



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 12713.9A
Code 00E1
20 FEB 96

CNET INSTRUCTION 12713.9A

Subj: MANAGEMENT OF EQUAL EMPLOYMENT OPPORTUNITY AND
DISCRIMINATION COMPLAINTS PROGRAMS

Ref: (a) Civil Rights Act of 1991, 7 Nov 91
(b) EEO Commission EEO Management Directive 110 (MD 110)
of 22 Oct 92
(c) 29 CFR 1614
(d) OCPMINST 12713.2A (CPI 713) of 18 Aug 95
(e) OPNAVINST 12720.8
(f) SECNAVINST 12720.5A
(g) 5 CFR Part 1201 of 1 Jan 94

Encl: (1) Format for Counselor's Report
(2) Workforce Parity Computation and Tracking Chart
(CNET 12713/14 (Rev. 11-95))
(3) Recruitment/FEORP Worksheet - Appropriated Fund
(CNET 12713/12 (Rev. 11-95))
(4) Recruitment/FEORP Worksheet - Nonappropriated Fund
(CNET 12713/13 (Rev. 11-95))
(5) EEO Quarterly CATS Verification Report -- Summary
Data (CNET 12713/15 (Rev. 11-95))
(6) Chart for submitting EEO Reports and Other EEO
Requirements to CNET

1. Purpose

a. To promulgate revised policies and procedures for the administration and management of the Naval Education and Training Command (NAVEDTRACOM) Equal Employment Opportunity (EEO) Program.

b. To establish a uniform system for processing and monitoring EEO complaints of discrimination within the NAVEDTRACOM.

c. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

2. Cancellation. CNETINST 12713.9

3. Background

a. By Chief of Naval Education and Training (CNET) directive issued in October 1985, civilian personnel and equal employment opportunity functions were merged and aligned under existing Civilian Personnel Offices/Consolidated Civilian Personnel Offices (CPOs/CCPOs). Resources were transferred to the CPOs/CCPOs, the requirement for a Command Deputy EEO Officer at the functional level was rescinded, and each CPO/CCPO within the NAVEDTRACOM was

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delegated responsibility for providing EEO services to all NAVEDTRA COM activities in their servicing area. As directed by Secretary of the Navy memo of 18 September 1991, CPOs/CCPOs were renamed Human Resources Offices (HROs) to best reflect the joined missions, and Hub and Satellite HROs were identified. Additional realignment of resources was accomplished to accommodate the Hub concept.

b. In FY92 what could be considered the renaissance of EEO principles and programs began. References (a) through (d) were revised and promulgated for immediate implementation. Reference (d) was revised again in August 1995 and should be read thoroughly in conjunction with references (b), (c), and (f). They added emphasis to the entire spectrum of EEO concepts in both affirmative action and complaints management and must be consulted when managing a full-spectrum EEO program.

4. Policy. Consistent with EEO objectives of Department of Defense (DOD) and Department of the Navy (DON), CNET will ensure that all civilians in the NAVEDTRACOM are afforded equal opportunity for advancement and treatment regardless of race, color, sex, religion, national origin, age, handicapping condition, or prior involvement in the EEO process. Further, sexual harassment, whether "quid pro quo" or hostile environment, will not be tolerated.

5. Action

a. Each functional commander/commanding officer, as the EEO Officer (EEOO) for their respective command/activity, is accountable for EEO progress within their command/activity outlined in references (a) through (f). Although HROs provide technical expertise and EEO program management, it is still the responsibility of activity heads to ensure that a viable EEO program is in place within their command. To accomplish this, heads of activities/commands shall, as a minimum:

(1) Accomplish EEO objectives and requirements as outlined in references (a) through (f).

(2) Ensure fair and equitable treatment of all employees.

(3) Identify resources to support the command/activity EEO program.

(4) Take and support positive actions to overcome identified underrepresentation and meet EEO goals and objectives established in local, CNET, and DON affirmative action plans. Commands with less than 500 employees are to use enclosure (2) to identify underrepresentation (see page 5, paragraph 5a(2)(a)1). Further, they are to work toward elimination of any identified underrepresentation within their own activity and within the CNET claimancy as a whole.

(5) Resolve EEO complaints of discrimination and meet mandatory time frames imposed by references (c) and (d).

