



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 12720.5  
OP-144C1

21 JUN 1985

OPNAV INSTRUCTION 12720.5

From: Chief of Naval Operations

Subj: PREPARATION AND SUBMISSION OF DATA FOR SPECIAL ANALYSIS  
OF FEDERAL CIVIL RIGHTS ACTIVITIES

Ref: (a) OMB Circular A-11, Preparation and Submission of  
Budget Estimates (NOTAL)  
(b) DOD 7110-1-M, DOD Budget Guidance Manual of 8 Jul 82  
(NOTAL)  
(c) NAVCOMPTINST 7102.2, Guidance for Preparation,  
Submission and Review of the Department of the Navy  
(DON) Budget Estimates (NOTAL)

Encl: (1) Staff Guide-Preparation of Civil Rights Expenditures  
Exhibits (OMB Circular A-11)

1. Purpose. To provide guidance and procedures for preparing and submitting the annual Office of Management and Budget (OMB) Circular A-11 budget estimates for civil rights activity required by reference (a).

2. Discussion. OMB Circular A-11 budget estimates for civil rights expenditures is an annual report requirement of all Federal agencies, including the military departments. The exhibits prepared in accordance with OMB Circular A-11, provide a summary of resources committed to the civilian equal employment opportunity (EEO) program. References (b) and (c) provide guidance relative to preparation and submission of Federal Civil Rights Program budget estimates. Enclosure (1) provides the proper format and line item explanation for each required exhibit. Reference (c) identifies the Chief of Naval Operations (CNO) (OP-01) as submitting office for Federal Civil Rights Program budget estimates for the CNO claimancy. Accordingly, this instruction will institutionalize the preparation and submission of civil rights exhibits jointly within Navy EEO and fiscal offices for CNO major claimants and their subordinate activities. This instruction establishes chain-of-command responsibility for preparation and submission of civil rights expenditure information in the CNO claimancy. All CNO claimants will, commencing with FY-85 submission (due to CNO 1 October 1985), submit OMB Circular A-11 data in the format of and in accordance with instructions provided by this issuance. This instruction will be amended as required and supplemented by annual updated guidance to be issued by CNO (OP-144).

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3. Background. Prior to 1982 when OMB assumed responsibility for the civil rights expenditure reports, OMB and the Equal Employment Opportunity Commission (EEOC) shared the responsibility. During that time, report formats and content were frequently revised. To alleviate the effect of those changes on subordinate levels, CNO (OP-144) designed the exhibit currently in use within the CNO claimancy. This exhibit, which differs in format structure from the OMB prescribed format, provided the required information in a simpler form with less structuring of the data. The exhibits provided by this instruction (enclosure (1)) constitute the reporting format currently prescribed by OMB.

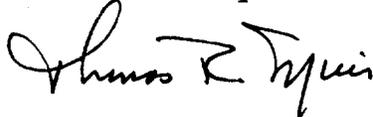
4. Action. Effective with FY-85 submission (October 1985) the exhibits required by references (a) through (c) and provided at enclosure (1) will be prepared and submitted by echelon I and II commands to CNO (OP-144) for review and consolidation as follows:

<u>Exhibit # &amp; Title</u>	<u>Submitting Office(s)</u>	<u>Due Date to CNO</u>
53-1 Summary--All Agency Civil Rights Activities (all agency <u>internal</u> equal employment activities)	All echelon I & II commands	1 October
53-13 Complaint Counseling (Workload & Performance Indicators)	NCPC Headquarters	1 October
53-13 Complaint Counseling (Resources)	OP-144	1 October
53-14 Complaint Processing (Workload & Performance Indicators)	NCPC Headquarters	1 October
53-14 Complaint Processing (Resources)	OP-144	1 October
53-15 Technical Assistance (Resources)	All echelon I & II commands	1 October

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53-15 Technical Assistance (Workload & Performance Indicators)	OP-144	1 October
53-16 Policy Development	OP-144	1 October
53-18 Affirmative Action	All echelon I & II commands	1 October
Narrative	All echelon I & II commands	1 October

5. Reports. Reporting requirements cited in paragraph 4 and enclosure (1) are exempt from reports control by OPNAVINST 5214.7.



