



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO
OPNAVINST 12720.4B ND
OP-09BE
11 JUL 1989

OPNAV INSTRUCTION 12720.4B

From: Chief of Naval Operations

Subj: EQUAL EMPLOYMENT OPPORTUNITY PROGRAM MANAGEMENT

Ref: (a) Public Law 92-261, Equal Employment Opportunity Act of 1972
(b) Rehabilitation Act of 1973, Section 501
(c) Age Discrimination in Employment Act of 1967
(d) SECNAVINST 12720.5
(e) 29 C.F.R. 1613
(f) EEOC Management Directive 107
(g) CPI 713A
(h) EEOC Management Directive 713
(i) EEOC Management Directive 714
(j) SECNAVINST 12720.3A

Encl: (1) EEO Program Officials Responsibilities
(2) EEO Multi-Year Affirmative Employment Program (AEP) Plan (Modified)

1. Purpose. To reaffirm the commitment of the Chief of Naval Operations (CNO) toward the principles of Equal Employment Opportunity (EEO), to revise policy and procedures, and to update responsibility for the EEO program in the Office of the Chief of Naval Operations (OPNAV) and the CNO (OP-09B) claimancy as identified in the distribution list. This directive is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 12720.4A. NAVSO 12713/18, 12713/20, 12713/29 and 12713/30 are not required by this revision.

3. Scope. This instruction applies to military and civilian personnel, including non-appropriated fund personnel, in OPNAV and the CNO (OP-09B) claimancy.

4. Background. References (a) through (d) provide broad guidance for implementing EEO programs in the Federal Government without regard to race, color, religion, sex, national origin, age, physical or mental handicap, or reprisal. References (e) and (f) establish regulations for processing complaints of discrimination within the Federal Government and reference (g) amplifies this guidance by providing the Department of Navy (DON) policy. References (h) and (i) contain guidance for developing multi-year Affirmative Employment Program (AEP) plans. Reference (j) provides guidance on the employment of handicapped individuals and disabled veterans. Each Navy organization must take a leadership role in equal opportunity by moving toward full integration of the workforce in all occupations and grade levels.

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5. Policy

a. The policy of CNO is to provide equality of opportunity and treatment to all personnel, both employees and applicants. This includes a work environment free from discrimination in both policy and practice, equal opportunity for advancement to every individual's maximum potential, and fair and impartial review of complaints of discrimination. It also includes a work force free from sexual harassment by supervisors, colleagues, or subordinates (civilian or military).

b. Complainants, their representatives or witnesses, EEO counselors, and EEO program officials shall be free from restraint, interference, coercion, discrimination, or reprisal at any stage during the presentation and processing of a discrimination complaint, or any time thereafter.

6. Responsibility

a. The Assistant Vice Chief of Naval Operations (OP-09B) is the EEO Officer for OPNAV. This responsibility cannot be further delegated.

b. Heads of claimant activities are designated EEO Officers. This responsibility cannot be further delegated. They shall ensure their programs are effective, results-oriented, and in compliance with this directive and other governing regulations.

c. Managers and supervisors, both military and civilian at every level, are responsible for exercising personal leadership in executing this EEO policy and achieving its objectives.

d. Specific responsibilities for other EEO program officials are outlined in enclosure (1).

7. Staffing Requirements

a. All activities with 500 or more U. S. citizen civilian employees will appoint a full-time Deputy EEO Officer (DEEOO). Other EEO specialists and Special Emphasis Program Managers (e.g., Federal Women's Program (FWP), Hispanic Employment Program (HEP), Black Employment Program (BEP), Asian American/Pacific Islander Program (AAPIP), Native American Indian Program (NAIP), Handicapped Program (HP) and the Upward Mobility Program (UMP)) may be appointed to assist the DEEOO. These specialists or Special Emphasis Program Managers may be full-time, part-time, or collateral duty as determined by the activity size and the complexity of the EEO program.

b. Activities with less than 500 U. S. citizen civilian employees shall appoint full-time or part-time DEEOO and other

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program officials as needed. If the EEO program officials are assigned on a collateral duty basis, the titles will be Special Assistant for EEO (SAEEO) for the primary adviser; FWP, HEP, HP, or UMP Coordinator for the respective special emphasis programs.

c. Activities with fewer than 100 U. S. citizen civilian employees may arrange for EEO advisory services through host tenant agreements but must designate an internal point of contact for EEO. The CNO Deputy EEO Officer (CDEEOO), OP-09BE, will be advised of this arrangement.