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(6) Promulgate personal EEO policy statements which are updated upon change of command and supplemented by specific oral and/or written communications to focus continued attention on EEO responsibilities of supervisors, managers, and employees. Policy statements may be combined into one general statement or provided as separate statements for additional emphasis. However, they must address discrimination because of race, age, sex, religion, color, handicapping condition, national origin, and reprisal for prior EEO activity; and the Navy's Five Point Program designed to increase Hispanic representation in the DON civilian workforce to 5 percent. Statements shall be prominently posted for all employees to review and must not be a simple resigning of prior statements. Each statement is to be the personal commitment of the commanding officer/EEO and must reflect his/her policy. See paragraph 5(a)(7)(c) below regarding Prevention of Sexual Harassment Policy statements.

(7) Eliminate/prevent sexual harassment:

(a) Provide annual training for supervisors in "quid pro quo" sexual harassment, hostile environment, the prevention of sexual harassment, and the Informal Resolution System.

(b) Implement an aggressive publicity program to ensure all employees are aware of DON's policy against sexual harassment and avenues of redress for processing allegations of sexual harassment.

(c) Promulgate a personal policy statement on the prevention of sexual harassment. The Sexual Harassment Policy Statement should be separate from the basic EEO Policy Statement.

(d) Give immediate attention to allegations of sexual harassment. Seek assistance of appropriate EEO or labor relation officials to defuse the immediate situation and to resolve the underlying cause of the allegations.

(e) Take swift and appropriate disciplinary or corrective action against proven perpetrators of sexual harassment, managers who allow it to occur within their chain of authority, employees who engage in sexually explicit conversations or actions while on duty, or employees who lodge blatantly unfounded allegations of sexual harassment.

(8) Identify an individual as the point of contact to work with the Servicing EEO Specialist (SEEOS). The point of contact will serve as the administrative liaison and should be empowered with sufficient authority within the command to expedite time sensitive EEO documents and to assist in furthering Affirmative Employment Program/Federal Equal Opportunity Recruitment Program (AEP/FEORP) and Persons With Disabilities/Disabled Veterans (PD/DAV) employment goals.

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(9) Provide annual EEO training for supervisors. Training should be a minimum of two hours and should provide information specific to the needs of the command.

(10) Ensure that each supervisor/manager has a meaningful, objective EEO element as a performance standard, and that accomplishment/nonaccomplishment appropriately impacts the final performance rating.

(11) Provide official bulletin boards in strategic locations to ensure that all employees (Appropriated Fund and Nonappropriated Fund) have access to pertinent EEO information. Unofficial bulletin boards may be provided if desired. While heads of activities are responsible for ensuring bulletin boards are properly posted and for all costs associated with maintaining them, SEEOSs may assist in identifying current documents and may provide source material for duplication. Required documents are:

(a) Official EEO Bulletin Boards

EEO Complaints Procedures
Name and telephone number of DEEOO, SEEOS,
and EEO Counselors
DON, CNET, and Activity EEO and Sexual
Harassment Policy Statements
DOD and DON hotline numbers for reporting
sexual harassment
Local name and telephone number of point of
contact for addressing sexual harassment
allegations
Information regarding where to obtain local,
CNET, and DON Affirmative Action/Employment
Plans (may include actual plans if desired)

(b) Unofficial EEO Bulletin Boards (optional, but encouraged)

EEO Committee minutes
Announcements of special emphasis observance
events
Posters, flyers, or articles regarding diversity
or community events supportive of SEPs
Other similar documents

Periodic review of both official and unofficial bulletin boards should be conducted to ensure material is current and that unauthorized material is not posted.

b. Each NAVEDTRACOM HRO shall provide complete EEO program support to serviced activities as follows:

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(1) Appoint a SEEOS to provide EEO advice and technical assistance to each serviced NAVEDTRACOM activity in accomplishing the action items identified under paragraph 5a. All EEO functions shall be provided by permanent (full-time or part-time) EEO Specialists (including SEEOSs, Special Emphasis Program Managers, Counselors, and Complaints Managers).

(2) Provide, as a minimum, the following EEO program support:

(a) AEP and FEORP management. This includes:

1. Development and monitoring of AEPP/MW, AAPP for Persons With Disabilities, FEORP plans, and/or Workforce Parity Computation and Tracking Chart (CNET 12713/14 (Rev. 11-95)). HROs, whether a hub or satellite office, are to prepare aggregate plans for all NAVEDTRACOMs which they serve. Further, develop separate plans for each command/activity with 500 or more employees. Commands/activities are to attach Workforce Parity Computation and Tracking Charts (enclosure (2)) to governing AEP plans and monitor recruitment success on this form. This form is to be used to compile AEP and FEORP accomplishment reports.

