



## DECA DIRECTIVE 50-18

# COMMISSARY CAREER PROGRAM

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**Originating Component:** Human Resources Directorate

**Effective:** October 12, 2021

**Releasability:** Unlimited. This directive is approved for public release and is located on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

**Reissues and Cancels:** DeCA Directive 50-18, "Commissary Career Program," January 10, 2014

**Approved by:** Arthur Yarbrough, Chief, Administration Division

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**Purpose:** This directive:

- Establishes policy and procedures governing the management and administration of the Commissary Career Program (CCP).

**TABLE OF CONTENTS**

**SECTION 1: GENERAL ISSUANCE INFORMATION** ..... 3  
    1.1. Applicability. .... 3  
    1.2. Policy. .... 3  
**SECTION 2: RESPONSIBILITIES**..... 4  
    2.1. Defense Commissary Agency (DeCA) Director..... 4  
    2.2. DeCA Deputy Director ..... 4  
    2.3. Director, Human Resources (HR)..... 4  
    2.4. Director, Equal Employment Opportunity (EEO). .... 5  
    2.5. Managers and Supervisors. .... 5  
    2.6. Employees..... 5  
**GLOSSARY** ..... 6  
    G.1. Acronyms. .... 6  
**REFERENCES**..... 7

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

**1.1. APPLICABILITY.** This directive applies to all Defense Commissary Agency (DeCA) activities and all DeCA personnel in accordance with Department of Defense Directive 5105.55.

**1.2. POLICY.** It is DeCA's policy that:

a. Department of Defense Directive 5105.55, "Defense Commissary Agency," March 12, 2008, authorizes the establishment and administration of a civilian career management program, to include referral services and a 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 Specialist (CMS), 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 DeCAM 50-26.1, "Merit Staffing Plan," April 16, 2020.

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.

## SECTION 2: RESPONSIBILITIES

### 2.1. DeCA DIRECTOR. The DeCA Director will:

- a. 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;
- b. Ensure adequate funding and personnel resources are allocated to provide for program planning, development, and administration;
- c. 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
- d. Ensure that all facets of the CCP program support DeCA's mission, strategic plan, and Equal Employment Opportunity/Affirmative Action goals and objectives.

### 2.2. DeCA DEPUTY DIRECTOR. The Deputy Director will:

- a. Provide broad direction on the CCP's short- and long-term recruitment goals;
- b. Establish parameters of DeCA mobility requirements as they apply to GS-1144 positions;
- c. Recommend senior managers for inclusion in long-term executive training;
- d. Determine inclusion or exclusion of GS-1144 positions in external executive development programs, and
- e. Approve all policies applicable to the CCP.

**2.3. DIRECTOR, HUMAN RESOURCES (HR).** The Director, Human Resources, is responsible for general program oversight and will serve as the 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 apply to CCP issues, program policies, and operations.

#### a. Classification and Staffing Division:

- (1) Administers the CCP, to include the Succession Management Program;

(2) Formulates and recommends policies, as appropriate;

(3) Is responsible for the classification of all GS-1144 positions, at all grade levels.

b. Workforce Development Division:

(1) Administers and oversees execution of formal developmental programs established under the provision of this directive;

(2) Manages funds allocated to support formal development programs and supervisory, managerial, and executive training.

**2.4. DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO).** The Director, EEO will:

a. Provide advice and guidance to 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;

b. Work with HR and managers to identify barriers to advancement and recommend strategies and solutions to correct work force diversity imbalances.

**2.5. MANAGERS AND SUPERVISORS.** Managers and supervisors will support the CCP and carry out all program responsibilities established by this directive.

**2.6. EMPLOYEES.** 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 CMS positions through competitive procedures and/or completing the Succession Management Employee Questionnaire.

## **GLOSSARY**

### **G.1. ACRONYMS.**

<b>CBA</b>	Collective Bargaining Agreement
<b>CCP</b>	Commissary Career Program
<b>CMS</b>	Commissary Management Specialist
<b>DeCA</b>	Defense Commissary Agency
<b>DeCAD</b>	Defense Commissary Agency Directive
<b>DeCAM</b>	Defense Commissary Agency Manual
<b>EEO</b>	Equal Employment Opportunity
<b>HR</b>	Human Resources

## **REFERENCES**

DeCAD 50-18, "Commissary Career Program," January 10, 2014 (hereby rescinded)  
DeCAM 50-26.1, "Merit Staffing Plan," April 16, 2020  
DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008