THOMAS R. MWR  
Assistant Deputy Chief of Naval  
Operations (Civilian Personnel/  
Equal Employment Opportunity)

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ments or evaluation activities accomplished during the reported fiscal years and significant accomplishments in the EEO program during the past fiscal year and/or projected for accomplishment during the current and budget fiscal years.

Within the Navy Department claimancy, feeder reports are prepared at each activity level and are consolidated by major claimants prior to submission to the CNO (OP-144) for preparation of the consolidated CNO OMB Circular A-11 report. Accordingly this staff guide will discuss the content of each exhibit required by OMB; the method and rationale for the various fiscal calculations which are required and the personnel requirements and the workload indicators which must be developed to provide accurate and timely information relative to the EEO program at local and command levels.

Each exhibit will be discussed separately and information required by line item and exhibit will be addressed.

Enclosure (1)

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DEPARTMENT OF THE NAVY  
FEDERAL CIVIL RIGHTS  
PROGRAM CLASSIFICATION SCHEDULE

Program: All agency civil rights programs

Activity: All agency civil rights activities

Line Code	<u>Data Entries</u>	19 PY <u>Actual</u>	19 CY <u>Est.</u>	19 BY <u>Est.</u>
<u>All agency civil rights program activities</u>				
10	Obligations (in thousands of dollars)	_____	_____	_____
20	Outlays (in thousands of dollars)	_____	_____	_____
30	Full-time permanent civil rights staff	_____	_____	_____
40	Total Federal workyears for (30)	_____	_____	_____
50	Outlays, salaries for (40) (in thousands of dollars)	_____	_____	_____
60	Total, other federal workyears	_____	_____	_____
70	Outlays, salaries for (60) (in thousands of dollars)	_____	_____	_____
<u>All agency internal equal employment activities</u>				
80	Obligations (in thousands of dollars)	_____	_____	_____
90	Outlays (in thousands of dollars)	_____	_____	_____
100	Full time permanent internal civil rights staff	_____	_____	_____
110	Total Federal workyears for (100)	_____	_____	_____
120	Outlays, salaries for (110) (in thousands of dollars)	_____	_____	_____
130	Total, other Federal workyears	_____	_____	_____
140	Outlays, salaries for (130) (in thousands of dollars)	_____	_____	_____

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All external agency civil rights activities

150	Obligations (in thousands of dollars)	_____	_____	_____
160	Outlays (in thousands of dollars)	_____	_____	_____
170	Full time permanent external civil rights staff	_____	_____	_____
180	Total Federal workyears for (170)	_____	_____	_____
190	Outlays, salaries for (180) (in thousands of dollars)	_____	_____	_____
200	Total, other Federal workyears	_____	_____	_____
210	Outlays, salaries for (200) (in thousands of dollars)	_____	_____	_____

Federally assisted programs

220	Total number of Federally assisted programs	_____	_____	_____
230	Total dollar value of federally assisted programs (in thousands of dollars)	_____	_____	_____
240	Total recipients of Federal assistance under these programs	_____	_____	_____

Agency Contact: \_\_\_\_\_ Telephone No. \_\_\_\_\_

EXHIBIT 53-1

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Exhibit 53-1 - All agency internal equal employment activities

This exhibit reports total obligations, total full-time staff and total work years associated with the EEO program. The information provided here is the basis for the amounts shown on subsequent exhibits included in the A-11 report. The collective totals shown on subsequent exhibits will not exceed the amounts shown by respective categories, on Exhibit 53-1.

