DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362-5101

IN REPLY REFER TO

NAVSEAINST 12720.3
OPR 09C141
23 Feb 91

NAVSEA INSTRUCTION 12720.3

From: Commander, Naval Sea Systems Command

Subj: CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY PROGRAM MANAGEMENT

Encl: (1) OPNAVINST 12720.8 dtd 22 Mar 90

1. Purpose. To implement enclosure (1), restating the policy of the Chief of Naval Operations regarding equal employment opportunity (EEO) for civilian employees.

2. Cancellation. NAVSEAINST 12713.3B of 25 January 1985.

3. Applicability. This instruction applies to all civilian employees and former civilian employees in NAVSEA Headquarters and its shore activities, both appropriated and non-appropriated fund employees, and to applicants for employment with the Naval Sea Systems Command.

4. Policy. The Commander, Naval Sea Systems Command is committed to the principle of equality of opportunity and treatment for all personnel without regard to race, color, sex, religion, age, national origin, and/or physical or mental handicap. The achievement of an environment of equal opportunity is an inherent responsibility of all personnel at every level of the chain of command. It is essential that all actions reflect professionalism, sound judgment and leadership in eliminating all forms of discrimination.

5. Responsibility. NAVSEA Equal Employment Opportunity program responsibilities are outlined in enclosure (1).

6. Action. All activities reporting directly to COMNAVSEA shall ensure full compliance with all requirements in this instruction.

P. M. HEKMAN, JR.

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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO

OPNAVINST 12720.8
OP-14/20AO
22 March 1990

OPNAV INSTRUCTION 12720.8

From: Chief of Naval Operations

Subj: CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY PROGRAM MANAGEMENT

Ref: (a) SECNAVINST 12720.5 of 30 Jan 89
(b) OCPMINST 12400.3 of 14 Jul 89
(c) OPNAVINST 12713.5 of 28 Oct 87
(d) OPNAVINST 12720.2 of 2 Feb 82
(e) OCPMINST 12713.1 of 8 Nov 89
(f) OPNAVINST 12720.6 of 20 Sep 89

Encl: (1) Affirmative Action and Special Emphasis Programs
(2) Discrimination Complaints Process
(3) List of Equal Employment Opportunity Reports and Other Requirements

1. Purpose. To reaffirm the commitment of the Chief of Naval Operations (CNO) to the principles of equal employment opportunity (EEO) for civilian employees and to implement civilian EEO programs throughout CNO following references (a) through (f). The phrase "Civilian EEO Program" will be used to refer to all aspects of the EEO program: i.e., policies, practices, procedures, etc.

2. Cancellation. OPNAVINST 12720.2.

3. Objectives. Objectives of the civilian EEO programs are to:

a. Achieve a civilian work force whose composition reflects the composition of the civilian labor force in terms of representation of minorities, women, and handicapped individuals.

b. Provide equal employment, advancement, and training opportunities for all civilian personnel regardless of race, color, religion, national origin, sex, age, and/or physical or mental handicap.

4. Applicability. The office of the CNO, its echelon 2 commands, and their respective field activities are subject to the provisions of this instruction. These provisions apply to civilian employees and former civilian employees (appropriated and nonappropriated fund employees) and to applicants seeking employment in the CNO civilian work force.

ENCLOSURE(1)

OPNAVINST 12720.8
22 MAR 1991

5. Policy

a. Affirmative actions are used to eliminate discriminatory policies and practices, past and present and to achieve equal employment opportunities. Affirmative actions shall be implemented to ensure full representation of minorities, women, and handicapped individuals in the civilian work force.

b. An environment place free of discriminatory practices and sexual harassment is essential to maintaining the readiness of a civilian work force which, in turn, is vital to the security of the nation. Discrimination on the basis of race, color, religion, national origin, sex, age, physical or mental handicap, and reprisal for prior EEO activities is prohibited. CNO recognizes the inherent right of all civilian employees to fair treatment and equal employment opportunities and establishes the following policy:

(1) No member of the CNO civilian work force shall be denied equal employment opportunities on the basis of race, color, religion, national origin, sex, age, or physical or mental handicaps; shall be subjected to acts of reprisal; or shall be subjected to sexual harassment by superiors, colleagues, or subordinates (civilian or military) of the CNO.

