
U.S.	United States

G.2. DEFINITIONS.

adjudication. The process of making an official decision.

suitability. The quality of being right or appropriate for a particular person, purpose, or situation.

REFERENCES

DeCAM 50-25.1, “DeCA Personnel Suitability and Security Programs,” June 1, 2018
DeCAD 70-2, “Internal Control Program,” December 17, 2007
DoD Instruction 1400.25, Volume 731, “DoD Civilian Personnel Management System,
Suitability and Fitness Adjudication for Civilian Employees,” August 24, 2012
DoD Instruction 5025.01, “DoD Issuance Program,” c2/December 22, 2017
DoD Manual 5200.02, “Procedures for the DoD Personnel Security Program (PSP),”
April 3, 2017
Privacy Act of 1974
Code of Federal Regulations, Title 5, Section 731, April 13, 2018