OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

ADMINISTRATION &
MANAGEMENT

04 JAN 1995

MEMORANDUM FOR UNDERSECRETARIES OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE)
ASSISTANT SECRETARY OF DEFENSE (LEGISLATIVE AFFAIRS)
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANT TO THE SECRETARY OF DEFENSE (INTELLIGENCE OVERSIGHT)
ASSISTANT TO THE SECRETARY OF DEFENSE (PUBLIC AFFAIRS)
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NUCLEAR COMMAND AND CONTROL SYSTEM SUPPORT STAFF
EXECUTIVE SECRETARY OF THE DEPARTMENT OF DEFENSE

SUBJECT: FY 1996 through FY 2001 Civilian Personnel Reductions

The attached memorandum and enclosure from the Deputy Secretary of Defense directs a 5% annual decrement in OSD, Defense Support Activity (DSA), and DoD Field Activity civilian personnel authorizations through the FY 96-01 FYDP and provides guidelines for accomplishing these reductions.

In the near future, we will provide you with the specific reduction targets for your respective OSD Component(s) and their associated DSAs, and identify a deadline for the submission of your reduction plans for these organizations.

Consistent with the attached guidance, addressees should submit reduction plans for their respective DoD Field Activities directly to the Deputy Secretary of Defense within 30 days. Information copies of the plans for AFIS, DPMO, DTSA, OEA, and WHS, should be provided to the Director, Administration and Management, since they are under the manpower cognizance of this office.

D. O. Cooke
Director

Attachment

CIVILIAN REDUCTIONS PLAN FOR OSD
FISCAL YEARS 1996-2001

OVERALL CONCEPT

- Civilian personnel reductions in the Office of the Secretary of Defense will continue through the FYDP, but at a faster pace than over the past few years.

- Reductions will occur at the rate of five percent per year, based on the authorized civilian strength in the preceding year.

    - o Those organizations wishing to "front load" their reductions against the FYDP target may do so without prejudice. The Director of Administration and Management will recompute the baseline for such cases.

- Civilian personnel in the DSAs will be counted as part of the baseline and the same required percentage reduction applied as in OSD proper. Staff principals may, however, choose to achieve their overall reduction target by any combination of reductions in OSD and the DSAs.

- Reductions in military personnel will not be required as part of this effort.

    - o Conversion of civilian positions to military is discouraged.

- Staff principals reporting directly to the Secretary of Defense will be responsible for carrying out these reductions within their organizations.

- The Under Secretary of Defense for Personnel and Readiness will continue to provide overall policy guidance for this and other personnel reduction efforts, incorporating those policy items contained in this memo. The Director of Administration and Management will monitor the implementation and progress of these reductions and make periodic reports to the Deputy Secretary of Defense.

- Staff principals having responsibility for DOD Field Activities will report to the Deputy Secretary of Defense within 30 days on reduction plans for these organizations that parallel the reductions in OSD.

DEPUTY SECRETARY OF DEFENSE

1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

23 DEC 1994

MEMORANDUM FOR: UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS)
DIRECTOR, ADMINISTRATION & MANAGEMENT

SUBJECT: OSD Personnel Reductions

Please establish policy and implementation guidelines to effect the additional civilian personnel reductions in the Office of the Secretary of Defense as outlined in the attached paper. These additional reductions fulfill the requirement in PDM II.

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