(2) No applicant seeking employment in the CNO civilian work force shall be denied equal employment opportunities on the basis of race, color, religion, national origin, sex, age, or physical or mental handicap; shall be subjected to acts of reprisal; or shall be subjected to sexual harassment by potential superiors, colleagues, or subordinates (civilian or military) of the CNO.

c. The managers and supervisors (civilian and military) who execute duties and responsibilities as representatives of the CNO, its echelon 2 commands, or their respective field activities shall carry the primary responsibility for executing the civilian EEO programs. These same managers and supervisors shall carry the same responsibility for guaranteeing that employees of the civilian work force or applicants are not subjected to sexual harassment.

d. Accountability is critical to the success of civilian EEO programs. Accountability shall be addressed under supervisory duties in position descriptions for civilian managers and supervisors. Accountability shall also be addressed in the various performance appraisal systems used to evaluate the performance of managers and supervisors (military and civilian) at all levels of the CNO organization.

e. Sufficient personnel and funding resources shall be allocated to support progressive civilian EEO programs; to identify and eliminate attitudes, policies, practices, procedures, and physical barriers which obstruct progress; and to guarantee a work place free of sexual harassment.

f. Civilian EEO programs shall be implemented in accordance with EEO laws, regulations, directives, instructions, etc., issued by higher level authorities within and outside of the Department of the Navy. They shall be implemented in concert with other civilian personnel policies, practices, and programs.

6. Major Aspects. The major aspects of the civilian EEO program are affirmative actions and special emphasis programs which are addressed in enclosure (1), the discrimination complaints process which is addressed in enclosure (2) and reference (e), and an awards program which is described in reference (f).

7. Minimum Requirements. The EEO Officers of the echelon 2 commands, headquarters, and field activities shall meet the following minimum requirements within their respective programs. They shall:

a. Publish personal policy statements, which are updated and reissued upon change of command and supplemented by specific oral and/or written pronouncements, to focus continued attention of supervisors, managers, and employees on EEO policies and practices.

b. Issue local instructions which set forth continuing civilian EEO programs; assign responsibility for program administration, execution, and evaluation; and set forth procedures and assign responsibility for handling discrimination complaints.

c. Ensure measurable improvement in the representation of women, minorities, and handicapped individuals in occupations and at grade levels in which they are "manifestly imbalanced" or "conspicuously absent" (at least annually).

d. Review their civilian EEO program accomplishments with department heads (at least annually).

e. Evaluate their civilian EEO programs in all major organizational segments to determine what progress has been made, to identify shortcomings, and to take corrective actions (at least annually).

f. Publish the accomplishments and/or progress of their civilian EEO programs (at least annually).

g. Publish achievements of minorities, women, and handicapped individuals (at least annually).

h. Require EEO training for supervisors and managers (at least annually).

i. Committees, councils, boards, etc., which are concerned with personnel matters and in which membership is appointive shall include minorities, women, and handicapped individuals. "Personnel matters" include, but are not limited to, recruitment, appointments, promotions, training, incentive awards, etc. Representation of minorities, women, and handicapped individuals shall be in a proportion which is no less than their representation in the organization's civilian work force.

j. Establish a working relationship with leaders of community groups to expand recruitment resources.

k. Process and resolve informal and formal discrimination complaints within established CNO time frames.