d. All activities will appoint and train sufficient EEO counselors for a ratio of four counselors for the first 500 employees and one counselor for each additional 300 employees. Activities with fewer than 100 U. S. citizen civilian employees shall have at least one counselor appointed, or have a Civilian Personnel Office Servicing Agreement that provides EEO Counselor services.

e. Full-time or part-time personnel appointed to perform EEO duties will meet the minimum X-118 Qualification Standards for the GS/GM-260 series. Where appointments are on a collateral duty basis, the X-118 Qualification Standards for "Subject matter positions involving Equal Employment Collateral Assignments" will be met. Minimum grade for the SAEEO will be GS-9. Position descriptions of all collateral duty EEO personnel shall be amended to reflect EEO duties.

8. Selection Process for EEO Program Officials in Claimant Activities

a. Coordinate recruitment and selection of all full-time DEEOO positions with CNO (OP-09BE). Prior to announcement, provide a copy of the position description and the crediting plan for OP-09BE review. When rating or selection panels are used, a representative designated by CNO (OP-09BE) will serve as a voting member.

b. Prior coordination with OP-09BE is required for appointment of part-time or collateral duty DEEOO's and SAEEO's.

c. Prior coordination with OP-09BE is not required on other full-time, part-time, or collateral duty EEO positions. Advisory assistance is available, if requested. Copies of appointment letters for all collateral duty EEO program officials will be provided to OP-09BE.

9. Training of EEO Officials. To ensure a results-oriented EEO program, all EEO officials are to possess the requisite

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knowledge, skills and abilities in the areas of EEO program administration. Knowledge of basic personnel policies and procedures, position management, planning, budgeting, career counselling, human relations, and negotiations are necessary for effective management of a program. Participation in EEO or civilian personnel-related conferences, seminars sponsored by the Office of Personnel Management, Equal Employment Opportunity Commission (EEOC), the Department of the Navy, other government agencies, and national women's and minority organizations whose goals and objectives will advance the Navy's EEO policies is encouraged. Attendance will be commensurate with the complexity of the EEO program involvement and available funding. Collateral duty personnel are to receive basic EEO and personnel-related training within the first three months of appointment. While Individual Development Plans are not required, on-going training opportunities should be provided. EEO counselors will attend the Basic EEO Counseling Course prior to participating in any counseling session. EEO Counselors assigned to "class action" cases shall receive additional training in that area.

10. Program Requirements. The minimum requirements for EEO programs are contained in references (a) through (d) and enclosure (1) to this instruction.

11. Discrimination Complaints

a. Complete guidelines for processing complaints of discrimination are contained in reference (g). The head of each activity, as the EEOO, is responsible for ensuring that every effort is made to resolve complaints at the lowest possible level in a timely manner. At least 90 percent of complaints should be resolved during the informal counseling stage and an Agency decision reached within 180 days on complaints not requiring an EEOC hearing. The DEEOO or SAEEO at each activity is delegated the authority to act on behalf of the EEOO at each stage of the complaint process.

b. Each activity shall establish internal procedures to process informal and formal complaints of discrimination expeditiously. These procedures, with names of EEO program officials and EEO counselors, will be distributed to all personnel and will be posted on all official bulletin boards. As a minimum, each activity shall:

(1) Ensure an adequate number of trained EEO counselors are available for aggrieved employees or applicants for employment.

(2) Ensure that the DEEOO or SAEEO is trained in the processing of complaints of discrimination and in the requirements of reference (g).

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(3) Ensure that every attempt is made to resolve complaints of discrimination at the lowest possible level and that resolution efforts continue throughout the entire complaint process.

c. Complaints of discrimination involving EEO program officials will not be escalated automatically to CNO (OP-09BE) for processing. If the head of the activity is named as a Responsible Management Official (RMO), the DEEOO or SAEEEO will continue to process the complaint through the administrative stage until receipt of the Report of Investigation. The Report of Investigation will be forwarded to CNO (OP-09BE) for disposition of the complaint. If the DEEOO or SAEEEO is named as an RMO, but not the head of the activity, the head of the activity will designate a management official to process the complaint through the administrative stage. Technical advice will be provided by the CNO (OP-09BE). If the head of the activity determines that the complexity or circumstances surrounding the processing of a complaint are such that processing it at the activity level would taint the fair and impartial review, the complaint file should be forwarded to CNO (OP-09BE).

d. When the DEEOO or SAEEEO accepts a complaint of discrimination and requests an EEO investigator from the Naval Civilian Personnel Center (Discrimination Complaint Investigation Component), a copy of the correspondence and the complaint file will be forwarded to CNO (OP-09BE). CNO (OP-09BE) will review the file and make recommendations on proposed resolutions.

e. The Semi-Annual Statistical Report on Discrimination Complaints and Quarterly Discrimination Complaints Report required by reference (g) will be submitted to CNO (OP-09BE) no later than the sixth day following the completion of each quarter, i.e., 6 January, April, July, and October (Symbol 0288-EEO-SA (12713) applies). Reports may be telephonically submitted prior to the due date, with a follow-up written report.

