



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
ARLINGTON VA 22245-5200

SPAWARINST 12720.1A
SPAWAR 00E-1
29 April 1996

SPAWARINST 12720.1A

From: Commander, Space and Naval Warfare Systems Command

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

Ref: (a) OCPMINST 12720.1 of 25 Feb 91
(b) OCPMINST 12713.2A of 18 Aug 95

Encl: (1) SPAWAR Equal Employment Opportunity Policy Statement
(2) SPAWAR Sexual Harassment Prevention Policy Statement

1. Purpose. To reaffirm the commitment of the Space and Naval Warfare Systems Command (SPAWAR) to the principles of Equal Employment Opportunity (EEO) for civilian employees and to provide policy and guidance for the implementation of an overall EEO program in accordance with references (a) and (b).

2. Cancellation. SPAWARINST 12720.1

3. Policy. The SPAWAR policy statements on EEO and Sexual Harassment Prevention are provided in enclosures (1) and (2).

a. SPAWAR is committed to ensuring equal opportunity and treatment of all personnel regardless of race, color, religion, national origin, sex, age, or physical or mental handicap. Our objective is to achieve full representation in all occupations, grades, and series. The Affirmative Employment Program Plans (AEPP) highlight areas and occupations requiring specific attention to overcome underrepresentation of women, minorities and persons with disabilities in accordance with reference (a).

b. Procedures set forth in reference (b) will govern actions for processing complaints of discrimination. Commanding Officers of field activities are delegated full authority for processing and deciding discrimination complaints which arise in their activities.

c. A SPAWAR EEO Committee will be established and will be the Command's focus to achieve these policies.

4. SPAWAR EEO Committee. This committee will provide a forum allowing committee members, including field activity representation, to discuss problems and issues and to make recommendations to the Commander. The Deputy Commander will chair the SPAWAR EEO Committee, appoint members, and ensure, at a minimum, that each directorate is represented and that committee membership includes the protected EEO groups affected by the actions of the committee. Additionally, the Deputy Commander will consider composition of the command's work force at all levels when determining membership. Under the leadership of the Deputy Commander, the responsibilities of the EEO Committee will include:

a. Planning and organizing DOD Special Emphasis Programs, including ethnic observances.

b. Tracking actions generated by recommendations of the SPAWAR Command Assessment Team.

c. Advising/monitoring the efforts of the SPAWAR Human Resources Development Board.

d. Advising and monitoring the efforts of the SPAWAR Historically Black Colleges and Universities and Minority Institutions Council.

e. Providing advice, guidance and monitoring the effectiveness of the SPAWAR Early Resolution System.

f. Advising and monitoring efforts of the SPAWAR Civilian Leadership Development Program.

g. Planning and developing strategies to address other cultural awareness activities and assist in development of SPAWAR Affirmative Employment Program objectives.

5. Support

a. The Command Assistant for Human Resources Programs (SPAWAR 03HR2/Director, HRC NSSC) functions as the principle advisor to SPAWAR and other activity managers on issues and

concerns related to the EEO program and will provide a member to the SPAWAR EEO Committee.

b. EEO program responsibilities are inherent in every echelon of the supervisory/managerial chain. As key players in an effective EEO program, supervisors and managers are expected to be aware of the real meaning of equal opportunity and to vigorously pursue and support Affirmative Employment Program goals and objectives.

6. Meetings. The SPAWAR EEO Committee will meet periodically at the call of the Deputy Commander, Commander, or other designated authority.

7. Reporting. The SPAWAR EEO Committee will report to the Commander at least quarterly and as otherwise requested.

8. Action. Addressees will implement the provisions of references (a) and (b) utilizing the support of their servicing Human Resources Offices.



G.F.A. Wagner

Rear Admiral, U.S. Navy

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SPACE AND NAVAL WARFARE SYSTEMS COMMAND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the Space and Naval Warfare Systems Command that all persons will be accorded equal employment opportunity in all civilian matters. All employees will be afforded the opportunity to develop and perform to their maximum potential without regard to race, national origin, color, sex, age, religion, or handicap.

I am committed to an affirmative action program to acquire and maintain a qualified work force which reflects our nation's diverse population; is free from discriminatory practices, including sexual harassment; and which ensures employees' concerns receive thorough and prompt counseling and discrimination complaints are processed in a timely manner.

The success of the EEO program will depend considerably on the support and positive direction given by managers and supervisors. This support of EEO policies will be taken into consideration in assessing performance and recommendations for awards. When assessing an employee for promotion to supervisory and managerial positions, consideration will be given to his/her demonstrated support of the EEO program.

Every manager, supervisor, and employee has the responsibility to carry out the objectives of the EEO program. Each of us must make a personal commitment to contributing toward the improvement of our workplace by fully utilizing our human resources.

We can do it only by working together.

G.F.A. Wagner
Rear Admiral, U.S. Navy