8. Responsibilities

a. The Chief of Naval Operations shall integrate progressive and effective civilian EEO management policies, practices, and programs into the overall personnel management policies, practices, and programs of the CNO civilian work force.

b. The Deputy Chief of Naval Operations (Manpower, Personnel and Training) (DCNO (MPT) (OP-01)) shall be delegated the responsibility to execute, manage, administer, and evaluate the policies, practices, and programs of the civilian EEO programs CNO-wide. The DCNO (MPT) (OP-01) shall keep the CNO informed of the progress and significant problems.

c. The Director of Civilian Personnel Programs Division (CNO (OP-14)) shall provide direct support to the DCNO (MPT) (OP-01). CNO (OP-14) develops, implements, manages, and evaluates CNO-wide civilian EEO policies, practices, and programs.

d. The Assistant Vice Chief of Naval Operations CNO (OP-09B) and the heads of echelon 2 commands shall execute the provisions of this instruction within their respective organizations.

e. The heads of the echelon 2 commands, CNO (OP-09B) and field activities shall be designated Equal Employment Opportunity (EEO) Officers. As EEO Officers, they shall administer and manage the civilian EEO programs within their respective organizations.

f. The Command Deputy EEO Officers shall provide direct support to their respective EEO Officers. They shall oversee development, implementation, management, and evaluation of their field activities' civilian EEO programs. The EEO Officers may delegate responsibilities to their Command Deputy EEO Officers as deemed appropriate.

g. The Deputy EEO Officers shall provide direct support to their respective EEO Officers. They shall develop, implement, manage, and evaluate the civilian EEO program within their organizations. The EEO Officers may delegate responsibilities to the Deputy EEO Officers as deemed appropriate.

9. Staffing Requirements for EEO Officials. The organizational location of the EEO office shall be at the discretion of the EEO Officer. However, Command Deputy EEO Officers and Deputy EEO Officers shall have direct access to their EEO Officers regarding EEO program management and implementation.

a. Command Deputy EEO Officers. Echelon 2 commands and CNO (OP-09B) shall select full-time Command Deputy EEO Officers.

b. Deputy EEO Officers. Echelon 2 commands, headquarters, and field activities:

(1) With 500 or more U.S. citizen civilian employees shall select full-time deputy EEO Officers.

(2) With less than 500 U.S. citizen civilian employees shall select full-time or part-time Deputy EEO Officers.

c. Managers of Special Emphasis Programs. Echelon 2 commands, headquarters, and field activities with 500 or more U.S. citizen civilian employees:

(1) Shall select full-time or part-time managers for the Federal Women's Program, the Hispanic Employment Program, and the Handicapped Individuals Program.

(2) May select full-time, part-time, or collaterally assigned managers for other special emphasis programs such as the Asian/Pacific Islander Employment Program, the Black Employment Program, and the American Indian/Alaskan Native Employment Program.

d. EEO Counselors. Echelon 2 commands, headquarters, and field activities shall select a sufficient number of EEO Counselors to ensure timely responses to complaints or questions.

Counselors may be appointed on a full-time, part-time, or collaterally assigned basis. As a general rule, select one counselor for every 500 civilian employees.

e. Additional Professional, Technical, and Clerical Staff

(1) The number of additional professional, technical, and clerical personnel selected to support the civilian EEO programs depends upon what additional resources are needed to guarantee progressive and effective civilian EEO programs and timely submission of reports. These additional personnel may serve on a full-time, part-time, or collaterally assigned basis.

(2) Give consideration to the following criteria when deciding what resources are needed:

(a) The complexity of the various civilian EEO strategies and initiatives being implemented.

(b) The volume and complexity of discrimination complaints being processed and the impact of legally binding decisions resulting from those complaints.

(c) The complexity of the internal systems used to monitor and evaluate the progress of the civilian EEO programs.

(d) The impact of the Command Inspector General Program, the Office of Civilian Personnel Management (OFFCPM) Program Management Evaluation, on-site evaluations by echelon 2 commands and CNO (OP-09B) EEO officials as well as the on-site evaluations by the Equal Employment Opportunity Commission (EEOC) and the Office of Personnel Management (OPM).

(e) The number and complexity of activities serviced.

f. Staffing Resources Plans. Echelon 2 commands and CNO (OP-09B) shall develop command-wide staff resources plans consistent with the requirements of this instruction. Give consideration to the following criteria when developing and evaluating these plans:

(1) Effectiveness of EEO coverage for every U. S. citizen civilian employees.

(2) Effectiveness of internal systems used to evaluate progress toward civilian EEO objectives and to identify problems and barriers.