Line 80 The information required for display on this exhibit (53-1) and subsequent exhibits is essentially: (a) professional EEO staff by grade and step and number of authorized positions; (b) salaries and benefits; (c) program/project costs; (d) travel and training costs; (e) staff years of effort contributed to the EEO program by other than assigned EEO personnel (this effort can be by part-time or full-time non-EEO personnel but will not include consultants or non-federal employees). Total cost/obligations will show on line 80.

Line 90 For purposes of this report, obligations and outlays will be considered as synonymous on this and following exhibits.

Line 100 and 120 Preparation of the exhibits involves: Price-out of salary and benefits for the authorized full-time civil rights staff (not merely "on-board" staff personnel. To provide an accurate "pricing," numbers of authorized positions by grade and step must be known. If "step" is unknown, step 5 of appropriate grade may be used. A 10 percent factor will be added to the "salary" computation for the government's share of personnel benefits. The sum of the salary and benefit calculators will be shown on line code 120. The total number of full-time permanent EEO staff positions will be shown on line 100. Salary/benefit costs are those associated with Object Class Code 10--Personal Services and Benefits.

Line 110 Work-years - A federal work year normally equates to 2080 hours of effort. A staff person who works for a full 12 months of the fiscal year (Oct-Sept) is considered to have worked one work year. However, where positions are vacant for some part or all of a fiscal year, an adjustment must be made. Where actual staff work years cannot be accurately determined, a two percent attrition factor may be applied to staff positions reported on line code 100. Example: line 100 = 100 full-time staff, line 110 = 98 federal work years.

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Line 130 and 140 Other Federal work years - work years associated with the efforts of full-time or part-time non-EEO and personnel who contribute to developing and/or implementing the EEO program. (This may include collaterally assigned personnel where appropriate). The collective efforts of these "other" personnel will be shown as the "nearest whole number" of work years on line 130. The salary and benefits associated with these work years will be shown on line 140. (Do not include consultant or non-federal employees).

Lines 150-240 All External Agency Civil Rights Activities. This section deals with programs conducted in the private sector or non-Federal public sector. Navy programs report Federal sectors programs only.

Note: (1) Exhibit 53-1 is a summary exhibit and reflects total staff year positions and associated dollar amounts. The amounts shown on subsequent exhibits when totaled, by category, will equal the amounts shown on exhibit 53-1.

(2) Policy relating to outyear salary projections involving payraise, promotion and approved new billets may be obtained from budget/manpower offices. Outyear payraises, if not approved, will not be included in cost projections. Requested, but not approved, billets will not be included in projected requirements.

(3) 19PY - Actual This term refers to the fiscal year just ended. (Past year)

19CY Est. - This term refers to the current fiscal year beginning on 1 October of the current year. (FY-85 began 1 October 1984)

19BY Est. - This term refers to the year following the current year and is the budget year.

(4) For purposes of this report "obligations" and "outlays" are used interchangeably and are considered synonymous.

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- (5) Military equal opportunity requirements are addressed separately and will not be included in this report.

Enclosure (1)

DEPARTMENT OF THE NAVY  
 FEDERAL CIVIL RIGHTS  
 PROGRAM CLASSIFICATION SCHEDULE

Program: 10-Federal service equal employment opportunity

Activity: 10-Complaint Counseling

<u>Line Code</u>	<u>Data Entries</u>	<u>19 PY Actual</u>	<u>19 CY Est.</u>	<u>19 BY Est.</u>
10	Outlays (in thousands of dollars)	_____	_____	_____
20	Federal workyears (Professional Only)	_____	_____	_____
30	Salary outlays for (20), above (in thousands of dollars)	_____	_____	_____
	<u>Workload and Performance Indicators</u>			
40	Total persons counseled	_____	_____	_____
50	Total reported in (40) which resulted in informal resolutions of complaints	_____		
60	Total informal resolutions involving relief for complaints	_____		
70	Total informal resolutions involving backpay or other lump sum payments for complainants	_____		
80	Total value of settlements reported in (70)	_____		
90	Total informal resolutions involving promotion, reinstatement, or hire of complainants	_____		
100	Total informal resolutions involving relief not reported in lines (70) through (90)	_____		

Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

EXHIBIT 53-13

Exhibit 53-13 - Complaints Counseling

This exhibit provides data relative to Navy EEO complaints counseling activity. The report consists of two sections, one section deals with resources, the other with workload and performance indicators. Data reported on this exhibit must be consistent with complaints activity reported for the activity/command via other reporting systems.