12. Affirmative Employment Program (AEP) Plans. All federal agencies are required to develop AEP plans addressing the practices, policies, and barriers to equal employment opportunities for women, minorities, handicapped individuals, and disabled veterans. Department of Navy guidelines for preparation of AEP plans and standard forms are contained in references (h) and (i).

a. AEP Plans for Women and Minorities. Requirements for submission of plans are based on size of the activity and complexity of the EEO program. Activities with over 500 U. S. citizen civilian employees are required to submit multi-year AEP plans in accordance with reference (d). Activities with less than 500 U. S. citizen civilian employees are to submit modified multi-year AEP plans in accordance with enclosure (2).

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b. Handicapped/Disabled Veterans AEP Plans. Activities with 1,001 or more U. S. citizen civilian employees will follow instructions of reference (h). Activities with 1,000 or fewer U. S. citizen civilian employees will follow instructions contained in reference (h), exhibit (3).

c. Annual updates of all AEP plans and accomplishment reports are to be submitted to CNO (OP-09BE) by 30 November each year.

13. Program Evaluation

a. Reference (e) requires activities to establish an evaluation system to assess EEO program efficiency and effectiveness. This is accomplished through command inspections or in conjunction with other inspection groups. As a minimum, EEO programs of activities in the CNO (OP-09B) claimancy will be inspected every three years. Additional reviews may be conducted dependent on program deficiencies, at the request of the head of the activity, or as directed by CNO (OP-09B). Activities will be notified in advance of these inspections.

b. Activities in the CNO (OP-09B) claimancy that have subordinate activities are required to establish evaluation systems to comply with reference (i). Copies of evaluations, or copies of the EEO portion if conducted as part of an overall command inspection, are to be forwarded to CNO (OP-09BE).

14. Action. Addressees will comply with the provisions of this directive.

15. Reports and Forms. Addressees shall submit all required plans and reports as directed by references (d) through (j). EEOC and standard forms are contained in references (h) and (i).



Assistant Vice Chief of Naval Operations

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EEO PROGRAM OFFICIALS RESPONSIBILITIES

1. General Policy. CNO (OP-09B) is responsible for ensuring that OPNAV and activities in the CNO (OP-09B) claimancy are in compliance with applicable EEO/EO laws and regulations. Within OPNAV, the Deputy Equal Employment Opportunity Officer (DEEEO) (OP-09BE) is responsible for implementation of CNO (OP-09B) policies.

2. Heads of Activities. The head of each activity is responsible for complying with applicable EEO/EO laws and regulations. This will be accomplished through allocation of sufficient resources (personnel, fiscal, and material) required to fully implement a results-oriented EEO program. In addition, heads of activities shall:

a. Issue an EEO policy statement clearly supporting the principles of affirmative action and outlining organizational goals and objectives.

b. Issue a Sexual Harassment Policy Statement ensuring a workplace free of sexual harassment.

c. Communicate to all personnel the continuing policies and practices relating to EEO that managers, supervisors, and employees are required to observe, assigning responsibility for program administration, execution and evaluation, and outlining procedures for processing discrimination complaints. Types of communication will be dependent on size of activity and complexity of EEO program.

d. Conduct a continuing program to eradicate every form of discrimination from work policies and work conditions, including disciplinary action against personnel who engage in such discriminatory practices.

e. Review, evaluate, and recommend changes to managerial and supervisory performance and objectives to ensure continuing enforcement of EEO/EO policy. Provide orientation, training, and advice to managers and supervisors to assure understanding and implementation of the EEO policy and program.

f. Ensure that managers and supervisors receive EEO training annually; and that all personnel have received Prevention of Sexual Harassment training since February 1987.

g. Provide recognition to personnel or units demonstrating superior accomplishment in EEO.