(3) Resources allocated to effectively resolve problems and eliminate barriers.

(4) The required resolution rate for discrimination complaints and timeliness of the discrimination complaint process.

(5) The nature and complexity of required reports.

10. Qualifications, Selection, and Training of EEO Officials

a. Qualifications. Full-time or part-time civilian EEO personnel shall meet minimum X-118 Qualification Standards for the GS/GM-260 and GS-361 series. Personnel with collateral assignments shall meet the X-118 Qualification Standards for "Subject Matter Positions Involving Equal Employment Collateral Assignments." Document collateral assignments by amending the employee's position description and performance evaluation form, or by executing a memorandum of understanding or agreement.

b. Selection Procedures

(1) Due to the critical nature of managing command-wide as well as headquarters and field activity level civilian EEO programs, selecting the highest caliber candidates for Command Deputy EEO Officer and Deputy EEO Officer positions is mandatory. Reference (c) issues policy for filling Command Deputy EEO Officer and Deputy EEO Officer positions.

(2) The following advertising procedures apply for these positions in grades 11 through 15:

(a) Minimal area of consideration shall be Navy-wide.

(b) Minimal advertisement period shall be 30 days. However, this 30 day requirement may be reduced to two weeks if the vacancies are announced through the OFFCPM regional electronic bulletin boards while simultaneously circulating the official vacancy announcements. Civilian personnel offices (CPOs) shall ensure that potential candidates have daily access to the vacancy information listed on the OFFCPM bulletin board or, where access is not available, shall arrange a mutually acceptable means for timely information exchange with their OFFCPM Regional Office.

(c) Command Deputy EEO Officer and Deputy EEO Officer positions organizationally located outside the CPOs shall be filled at the full performance level.

(d) The OFFCPM standard crediting plan is mandatory for filling Command Deputy EEO Officer and Deputy EEO Officer positions in grades 11 through 13. For positions above GM-13, the commands or field activities may either use the standard crediting plan or request approval of modifications to the plan from OFFCPM Headquarters CIVPERS/EEO Career Program Manager via CNO (OP-14). Also, request copies of the standard crediting plan through CNO (OP-14).

(e) Rating and Ranking Panels shall be used for both Command Deputy EEO Officer and Deputy EEO Officer positions. Panels rating and ranking Command Deputy EEO Officer positions shall include a representative from CNO (OP-14).

(3) Selection of competent EEO Counselors is critical to the successful operation of the informal counseling process for discrimination complaints. Reference (d), which issues guidance for the selection of EEO Counselors, shall be used.

c. Training Requirements

(1) Full-time and part-time civilian EEO specialists should possess knowledges and abilities in areas such as program management; civilian personnel functions; information systems management; decision-making, planning and budgeting; career counseling; human relations; and negotiations. Where background and previous training does not address these areas, assess and prioritize the employees' training needs, and develop "Individual Development Plans" within ninety (90) calendar days after the assignment. Integrate these development plans into the employees' performance appraisal requirements.

(2) Newly selected civilian EEO personnel with collateral assignments should receive training within ninety (90) calendar days after the assignment. At a minimum, training for EEO Counselors shall cover the knowledges, skills, and abilities addressed in reference (d). In addition, EEO Counselors assigned to "class action" cases shall receive additional training in that area. No EEO Counselor shall provide counseling services prior to satisfactory completion of training.

(3) Provide updated and refresher courses as needed.

11. Committees, Councils, Boards, Etc. Use of committees, councils, boards, etc., is optional but recommended. The membership, structure, and responsibilities of these committees, etc., are also optional. However, give consideration to the following criteria when determining the makeup of any committee:

a. At a minimum, memberships shall include representatives of the protected EEO groups affected by the actions of the committees, etc., (i.e., women on committees affecting women, minorities on committees affecting minorities, handicapped individuals on committees affecting the handicap, etc.,).

b. In addition, consider memberships which reflect the composition of the organization's work force at all levels, which allows participation by military personnel and union representatives, and/or any other conditions which affect the integrity of decisions made by the committees, etc.

c. CNO EEO Council. A council shall be established to provide a forum allowing Command Deputy EEO Officers from echelon 1 and 2 commands to discuss problems and issues and to make recommendations to CNO (OP-14). The responsibilities of the council shall include:

(1) Recommending policies which result in the successful achievement of EEO objectives.