- Line 10 Report on this line all costs associated with complaints counseling (i.e., salaries of full-time counselors, part-time or collaterally assigned counselors, administrative costs involved, etc.)
- Line 20 This line will report the work years associated with professional staff counselors. Where no full-time professionals are employed show zero on this line.
- Line 30 Salary and benefit amounts required to compensate staff work years reported on line 20.
- Line 40 Report numbers of persons counseled by equal employment opportunity counselors as a result of reporting an informal complaint.
- Line 50 Report the number of persons counseled whose complaints were resolved at the informal stage.
- Line 60 Report the total number of resolutions which resulted in some type of relief for the aggrieved party as a result of counseling at the informal stage.
- Line 70 Report the number of resolutions at the informal stage that involved back pay or lump sum payments as a result of complaint counseling.
- Line 80 Report total value of back pay or lump sum payments resulting from the resolution of complaints through counseling at the informal stage.
- Line 90 Report number of resolutions resulting from counseling at the informal stage which resulted in promotion, reinstatement or hire of aggrieved person.
- Line 100 Report total number of resolutions on an informal basis which resulted in relief other than back pay, lump sum, promotion, reinstatement or hire i.e., apology, removal of adverse material from personnel file, better accommodation, restored leave, etc.

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DEPARTMENT OF THE NAVY  
FEDERAL CIVIL RIGHTS  
PROGRAM CLASSIFICATION SCHEDULE

Program: 10-Federal service equal employment opportunity

Activity: 30-Complaint processing

<u>Line Code</u>	<u>Data Entries</u>	<u>19 PY Actual*</u>	<u>19 CY Est.</u>	<u>19 BY Est.</u>
10	Outlays (in thousands of dollars)	_____	_____	_____
20	Federal workyears (Professional only)	_____	_____	_____
30	Salary outlays for (20), above (in thousands of dollars)	_____	_____	_____
	<u>Workload and Performance Indicators</u>			
40	Total complaints in inventory at beginning of FY, agency processing not completed	_____	_____	_____
50	Total complaints received during FY	_____	_____	_____
60	Total complaints in (40) and (50) which were class complaints	_____		
70	Total complaints in inventory at end of FY, agency processing not completed*	_____	_____	_____
80	Total complaints in (70) open more than 180 days after filing	_____	_____	_____
90	Total investigations initiated	_____	_____	_____
100	Total in (90) to be performed by non-agency personnel**	_____	_____	_____
110	Total final agency decisions rendered	_____	_____	_____
120	Total number of agency final decisions appealed to EEOC/MSPB	_____		
130	Total complaints closed administratively or for lack of jurisdiction	_____		
140	Total agency final decisions sustaining allegations	_____		

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150	Total persons receiving relief pursuant to decisions in (140)	_____
160	Total persons receiving backpay or other lump sum payments	_____
170	Total value of payments in (160)	_____
180	Total number of persons hired, reinstated, or promoted pursuant to agency final decisions	_____
190	Total persons receiving relief other than (170) and (180)	_____
200	Total agency final decisions resulting in substantive changes in personnel policies	_____

Agency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

\* For purposes of this report, complaints appealed to EEOC are considered to have completed agency processing.

\*\* Include all investigations "contracted out" or performed by other agencies on a reimbursable or other basis.