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h. Provide counseling for employees or applicants who believe they have been discriminated against because of race, color, religion, sex, national origin, age, physical or mental handicap, or reprisal for prior EEO involvement. Provide for the prompt, fair, and impartial consideration and resolution of complaints involving same.

i. Provide a system for periodically evaluating the effectiveness of the activity's overall EEO/EO effort.

j. Conduct self-evaluation of the activity EEO program to determine progress and identify shortcomings.

k. Establish a formal upward mobility program in activities with 100 or more U.S. citizen civilian employees following OPNAVINST 12713.4. Those activities with fewer than 100 U.S. citizen civilian employees are encouraged to use the upward mobility program as opportunities arise.

l. Develop Affirmative Employment Program Plans (AEP) plans and Federal Equal Opportunity Recruitment Program (FEORP) Plans for minorities, women, handicapped and disabled veterans, with an annual review of accomplishments.

m. Initiate any other action deemed necessary to ensure compliance with applicable directives.

3. Deputy Equal Employment Opportunity Officer (DEEEO) or Special Assistant for EEO (SAEEO). The DEEEO (full-time) or SAEEO (collateral duty) is the principal staff advisor to the EEO Officer on all EEO program matters. This individual is responsible for establishing priorities in all EEO program areas that are within current or projected resources, and the activity's mission. The DEEEO and SAEEO will be supervised by the head of the activity and have direct access to that individual to discuss EEO program issues. Specific program responsibilities are:

a. Provide leadership in developing EEO policy, plans, and programs, including the special emphasis programs, to ensure consistency with applicable EEO laws and regulations.

b. Participate with line and staff managers in the development and review of present and proposed activity policy or decisions which affect the civilian workforce. This includes serving on temporary or permanent committees such as position management, job restructure, training, publicity, or recruitment.

c. Develop the AEP plans and FEORP plans and recommend changes based on consultation or input from activity line and

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staff officials. For those activities with field offices, develop an activity-wide plan for approval by CNO (OP-09BE).

d. Review activity policies, procedures, actions, achievements, and barriers concerning affirmative action efforts for women and minorities. This includes review of Requests for Personnel Action (SF-52), merit promotion panel composition and promotion certificates and files before referral to the selecting official. In activities with members in the Performance Management Recognition System (PMRS) and supervisors in the Performance Appraisal Review System (PARS), the DEEOO will review the EEO objective when established and coordinate the evaluation of this objective.

e. Manage the discrimination complaint process, take action to expedite complaint processing, and/or resolutions, seeking the assistance of the CNO (OP-09BE) where necessary.

f. Select or assist the EEO Officer with the selection of special emphasis program managers, EEO committee members, and EEO counselors. Provide training and guidance to these individuals in carrying out their assigned responsibilities.

g. Ensure EEO reporting requirements are met.

4. Federal Women's Program Manager/Coordinator (FWPM/FWPC) and Hispanic Employment Program Manager/Coordinator (HEPM/HEPC). The FWPM/HEPM (full-time) and FWPC/HEPC (collateral duty) are the principal staff advisors to the DEEOO/SAEEO on all EEO issues related to or impacting on the status and treatment of women or Hispanics, respectively. Key duties focus on integrating recommendations and strategies into the activity EEO goals and objectives. Additionally, the FWPM/FWPC and HEPM/HEPC will:

a. Conduct studies of women/Hispanic representation in, and progress to, higher levels within the activity.

b. Conduct analysis of the inclusion of women/Hispanics in recruitment activities, in training, among applicants and eligibles for promotion, on boards and committees, and in other areas which influence their career progression.

c. Serve on boards and committees whose decisions affect the morale, employment, or advancement of women and Hispanics.

d. Provide input to the activity AEP Plan and EEO policy instructions relating to women/Hispanics, including establishment of goals and actions to accomplish these objectives and the preparation of activity EEO reports.

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e. Assist in developing training for progression of women/Hispanics in occupations and levels where underrepresentation exists.

f. Serve as focal point in the activity and the community on equal opportunity for women/Hispanics, including such special recruitment sources as schools, organizations, and publications.

g. Prepare publicity and other promotional material to motivate women/Hispanics to aspire to higher levels, positions, and occupations with advancement opportunities.

h. HEPM/HEPC. Establish and maintain contacts with schools with substantial Hispanic enrollments to provide information about employment opportunities and youth employment programs, and to encourage youths to stay in school.

i. Assist the DEEOO/SAEEO in administering the overall EEO program and serve as point of contact during the DEEOO/SAEEO's absence. Perform any responsibilities required to ensure continuity of the EEO program within the activity.