(2) Providing feedback on the impact of SECNAV and CNO sponsored programs developed to increase the representation of minorities, women, handicapped individuals, and disabled veterans within the CNO civilian work force.

(3) Assessing the image of the CNO as an equal opportunity employer within the civilian community.

12. Chain of Command. Echelon 2 commands may initiate requirements in addition to those identified in this instruction, in references (a) through (f), or in other related guidance issued by higher level authority.

13. Action. Addressees shall implement the provisions of references (a) through (f) and this instruction.

14. Reports. Enclosure (3) summarizes reporting requirements for affirmative actions and the discrimination complaint process. It also summarizes deadlines for nominations for civilian EEO awards.

REGINALD M. FELTON
By direction

OPNAVINST 12720.8
22 MAR

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OPNAVINST 12720.8
22 MAR 1990

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AFFIRMATIVE ACTIONS AND SPECIAL EMPHASIS PROGRAMS

1. Affirmative Actions

a. As stated in the memorandum, affirmative actions are used to eliminate discriminatory policies and practices, past and present and to achieve equal employment opportunities. Affirmative actions are not intended to nor shall they result in preferential treatment of individuals or groups of people on the basis of race, color, religion, national origin, sex, age, and/or physical or mental handicap.

b. Affirmative actions within the CNO organization are not "voluntary." They are mandated by congressional action, executive orders as well as by Department of Defense (DOD) and Secretary of the Navy (SECNAV) policy.

c. Elements of affirmative employment programs shall be developed to ensure sound civilian EEO programs and shall:

(1) Provide adequate staff and fiscal resources throughout the organization to assure administration and implementation of results-oriented programs which involve every aspect of civilian personnel management policy and practice.

(2) Implement recruitment activities designed to reach and attract job candidates from all segments of the population.

(3) Identify and utilize skills of employees, facilitating movement by job restructuring techniques, establishing trainee positions, and assuring that qualification requirements are realistic in terms of duties to be accomplished and responsibilities to be carried out.

(4) Provide opportunities for employees to enhance their skills, perform at their highest potential, and advance in accordance with their abilities. These efforts include programs of career counseling and planning, training and education, job analysis and redesign, and elimination of unnecessary barriers to upward mobility.

(5) Facilitate understanding and support of programs by supervisors and managers (civilian and military) through practical training and advice, through effective use of incentive awards programs (civilian and military), and through evaluating supervisory and managerial performance (civilian and military).

(6) Encourage managerial support for and participation in community efforts to improve conditions such as housing, transportation, and education which affect employability.

(7) Evaluate progress, identify problem areas, and assess the effectiveness of program activities.

(8) Provide systems to informally resolve EEO related employment problems wherever possible, and for prompt, fair and impartial consideration of formal complaints of discrimination in any aspect of employment.

(9) Implement special programs to provide employment and training opportunities for the economically and educationally disadvantaged.

2. Special Emphasis Programs

a. CNO's approach to EEO shall address various EEO objectives under "one civilian EEO program" while concurrently focusing on special emphasis programs (SEPs). SEPs shall be integrated into the overall civilian EEO programs and shall enhance the employment, training, and advancement of minorities, women, and handicapped individuals. Currently the mandated SEPs are:

(1) the Federal Women's Program (FWP),

(2) the Hispanic Employment Program (HEP), and

(3) the Handicapped Individuals Program (HIP), which includes disabled veterans.

