

## CIVILIAN PERSONNEL MANAGEMENT (CPM) FUNCTION

**MISSION:** Provide the civilian personnel needed to meet Department of Defense (DOD) manpower requirements under peacetime, mobilization, wartime, and post-war conditions.

**DEFINITION OF THE CPM FUNCTION:** The CPM function is defined as all of those activities governed by Title 5 of the United States Code (5 U.S.C.), Title 5 of the United States Code of Federal Regulations (5 C.F.R.), Federal Personnel Manual (FPM), and related rules, regulations, directives, instructions, policies, procedures, programs, standards, and guidance.

- Figure 1 shows the major subfunctions of the CPM function.

**SCOPE OF THE CPM FUNCTION:** The scope of the CPM function is determined by the scope of its governing laws and regulations. It includes DOD civilian employees subject to Title 5 of the United States Code. It excludes DOD civilian employees subject to other law, military personnel, and contractor personnel.

- Figure 2 shows an overview of the relationship between the CPM function and other Human Resources Management (HRM) functions.
  - CPM includes that subset of HRM functions applicable to managing civilian personnel.
  - CPM excludes that subset of HRM functions applicable to managing military personnel.
  - CPM excludes those subsets of HRM functions applicable to managing all DOD personnel.
- Figure 3 shows the relationships between CPM and other major subsets of HRM.
  - CPM excludes analyzing and forecasting the World Labor Economy, which is concerned with the available manpower pool and the competition for limited manpower resources.
  - CPM excludes Manpower Management (MM), which is concerned with analyzing and forecasting DOD manpower requirements, designing optimum force structures and organizational structures, and determining the optimum military-civilian-contractor personnel mix.
  - CPM excludes other HRM functions, such as Safety, Occupational Health, Health Care, and Religion.
- Figure 4 shows the major categories of civilian employees covered by the CPM function.

POSITION MANAGEMENT

JOB ANALYSIS  
JOB EVALUATION  
POSITION CLASSIFICATION

PERSONNEL ACQUISITION AND UTILIZATION

RECRUITMENT  
EXAMINATION  
SELECTION  
PLACEMENT  
TRAINING  
PERFORMANCE MANAGEMENT  
CAREER DEVELOPMENT  
SEPARATION

ADMINISTRATION OF PAY AND BENEFITS

ATTENDANCE AND LEAVE  
PAY RATES AND SYSTEMS  
INSURANCE AND ANNUITIES

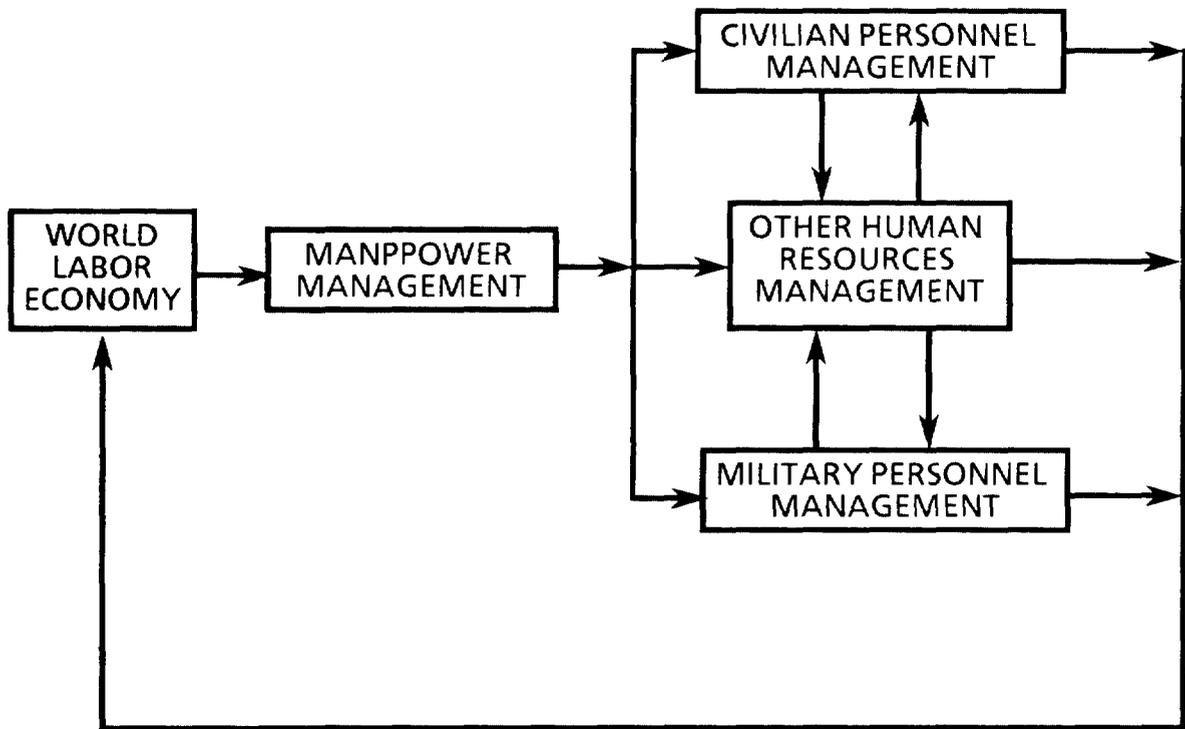
PERSONNEL RELATIONS AND SERVICES

PROGRAM REVIEW AND EVALUATION

Figure 1. Major Subfunctions of Civilian Personnel Management.



Figure 2. Subsets of Human Resources Management.



(Arrows indicate flows of personnel resources determined by management policies and individual personnel decisions.)

Figure 3. Relationships among the World Labor Economy, Manpower Management, and other subsets of Human Resources Management.

POLITICAL APPOINTEES COVERED BY 5 U.S.C.  
COMPETITIVE SERVICE AND EXCEPTED SERVICE EMPLOYEES  
PERMANENT, TEMPORARY, AND OTHER STATUS EMPLOYEES  
APPROPRIATED AND NONAPPROPRIATED FUND EMPLOYEES  
FOREIGN NATIONAL EMPLOYEES IN FOREIGN COUNTRIES  
SPECIAL EMPLOYMENT PROGRAM EMPLOYEES

Figure 4. Major Categories of Civilian Employees covered by the Civilian Personnel Management Function .