5. Special Emphasis Program Managers (SEPM's). In addition to the FWPM/FWPC and HEPM/HEPC other SEPM's, i.e., Black Employment Program Manager/Coordinator (BEPM/BEPC), Asia American/Pacific Islander Program Manager/Coordinator (AAIPM/AAIPIC), and Native American Indian Program Manager/Coordinator (NAIPM/NAIPC) may be appointed on full-time or collateral duty basis dependent on the size and needs of the activity. Responsibilities are the same as those outlined in paragraph four with emphasis on the appropriate group.

6. Handicapped Program Manager/Coordinator (HPM/HPC). The HPM/HPC serves as the principal staff advisor to the DEEOO/SAEEO on all issues relating to or impacting on the status and treatment of handicapped individuals or applicants. Key duties focus on identifying and presenting workable solutions to the broad spectrum of employment-related needs of handicapped individuals and disabled veterans. This encompasses the attitudinal, architectural, and organizational barriers to the successful recruitment, hiring, placement, promotion, and reasonable accommodation in the workplace. (The Selective Placement Coordinator in the servicing Civilian Personnel Office has responsibility for recruiting, hiring, or placement of handicapped individuals, disabled veterans or rehabilitated offenders.) Additionally, the HPM/HPC will perform similar functions as those in paragraph four, with emphasis on handicapped individuals and disabled veterans.

7. Upward Mobility Program Coordinator (UMPC). The UMPC is the principal staff advisor to the DEEOO/SAEEO on improving the

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career opportunities for lower level, underutilized employees through upward mobility positions. Additionally, the UMPC will:

a. Assist in developing an upward mobility plan for the activity which complies with OPNAVINST 12713.4.

b. Conduct skills surveys, gather and analyze data to determine the most effective application of training, job restructuring, and identification of target series.

c. Provide counseling to prospective program applicants and orientation to program entrants. Provide information and advice to supervisors on the advantages of the upward mobility program.

d. Assure full and effective publicity for the program.

e. Assist the DEEOO/SAEEO with any reporting requirements related to the upward mobility program.

8. Equal Employment Opportunity Committee (EEOC). The EEOC may be combined with the military Human Relations Council (HRC). The HRC and the EEOC are appointed at the option of the activity and serve both military and civilian concerns. Specifically, the EEOC, or EEO/HRC, will represent all organizational segments, racial and ethnic groups, and will contain a cross-section by age, rank/grade level, and sex. Additionally, the EEO/HRC may:

a. Provide a forum for the surfacing and frank discussion of concerns that cross directorate lines.

b. Promote intercultural understanding through a free exchange of ideas between members of different ethnic and racial groups.

c. Promote the goals, policies, and directives of EEO/EO in the activity through an active public information program. This may be achieved by using printed and audiovisual media or displays, discussions with employees, training courses, activity bulletin boards, etc.

d. Assist special emphasis program managers/coordinators promote the goals and objectives of these specific areas.

e. Provide information to managers that will assist in achieving full integration and maximum utilization of minorities, women, and handicapped individuals.

f. Recommend actions or changes to the AEP plans to improve status of minorities and women, and handicapped/disabled veterans.

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9. Equal Employment Opportunity Counselors. EEO Counselors establish and maintain an open and sympathetic channel through which employees and applicants for employment may raise questions, discuss potential complaints of discrimination, and on an informal basis, obtain resolution of problems connected with EEO. The EEO counselor serves as a bridge between the complainant and management, and performs a vital function during the initial phase of the complaint process. Additionally, the EEO counselor will:

a. When requested, conduct an interview with complainant to obtain full understanding of problems relating to EEO.

b. Seek information from appropriate officials who have direct knowledge relative to the problem presented.

c. Review pertinent records relative to the problem presented.

d. Explore with the complainant, management, and the DEEOO/SAEEO ways in which the problem may be resolved.

e. Keep notes on the counseling sessions, information gathered, and of advice and recommendations. Provide a counselor's report upon the request of the DEEOO/SAEEO after a formal complaint is filed. (Counseling notes are considered personal notes and will not be released as part of a complaint file.)

10. Miscellaneous. EEO program officials identified in paragraphs 3 through 9 assigned on a collateral duty basis will be allowed sufficient time to perform their duties. Minimum time devoted to EEO responsibilities will be 20 percent for DEEOO/SAEEO, 10 percent for special emphasis program coordinators and counselors, and 5 percent for committee members. All collateral duty appointments shall be documented, made an official entry in the Official Personnel File of the individual, position description amended, and a copy of the appointment documentation forwarded to CNO (OP-09BE).