At the discretion of EEO Officers, SEPs may also be established for:

(1) Asian/Pacific Islanders,

(2) Blacks, and

(3) American Indian/Alaskan Natives.

b. SEPs within the CNO organization are not "voluntary." They are mandated by congressional action, executive orders, and SECNAV policy.

c. Each SEP focuses on both the common problems and barriers shared by all the groups of people as well as those unique to each group. Each SEP covers civilian employees and applicants seeking employment, training, and/or advancement within the CNO's civilian work force. The SEPs shall:

(1) Identify concerns, issues, problems, and barriers;

(2) Identify possible solutions and alternative actions;

(3) Establish objectives and implement courses of actions to meet those objectives;

(4) Monitor and evaluate progress; and

(5) Make adjustments or corrective measures to enhance continued progress toward meeting the objectives.

These problems, alternative courses of action, and accomplishments shall be formally documented in plans and reports.

3. Affirmative Employment Program Plans, Reports, and Updates

a. "Affirmative Employment Programs" (AEPs) are programs of self-analysis, problem identification, data collection, policy statements, and reporting requirements.

b. Affirmative Employment Program Plans (AEPPs) are documents with a life span of one to five years. The AEPPs are used to systematically address problems and barriers to equal employment opportunities which currently exist for women, minorities, handicapped individuals, and disabled veterans. AEPPs analyze the composition of the organization's civilian work force, identify problems and barriers, and develop strategies to reduce and eliminate "manifest imbalance" and "conspicuous absence" among minorities, women, and handicapped individuals in the CNO's civilian work force.

c. In addition to developing AEPPs, organizations submit annual reports reflecting progress toward meeting their objectives for the given fiscal year. The organizations also develop and submit revisions, referred to as "updates" to their AEPPs as needed. These updates are submitted jointly with the AEP reports.

d. Commands and activities with 500 or more permanent civilian employees (appropriated and nonappropriated fund employees) who

work on full-time or part-time work schedules shall develop and implement AEP plans, reports, and updates.

4. Additional Programs

a. The programs discussed above are within the jurisdiction of the EEO function. Other programs exist within the jurisdiction of the civilian personnel functions which also successfully eliminate discriminatory policies and practices. These programs include, but need not be limited to, the Federal Equal Opportunity Recruitment Program (FEORP) and the Upward Mobility Program (UMP).

b. The primary objective of FEORP is to reduce or eliminate the "manifest imbalance" and "conspicuous absence" among minorities and women within the CNO's civilian work force.

c. The primary objectives of UMP are to develop the skills of employees to their fullest extent and allow individuals to pursue opportunities consistent with their knowledges, skills, and abilities.

5. Prevention of Sexual Harassment. It is CNO policy that sexual harassment in any form will not be tolerated. This prohibition applies to civilian managers, supervisors, and employees. It also applies to military personnel who manage, supervise, or work with civilian employees.

DISCRIMINATION COMPLAINTS PROCESS

1. Introduction

a. Based on congressional actions and executive orders as well as DOD and SECNAV instructions, it is illegal to carry out discriminatory employment policies and practices on the basis of race, color, national origin, religion, sex, age, physical or mental handicaps, and/or reprisal for prior EEO activities. Complaints of discrimination shall be processed following reference (e).

b. Rate of Resolutions. Echelon 2 commands, headquarters, and field activities shall resolve at least 90 percent of their complaints during the informal counseling stage.

c. Optional Management Inquiry. In an effort to resolve complaints at the earliest possible date, EEO Officers may supplement, but not supplant or delay, EEO counseling with an informal management inquiry. After 14 calendar days of counseling, if the Deputy EEO Officer decides based on discussions with the EEO Counselor that an early resolution appears unlikely, he/she may recommend that the EEO Officer authorize and conduct an informal management inquiry. This inquiry may continue until an investigator is assigned to the complaint. Management will continue its effort to resolve the complaint throughout the process.

d. Prompt Review. The echelon 2 commands, headquarters, and field activities shall promptly review and process individual and class allegations of discrimination based on race, color, sex, age, religion, national origin, physical or mental handicap, and/or reprisal for prior EEO activities.

b. Safeguards. All safeguards which guarantee privacy, anonymity, and freedom from reprisal shall be in effect throughout the informal and formal process.