EXHIBIT 53-14

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## Exhibit 53-14 - Complaint Processing

This exhibit provides information relative to the processing of discrimination complaints in Navy. The resources portion of the exhibit reports total costs involved in the processing of complaints which will include travel expenses, contract investigators if/where appropriate, etc. The workload and performance indicator portion of the exhibit reports numbers and disposition of complaints decisions, inventory status etc. Information reported in this portion will be consistent with other reports of complaints processing prepared for other reporting requirements.

- Line 10 Total costs associated with complaint processing is reported on this line.
- Line 20 Full-time permanent, professional investigators and activity EEO professional staff engaged in complaint processing are reported here. All contract investigator costs, unless locally procured by activity or command will be reported by NCPC.
- Line 30 Report salary for federal work years reported on line 20.
- Line 40 Report number of complaints not formally closed prior to end of reporting period (fiscal year). This includes all back logged complaints regardless of the length of time they have been in the system. Complaints appealed to the EEOC are considered to have completed agency processing.
- Line 50 Report all new complaints received during the fiscal year.
- Line 60 Report all complaints reported in line 40 and 50 above which were class complaints. Class complaints are defined as those which involve a pattern or practice of discrimination or systemic discrimination and which have a class or a potential class of more than one person. (See 29 C.F.R. 1613.601(a) for complete definition.)
- Line 70 Report total complaints in the inventory at the end of the fiscal year where agency processing is not complete. These are complaints which are normally referred to as active or open. Unresolved complaints for the first three quarters of the actual fiscal year or actual data for the first half will be reported where later

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data is unavailable. (Note what portion of fiscal year is being reported.)

Line 80 Indicate number of complaints reported in line 70 open more than 180 days after filing.

Line 90 Total number of investigations initiated by the agency during the fiscal year.

Line 100 Report the number of investigations performed by non-agency personnel i.e., contractor personnel or other agency personnel on a reimbursable basis.

Line 110 Report the number of final agency decisions rendered by appropriate agency officials either, with or without a hearing and transmitted by letter to the complainant. Do not include informal resolutions of complaints prior to a final agency decision. Report the number of informal resolutions in a footnote.

Line 120 Report the number of final decisions appealed to the Equal Employment Opportunity Commission or the Merit Systems Protection Board.

Line 130 Report those complaints closed for reasons such as lack of jurisdiction, untimeliness, or complainant did not wish to proceed or could not be contacted.

Line 140 Report those final agency decisions which sustained the allegations of discrimination made in formal complaint.

Line 150 Report number of persons receiving relief as a result of final agency decisions sustaining the allegations of discrimination.

Line 160 Report the number of persons receiving back pay or lump sum payments as a result of final agency decision sustaining the allegation of discrimination.

Line 170 Report total value of back pay or lump sum payments made pursuant to a final agency decision.

Line 180 Report the number of persons hired, reinstated or promoted as a result of final agency decisions sustaining the allegations in the complaint.

Line 190 Report number of persons receiving relief other than back pay, hires, promotions or reinstatements. Include such types of relief as an apology, or agreement not to

[REDACTED]

[REDACTED]

[REDACTED]

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DEPARTMENT OF THE NAVY  
FEDERAL CIVIL RIGHTS  
PROGRAM CLASSIFICATION SCHEDULE

Program: 10-Federal service equal employment opportunity  
Activity: 70-Technical assistance

<u>Line Code</u>	<u>Resources</u>	<u>19 PY Actual</u>	<u>19 CY Est.</u>	<u>19 BY Est.</u>
10	Outlays (in thousands of dollars)	_____	_____	_____
20	Federal workyears (Professional only)	_____	_____	_____
30	Salary outlays for (20), above, (in thousands of dollars)	_____	_____	_____
<u>Workload and Performance Indicators</u>				
40	Total number of agency conducted seminars or other meetings to assist agency personnel in implementing EEO requirements*	_____	_____	_____
50	Total attendance at sessions reported in (40)	_____	_____	_____