2. Development of AEP, FEORP, and Workforce Parity Computation and Tracking Chart (CNET 12713/14 (Rev. 11-95)) accomplishment reports.

3. Incorporation of EEO issues identified as discrepancies or unsatisfactory items during Inspector General (IG) inspections into the local AEPP.

4. Involvement in recruitment and staffing efforts impacting on the potential placement of minorities, women, and disabled persons.

5. Use enclosure (3), Recruitment/FEORP Worksheet - Appropriated Fund (CNET 12713/12) for all appropriated fund recruitments.

6. Use enclosure (4), Recruitment/FEORP Worksheet - Nonappropriated Fund (CNET 12713/13) for all permanent Nonappropriated Fund recruitments.

(b) Special Emphasis Program Management, which includes a Federal Women's Program, Persons With Disabilities/Disabled Veterans Program, and minority employment programs as geographic needs dictate (i.e., Blacks, Hispanics, Asian Americans/Pacific Islanders, Native Americans, or Alaskan Natives).

(c) Upward Mobility Program Management

(d) Prevention of Sexual Harassment Program Management

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(e) Discrimination Complaints Management to include the following:

1. Compliance with references (c) and (d).
2. Maximum resolution of complaints at the informal counseling stage. DON has established a goal of 90 percent resolution of complaints during the informal/precomplaint stage. This goal is to be measured by the number of precomplaints which are actually counseled (not contacts with the EEO Office or counselor) compared to the number of formal complaints filed. The 90 percent goal is to be incorporated into performance appraisal plans of personnel responsible for complaints management. Officials achieving it should be appropriately recognized and/or awarded.
3. Comprehensive counselor reports which address all allegations, bases, and issues in Title VII format. Enclosure (1) is the format for counselors reports.
4. Development and implementation of Alternative Dispute Resolution (ADR) programs.
5. Timely processing of complaints consistent with the provisions of references (c) and (d).
6. Title VII analysis of each complaint. Although reference (d) eliminated the requirement for EEO Officers to issue proposed agency decisions, this should not be construed to mean that Title VII analyses are no longer required. An analysis sufficient to understand the case and any liability should be completed immediately upon receipt of the investigative report and provided to the EEO Officer for his/her review with the investigative report.
7. Implementation of final agency decisions and documentation in applicable complaint case files.
8. Current/accurate Complaints Action Tracking System (CATS). Most complaints status reports will be obtained from CATS; therefore, CATS is to be maintained on a continuous basis and accuracy is to be verified and reported quarterly to CNET (Code OOV4) using the form provided as enclosure (5).
9. HROs are responsible for maintaining closed case files in accordance with references (c) and (d). CNET will hold closed case files for 1 year after closure.
10. Provide CNET (Code OOV) signed copies of key complaints-related documents as they are promulgated. Due to the sensitive nature of complaints documents, all submittals must be labeled "OPEN BY ADDRESSEE ONLY" and "FORMAL DISCRIMINATION COMPLAINT INFORMATION." Ensure the DON number is on all complaints-related correspondence. The following documents are required:

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FORMAL COMPLAINTS OF DISCRIMINATION (COMPLAINT OF DISCRIMINATION IN THE DEPARTMENT OF THE NAVY), NAVSO 12713/1. Date stamped, annotated with the correct DON docket number, and signed by an appropriate EEO official.

COUNSELOR'S REPORT. Dated, signed by the counselor, and meets the requirements of paragraph 5b(2)(e) above. DO NOT submit copies of supporting documents or investigative documentation.

ACCEPT/DISMISS LETTERS. This includes cases or issues which are accepted on remand due to an appeal. Issues must be clearly defined and specific; they should not be so broad as to imply continuing violation or class issues. Continuing violation allegations are to be clearly stated as such. Class issues are not to be accepted as an individual complaint.

OFFERS OF FULL RELIEF. Activity's offer and Complainant's response.

SETTLEMENTS/RESOLUTIONS/WITHDRAWALS OF FORMAL COMPLAINTS. These must be signed by the head of the activity. This is a nondelegable signature authority.

SUMMARY OF INVESTIGATIVE REPORT

REQUESTS FOR SECNAV DECISIONS. This is the document which most often does not reflect the DON number. Please ensure it is included in the request letter.