2. Summary of Complaint Process. The discrimination complaint process is broken down into two phases: the informal phase and the formal phase.

a. Informal Phase

(1) The purpose of the informal phase is to attempt to resolve potential discrimination complaints at the lowest management level possible. During this phase, the EEO Counselor gathers factual information and attempts to resolve complaints informally within 21 calendar days after being contacted by the aggrieved person.

(2) When an employee, a former employee, or an applicant has reason to believe he/she was discriminated against and wishes to seek corrective action, he/she shall first consult with an EEO Counselor. The EEO Counselor must be contacted:

(a) Within 30 days of the occurrence of the matter alleged to be discriminatory,

(b) Within 30 days of the effective date of a personnel action, alleged to be discriminatory, or

(c) Within 30 days of the date that the aggrieved person knew or reasonably should have known of the matter or personnel action alleged to be discriminatory.

b. Formal Phase

(1) The purpose of the formal phase is to officially determine whether or not specific act(s) of discrimination or reprisal have been taken against the complainant. Settlement offer(s) may be proposed to the complainant during any stage of the formal process. If no offers are acceptable to the complainant, the SECNAV, or a designee, renders the final agency decision.

(2) The complainant shall file the complaint with the organization in which the discrimination allegedly occurred.

(3) Once a formal complaint is filed, the "aggrieved person" is then referred to as the "complainant."

(4) Upon request by deputy EEO officers, Discrimination Complaints Investigation Components (DCICs) operating under the jurisdiction of the Naval Civilian Personnel Center (NCPC) provide personnel to investigate the allegations.

3. Timeliness. Complaints shall be resolved promptly. To this end, both the complainant and Deputy EEO Officer shall proceed without undue delay to resolve the complaint within 180 calendar days after it is filed. The time frames mandated in reference (e) for each stage of the discrimination complaint process shall be met by all parties concerned.

OPNAVINST 12720.8
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CHART FOR SUBMITTING EEO REPORTS AND OTHER EEO REQUIREMENTS
FROM ECHELON 2 COMMANDS TO THE CHIEF OF NAVAL OPERATIONS

	ACTION ITEMS	AUTHORITY	DUE DATE* TO CNO(OP-14)
	AFFIRMATIVE ACTION EFFORTS		
1a.	Affirmative Employment Multi-Year Program Plan (command-wide and/or headquarters)	EEOC-MD-714	Completed by existing commands as of June 88
b.	Annual Accomplishment Reports & Updates (command and/or headquarters)	EEOC-MD-714	15 January
c.	Statements by Organizations with Less Than 500 Employees	EEOC-MD-714	Completed by existing commands as of June 88
2a.	Affirmative Action Plan for Hiring, Placement, and Advancement of Individuals with Handicaps	EEOC-MD-713	Completed by existing commands as of December 88
b.	Annual Accomplishment Report Action & Update (consolidated and/or headquarters)	EEOC-MD-713	15 November
3a.	Disabled Veterans Affirmative Action Program Plan	FPM 720 Subchapter 3	Upon request
b.	Annual Accomplishment Report and Certification	FPM 720 Subchapter 3	Upon request
4a.	Federal Equal Employment Opportunity Recruitment Program Plan (FEORP)	OPNAVINST 12720.1 of 23 Feb 81	Completed
b.	FEORP Report	OPNAVINST 12720.1 of 23 Feb 81	Upon request
5a.	The Presidential Award Program for Outstanding Federal Employees with Disabilities	FPM 306 Subchapter 10 Respond by memorandum	15 March
b.	The Annual Certificate of Merit Award Program for Outstanding Affirmative Action Programs for Handicapped Individuals.	DOD Letter of Request Respond by memorandum	30 March
c.	Nathaniel Stinson EEO Program Awards	OPNAVINST 12720.6 of 20 Sep 89	15 November
	DISCRIMINATION COMPLAINTS PROCESSING		
1.	Semi-Annual Statistical Report on Discrimination Complaints (RCS 0288-EEO-SA (12713)	OCPMINST 12713.1 of 8 Nov 89	15 April & 15 October

*Due dates are based on reporting dates set by OFFCPM which must be met by CNO (OP-14). Dates are subject to change based on changing requirements by OFFCPM or other higher level authorities.