



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 12000.1
SPAWAR 07-2
01 July 1998

SPAWAR INSTRUCTION 12000.1

From: Commander, Space and Naval Warfare Systems Command

Subj: SUPERVISORY AND MANAGERIAL RESPONSIBILITIES

Ref: (a) OPNAVINST 12720.8, Civilian Equal Employment Opportunity Program Management
(b) SPAWARINST 12430.1, Demonstration Project Performance Appraisal System
(c) SECNAVINST 5200.35D, Department of the Navy Management Control Program
(d) SECNAVINST 12430.1, Department of the Navy Performance Management Program
(e) SECNAVINST 12410.24, Civilian Leadership Development

1. Purpose. To establish performance objectives outlining supervisory and managerial responsibilities at Space and Naval Warfare Systems Command (SPAWAR) and its Divisions and the Program Executive Office for Space, Communications and Sensors (PEO-SCS).
2. Scope. This instruction applies to all supervisors and managers throughout SPAWAR and its Divisions and PEO-SCS.
3. Background. References (a) through (d) require that positive leadership principles, emphasizing a variety of supervisory and managerial functions be addressed through performance objectives.
4. Policy. Reference (e) outlines the Department of the Navy (DoN) Civilian Leadership Development (CLD) program. The CLD program encourages a systematic approach to Civilian Leadership which incorporates Navy core values. To communicate mandatory supervisory and managerial responsibilities and to promote CLD principles throughout SPAWAR and PEO-SCS, standardized supervisory and managerial objectives have been developed. The use of a single supervisory or managerial responsibility objective is consistent with the Demonstration Project philosophy of keeping performance plans simple with minimum documentation.

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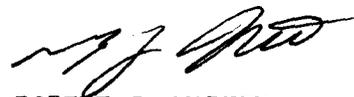
5. Procedures. The following objective will be included in supervisory performance plans and will be documented on the Performance Planning/Appraisal, form SPAWAR 12430/1.

“Exercise Civilian Leadership in carrying out assigned supervisory duties. This includes coaching and counseling subordinates; actively supporting EEO programs; complying with ongoing special emphasis programs in areas of internal management control, prevention of fraud, waste, and mismanagement, safety/environmental and security requirements for assigned functions; and demonstrating Navy core values in human resource management, property management and procurement/finance.”

Managers provide leadership at a level above the supervisor. The managerial objective emphasizes this broader responsibility. For managers, the following objective will be added to their performance plans and documented on the Performance Planning/Appraisal, form SPAWAR 12430/1.

“Exercise Civilian Leadership in carrying out assigned managerial duties. This includes acting as a mentor to develop subordinate supervisors and actively supporting EEO programs; complying with ongoing special emphasis programs in areas of internal management control, prevention of fraud, waste, and mismanagement, safety/environmental and security requirements for assigned functions; and, modeling and reinforcing Navy core values through sound and ethical decision-making in the areas of personnel, property, procurement and finance.”

6. Directive Responsibility. The Director, Human Resources Programs, Code 07-2 is responsible for keeping this instruction current.



ROBERT J. MARTIN
Deputy Commander

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