\* As distinct from training for agency in-house EEO personnel,  
which is reported under code 10/100

Agency Contract: \_\_\_\_\_ Phone: \_\_\_\_\_

EXHIBIT 53-15

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## Exhibit 53-15 - Technical Assistance

This exhibit reports resource requirements associated with providing the technical assistance required to implement EEO requirements (i.e., Affirmative Action Program Plans (AAPP), recruitment efforts, Federal Equal Opportunity Recruitment Program (FEORP), Special Emphasis programs, complaints processing, handicapped/disabled veterans programs, etc.). Training for activity/command personnel (not training of EEO staff) is included in this category, i.e., assistance to subordinate levels, seminars and/or training for command/activity personnel, managers and supervisors. The workload and performance indicators required for this exhibit are numbers of seminars, meetings, training sessions, etc. conducted and the number of attendees at the reported training sessions.

- Line 10 Total costs associated with providing training and technical assistance (include salaries of staff involved in providing the training, and travel, printing cost, rental of equipment etc.).
- Line 20 Report the total professional staff work years associated with providing the training and technical assistance. (Work years will be reported as the nearest "whole number".)
- Line 30 Report salary and benefits associated with staff work years reported in line 20.
- Line 40 Report all seminars, training sessions, meetings, etc. whose purpose was EEO training and technical assistance in EEO program implementation.
- Line 50 Report total attendees at sessions reported in line 40.

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FEDERAL CIVIL RIGHTS  
PROGRAM CLASSIFICATION SCHEDULE

Program: 10-Federal service equal employment opportunity

Activity: 100-Policy development, technical support, and staff training

<u>Line Code</u>	<u>Resources</u>	<u>19 PY Actual</u>	<u>19 CY Est.</u>	<u>19 BY Est.</u>
10	Outlays (in thousands of dollars)	_____	_____	_____
20	Federal workyears (Professional only)	_____	_____	_____
30	Salary outlays for (20), above, (in thousands of dollars)	_____	_____	_____
	<u>Workload and Performance Indicators</u>			
40	Total number of training hours for civil rights staff assigned to program	_____	_____	_____
50	Total number of policy or guidance issuances	_____	_____	_____
60	Total number of program evaluations/ audits performed of internal equal opportunity staff units*	_____	_____	_____
70	Total number of program evaluations/ audits reported in (60) resulting in substantive corrective action commitments	_____		

\* Includes both evaluations/audits covering only the operations of Headquarters, regional, or establishment EEO staff offices and audits/evaluations of the general EEO practices of organizational units in which the performance of EEO staffs is considered as part of the overall evaluation of the units.

Agency Contract: \_\_\_\_\_ Phone: \_\_\_\_\_

EXHIBIT 53-16

Exhibit 53-16 - Policy development, technical support, and staff training.

This exhibit reports resources associated with developing command/activity EEO policy for internal and/or subordinate level use, and providing technical support and assistance to subordinate levels. Included in this exhibit is the training for EEO staff personnel. The workload and performance indicators required are the number of hours of training required for the EEO staff (this may include formal on-the-job training programs which have been established in writing); the number of policy statements, directives, technical guidance memoranda, instructions or other formal issuances developed for EEO program development, implementation or evaluation; the number of program evaluations or internal audits conducted of EEO programs which EEO staff personnel performed or assisted in the evaluation or audits.

- Line 10 Provides total resources associated with policy development technical support and staff training. This will include staff salary and benefit costs, training costs to include travel when appropriate, (travel associated with program evaluations, audits, technical assistance visits, etc.)
- Line 20 This line reports federal work years (professional) associated with development of policy and technical support. (Report work years in the nearest "whole number".)
- Line 30 This line reports the salary and benefit amounts associated with the staff work years reported in line 20.
- Line 40 Report the total number of hours of training for the EEO staff (this can include training in formal on-the-job training programs which have been established in writing).
- Line 50 Report the total number of policy statements, directives, technical guidance memoranda or manuals, staff instructions etc. which have been developed.
- Line 60 Report the total number of program evaluations, audits or similar inspections conducted by the EEO staff (this may include command/activity inspections where EEO programs were inspected and EEO staff members participated.)