FINAL AGENCY DECISIONS. Includes the final action taken to close the complaint.

DISPOSITION REPORT. DO NOT resubmit supporting documents/attachments previously provided.

APPEAL INFORMATION. Complainant's appeal, agency response, and EEOC decision.

BACKGROUND MATERIAL and informal documents are not required unless specifically requested by CNET, or required to clarify an action taken.

6. Relationship of Hub and Satellite HROs

a. Delegation of Authority. For expediency in producing consolidated reports, Hub and/or Satellite HROs are delegated authority to request EEO-related information directly from CNET commands and activities. This delegation of authority is only for collection of EEO-related data, information, or statistics for the purpose of producing reports for CNET Headquarters. When commands/activities are so tasked by Hub HROs, they shall respond directly to the requesting Hub and may provide a copy to their functional command if desired. Tasking for action other than producing the above-referenced items is not authorized, implied, or intended.

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b. Hub HROs shall:

(1) Provide total program support to activities serviced directly by the Hub HRO as stated in this instruction.

(2) Maintain IG readiness at all times, prepare for IG inspections, correct identified discrepancies prior to inspections; or, when identified during an IG, immediately thereafter.

(3) Consolidate surveys, reports, AEPP/MW and PD/DAV AAPP assessment reports, and other information requested by CNET, for all CNET activities serviced.

(4) Advise Satellite HROs to ensure consistency of programs.

(5) Maintain CATS program for activities serviced by Hub and Satellite HROs.

(6) Promulgate information to Satellite HROs.

(7) Provide technical assistance as requested from Satellite HROs.

(8) Monitor adequacy of Satellite programs, recommend corrective actions as needed, and promulgate successful programs to Satellite offices.

c. Satellite/Offsite HROs shall:

(1) Provide total program support to serviced activities as stated in this instruction.

(2) Maintain IG readiness at all times, prepare for IG inspections, advise Hub of status, correct identified discrepancies prior to inspections; or, when identified during an IG, immediately thereafter.

(3) Process complaints of discrimination for serviced activities and provide Hub HRO copies of complaints-related documents.

(4) Conduct/compile surveys, reports, AEPP/MW, PD/DAV AAPP and assessment reports, and other information requested by Hub HRO, for all activities serviced.

(5) Provide Hub information as needed to maintain CATS program.

7. Reports

a. Enclosures (2) and (5) shall be submitted to reach CNET (Code 00V) no later than the 10th day after the end of each fiscal quarter (December, March, June, and September). Negative reports are required.

b. Report control symbols CNET 12713-10 (enclosure (2)) and CNET 12713-11 (enclosure (5)) are assigned to these reports and are approved for three years from the date of this instruction.

c. A chart for submitting EEO reports and other EEO requirements to CNET is provided as enclosure (6).

8. Forms Availability. CNET 12713/12 (Rev. 11-95), 12713/13 (Rev. 11-95), 12713/14 (Rev. 11-95), and 12713/15 (Rev. 11-95) may be obtained by memo from CNET (N41).

I. W. Wright
I. W. WRIGHT

Distribution (CNETINST 5218.2A):
Lists I through VI, VIII, IX
SNDL FT74 (NROTCU) (1)

Stocked:
CHIEF OF NAVAL EDUCATION AND TRAINING
CODE 0041
CNET
250 DALLAS ST
PENSACOLA FL 32508-5220

FORMAT FOR
EEO COUNSELOR'S REPORT
COMPLAINANT'S NAME
DON NUMBER

1. Complainant: _____

Position Title: _____ PP/Series/Grade: _____

Activity Command: _____ Code: _____

Mailing Address: _____

Day Phone: () _____

Evening Phone: () _____

2. Representative Name: _____

Mailing Address: _____

Day Phone: () _____

Evening Phone: () _____

3. Significant Complaint Dates

a. Date of Alleged Discriminatory Act: _____

b. Initial EEO Contact: _____

c. Initial Interview with Counselor: _____

d. Notice of Final Interview: _____

e. Date Complainant Filed Formal: _____

4. Persons Knowledgeable of Complaint Issues (List all management respondents, management witnesses, and complaint's witnesses.)