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EEO Multi-year Affirmative Employment Program Plan

The multi-year Affirmative Employment Program Plan (Modified Plan) is to be completed in accordance with the following instructions and using the appropriate attachments or EEOC forms specified:

1. Cover Sheet - Self explanatory. The Plan must be signed by the activity head. (Use Attachment A).
2. Commitment to Equal Employment Opportunity - (Use EEOC Form 567 (8/87)-Exhibit 2)
3. Organization
 - a. Identify all EEO program officials by title, name, and organizational location. (Include all Special Emphasis Program Managers, EEO specialists, DEEOOs and EEO Counselors. (Use attachment B).
 - b. Submit an activity organization chart of the activity
4. Allocation of Personnel and Resources for EEO - (Use Attachment B).
5. Certification of EEO Program Officials - Statement should be signed by the Civilian Personnel Officer that services the activity. (Use EEOC Form 566 (8/87)-page 5).
6. Plan for Prevention of Sexual Harassment - (Use EEOC Form 566 (8/87) - page 6).

The following information must be included:

- a. Sexual Harassment Policy Statement of the Activity Head.
- b. Specific steps to inform employees that complaints of sexual harassment are cognizable under Title VII of the Civil Rights Act of 1964.
- c. Describe training, directives, or other programs designed to inform supervisors and other agency personnel of their responsibilities to discourage explicit or implicit unwelcome advances or physical conduct of a sexual nature in order to maintain a workplace free of sexual harassment.

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7. Assessment

a. WorkForce Analysis

(1) Distribution of EEO Groups by Professional, Administrative Technical, Clinical, Other or Blue Collar (PATCOB) - (Use EEOC Form 569 (8/87) - Appendix C).

(2) Distribution of EEO Groups and Comparison for Major Occupations. List the seven most populous occupations in the activity - (Use EEOC Form 570 (8/87) - Appendix C).

(3) Provide a narrative describing the problems/barriers the activity faces in the recruitment, retention, training, and promotion of qualified minorities and women. Select barriers within your control. (Use EEOC Form 566 (8/87) - page 9).

(4) Provide a narrative describing the analysis of the bases and issues of recent discrimination complaints. Include problems with resolution rates, processing time, disproportionate bases, issues, and settlements - (Use EEOC Form 566 (8/87) - page 9).

b. Objectives and Action Items

For each barrier identified in the analysis of section 7a(3) establish an action item(s) to overcome this barrier. List the official responsible for the action item and a target date. (Use EEOC Form 566 (8/87) - page 10).

c. Upward Mobility - (Use Attachment C).

8. Accomplishment Report. List noteworthy activities/initiatives which have been successful in improving employment and promotional opportunities for minorities and women. (Use EEOC Form 568 (8/87) - page 6).

Enclosure (2)

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EQUAL EMPLOYMENT OPPORTUNITY
MULTI-YEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN (MODIFIED)

FISCAL YEAR ____ TO ____

(Name and address of activity)

Number of Appropriated Fund Employees Covered by this Plan _____
Number of Non-Appropriated Fund Employees Covered _____
Total Number of Employees (App/Non-App Combined) _____

Typed Name and Signature of Head of Activity

Date

Typed Name and Signature of Special Assistant
for EEO

Date

Attachment A to
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AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ORGANIZATION

- a. The head of the activity is the EEO Officer. This responsibility cannot be further delegated.
 - b. The following EEO program officials are appointed to implement a results oriented EEO program.
 - c. Organizational chart is attached
-

ALLOCATION OF PERSONNEL AND RESOURCES FOR EEO

- a. Fiscal resources available for EEO programs are not budgeted as a separate line item. Resources for EEO programs will be available to ensure training and certification of EEO officials and to promote active affirmative action and continuing awareness of all personnel. Resources will be provided by _____.
- b. EEO program officials will be allotted sufficient time to perform their assigned duties. Minimum time allotted will be in accordance with OPNAVINST 12720.4B. Collateral duty appointments will be documented and a copy filed in the individuals Official Personnel File.

Attachment B to
Enclosure (2)

UPWARD MOBILITY

Programs for Upward Mobility, including training and education, designed to provide a maximum opportunity for employees to advance so as to perform at their highest potential, have been established at _____.
(name of activity)

For more information on the Upward Mobility Program, please contact _____ at _____.
(point of contact) (phone number)

The following Upward Mobility opportunities are currently in operation in this activity:

Title of Position

Organizational Code