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Line 70 Report the total number of evaluations, audits reported  
in line 60 which resulted in substantive corrective  
actions or commitments.

Enclosure (1)

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FEDERAL CIVIL RIGHTS  
PROGRAM CLASSIFICATION SCHEDULE

Program: 10-Federal service equal employment opportunity

Activity: 130-Affirmative action plan development and implementation

<u>Line Code</u>	<u>Data Entries</u>	19 PY Actual	19 CY Est.	19 BY Est.
10	Outlays (in thousands of dollars)	_____	_____	_____
20	Federal workyears (Professional only)	_____	_____	_____
30	Salary outlays for (20), above, (in thousands of dollars)	_____	_____	_____
<u>Workload and Performance Indicators</u>				
40	Total applications attributable to FEORP external recruitment efforts	_____	_____	_____
50	Total participants in upward mobility programs pursuant to FEORP	_____	_____	_____
60	Total hires/promotions of women into job categories for which goals for women were established	_____	_____	_____
70	Total hires/promotions of minorities into job categories for which goals for minorities were established	_____	_____	_____

Agency Contract: \_\_\_\_\_ Phone: \_\_\_\_\_

EXHIBIT 53-18

Exhibit 53-18 - Affirmative action plan development and implementation

This exhibit reports total resources associated with developing affirmative action program plans for minorities and women and for handicapped individuals, and disabled veterans. This exhibit also reports the total efforts dedicated to program implementation. Included here are such efforts as developing underrepresentation indices, identification of underrepresented occupations, development of goals, identification of barriers to equal representation, monitoring of plan objectives and goals, the day-to-day operation of plan implementation. This facet of the program at most activities/commands will require the preponderance of the EEO staff effort and resource expenditures. There is no stated percentage of effort assigned to this effort but depending on the size of an activity and the stage of EEO program development, a large portion of the EEO staff effort would be considered appropriate in this area.

- Line 10 Reports total costs associated with AAP plan development and implementation (include plans and programs for handicapped individuals and disabled veterans), includes all program/project costs, including travel, materials, equipment, advertising etc. Included in line 10 are salary and benefit costs associated with EEO staff assigned to perform duties in this area.
- Line 20 Reports professional work years associated with program development and implementation. (Report work years in the nearest "whole number".)
- Line 30 Salary and benefits identified for those work years reported in line 20 and is included in line 10.
- Line 40 Report the number of applications received which can be attributed to FEORP recruitment outside the command/activity. If precise figures are not available, provide a reasonable estimate of what proportion of the total applications can be attributed to FEORP external recruitment efforts and provide explanation in a footnote.
- Line 50 Report the number of participants in formal upward mobility programs which may be attributed to FEORP.

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Line 60 Report number of affirmative action hires and promotions into job categories for which goals for women were established.

Line 70 Report the number of affirmative action hires and promotions into job categories for which minority goals were established.

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Narrative

In addition to the exhibits previously discussed, is the requirement to provide a narrative statement. The narrative will discuss work measurement systems being used to implement the activity/command EEO program; a summary of the results of management improvements or evaluation activities accomplished during the current fiscal year and all significant accomplishments in the EEO program during the current fiscal year and/or projected for accomplishment during the next fiscal year.

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Summary

This staff guide is intended to assist EEO staff offices and other activity/command offices charged with the responsibility of assembling data and preparing the activity, command or agency OMB Circular A-11 report. The guide is not intended to provide an answer for every question which may arise but is intended to inform preparers of the logic and rationale which require the EEO data reported on the A-11 submission. Requests for further information may be directed to Fran Dickrager, OP-144C1, Autovon 224-5707 or Commercial 694-5707.