DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 12720.4
OPR: 09C
26 Aug 91

NAVSEAINST 12720.4

From: Commander, Naval Sea Systems Command

Subj: EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE EMPLOYMENT (EEO/AE) PROGRAMS

Ref: (a) OCPMINST 12720.1 of 25 Feb 91
(b) NAVSEAINST 12720.3 of 23 Feb 91
(c) EEOC On-Site Program Review of EEO/AE Programs - Department of the Navy, 15-21 May 90
(d) SECNAV ltr of 1 Mar 91

1. Purpose. To establish command policies and procedures for the implementation and management of the Naval Sea Systems Command (NAVSEA) Equal Employment Opportunity and Affirmative Employment (EEO/AE) Programs in accordance with references (a) and (b).

2. Applicability. This instruction is applicable to all supervisors and managers of NAVSEA Headquarters.

3. Background

a. Reference (c) provides the findings of the Equal Employment Opportunity Commission (EEOC) review of the EEO/AE Programs of the Department of the Navy. Reference (d) reiterates Affirmative Employment Program policy and expresses concern regarding some of the findings. The findings included a lack of management accountability, failure to disseminate information, and failure to make significant progress in achieving full representation of minorities and women and people with targeted disabilities.

b. Reference (d) challenged COMNAVSEA in particular, as the Navy's largest employer (33%), to develop and implement programs to effectively carry out our responsibilities in support of EEO/AE Programs initiatives.

4. Policy. Both Military and Civilian Supervisors must accept responsibility to recruit and select quality people to meet affirmative employment goals. Accountability for Navy progress towards the elimination of underrepresentation is the key to program success and shall be reflected in fitness reports and performance appraisals. The objective is to achieve affirmative

employment results for minorities, women and individuals with targeted disabilities which are consistent with the National Civilian Labor Workforce (CLF), or Standard Metropolitan Statistical Area (SMSA), as appropriate.

5. Responsibility

a. Managers and Supervisors

(1) Managers and supervisors are the key to an effective EEO/AE Program. They will be responsible for achieving affirmative employment results for minorities, women and people with targeted disabilities.

(2) Managers and supervisors will use all information provided to them by the Consolidated Civilian Personnel Office - Crystal City (CCPO-CC) when making a selection for a vacancy, (e.g., SF-171's, rating scores, Directorate EEO profile).

(3) Managers and supervisors should contact their servicing personnel specialist for assistance in developing personnel strategies to fill anticipated vacant positions.

b. Consolidated Civilian Personnel Office - Crystal City (CCPO-CC) will:

(1) Provide Directorates with individual EEO representational profiles which show managers where specific underrepresentation of women, minorities, and targeted disability employees exists.

(2) Provide assistance to managers and supervisors in developing recruitment plans targeting underrepresented groups within each directorate.

(3) Provide assistance in establishing EEO critical elements or work plan objectives in the performance evaluation of all civilian supervisors and managers whose program areas have a direct or indirect effect on achieving the EEO goals, as mandated by the Department of the Navy.

(4) Provide selecting officials with the selection/merit certificate(s) with the annotated statement "A Member(s) of the underrepresented group in your directorate is listed on the certificate", if applicable. CCPO-CC will also provide a copy of the current Directorate EEO profile.

(5) Communicate NAVSEA's EEO policy and programs and its employment needs to all sources of job candidates and solicit recruitment assistance on a continuing basis.

c. DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICER (DEEOO) NAVSEA HEADQUARTERS

(1) Manages the implementation of the EEO/AEP goals and objectives.

(2) Provides information and guidance to directorates in meeting established EEO/AEP goals.

(3) Monitors the progress made by directorates in achieving EEO/AEP goals.

6. Action. All civilian and military managers and supervisors reporting to Commander, Naval Sea Systems Command, Headquarters (COMNAVSEA HQ) shall ensure full compliance with all requirements in this instruction.

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