<u>Name</u>	<u>Day Phone</u>	<u>Work Relationship To Complainant</u>
_____	() _____	_____
_____	() _____	_____

5. Basis/es:

6. Issue/s:

7. Relief Requested:

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8. Workforce Profile of Organizational Entity

Following is a sample profile set-up for a complaint based on race and sex. Profiles specific to the basis(es) raised in a complaint are to be developed (i.e., race, sex, age, handicapping condition, reprisal, etc.). A RNS profile is not sufficient for basis(es) other than RNS. If there are less than 10 employees in the immediate organizational entity, provide the next level organizational entity also to allow a meaningful comparison.

Workforce Profile of: _____

<u>TOTAL</u>	<u>WHITE</u>		<u>BLACK</u>		<u>HISPANIC</u>		<u>ASIAN/PAC</u>		<u>AM INDIAN</u>	
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>
#										
%										

9. Complainant's Description of Events:

10. Title VII Analysis

a. Prima Facie Case.

b. Management's articulated/nondiscriminatory rationale for action taken. List all management respondents' comments under this caption.

c. Complainant's pretextual argument. Ensure the complainant understands his/her responsibility to provide more than a flat rebuttal that it is discrimination; some evidence is needed.

d. Information tending to support the allegations. Requires analysis by the counselor. List facts supported by document or specific statements of respondents.

e. Information tending to refute the allegations. List facts supported by document or specific statements of respondents. Requires analysis by the counselor.

11. Resolution Attempts

a. Actions taken by management to effect resolution.

b. Complainant's response.

12. Counselor's Comments (if appropriate). This is the only place in the counselor's report where the counselor's actions or comments are referred to.

WORKFORCE PARITY COMPUTATION AND TRACKING CHART				AS OF QUARTER ENDING									
ACTIVITY				UIC		<input type="checkbox"/> AF <input type="checkbox"/> NAF		<input type="checkbox"/> FT <input type="checkbox"/> PT		NONTRADITIONAL POSITION FOR FEMALES (INSERT SERIES) _____			
PATCOB OR SERIES				GRADE LEVELS									
RNS GROUP	*CLFX A	AUTHORIZED CEILING (1 OCT) B	WORK FORCE PARITY (AXB=C) C	ON BOARD COUNT D PARITY TRACKING CHART				PARITY GOALS (C-D=E) E	REVISED PARITY GOALS G (UPDATE WHEN + OR - OCCURS IN COLUMN D)				
				31 DEC	31 MAR	30 JUN	30 SEP		31 DEC	31 MAR	30 JUN	30 SEP	
WHITE MALES													
WHITE FEMALES													
BLACK MALES													
BLACK FEMALES													
HISPANIC MALES													
HISPANIC FEMALES													
ASIAN MALES													
ASIAN FEMALES													
INDIAN MALES													
INDIAN FEMALES													
EMPLOYEES WITH TARGETED DISABILITIES	2X												

SAMPLE

***CIVILIAN LABOR FORCE**

TOTAL HIRES IN THIS PATCOB OR SERIES _____

PREPARED BY _____ DATE _____

TELEPHONE COMMERCIAL _____ DSN _____

NOTE: WHITE MALE CATEGORY PROVIDED FOR COMPLETE WORKFORCE REVIEW, GOALS ARE NOT ESTABLISHED FOR WHITE MALES.

INSTRUCTIONS:

- (1) COMPLETE THE ABOVE FORM USING WORKFORCE DATA FROM THE CURRENT AEPP AS THE AUTHORIZED CEILING. IF AEPP DATA NOT AVAILABLE, USE END OF FY DATA.
- (2) UPDATE CHART EACH QUARTER
 - ** = CHANGE IN GOAL DUE TO LOSS OR GAIN OF RNS GROUP MEMBER (+ OR -)
 - *** = NO UNDERREPRESENTATION
- (3) ATTACH NARRATIVE EXPLANATION FOR EACH FAILED OPPORTUNITY TO MEET AN AEPP GOAL
- (4) SUBMIT TO CNET (CODE OOE), NLT THE 10TH DAY AFTER THE END OF EACH QUARTER

Enclosure (2)

CNET REPORT 12713-10
FORM 1000-100

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RECRUITMENT/FEORP WORKSHEET - APPROPRIATED FUND

COMMAND/DEPARTMENT						DATE		
SECTION I - TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR OF VACANT POSITION AND SUBMITTED WITH ALL RECRUITMENT REQUEST FOR PERSONNEL ACTIONS (SF-52)								
POSITION TITLE			PAY PLAN/SERIES		GRADE	PATCOB*		
RNS Race, National Origin, Sex "X" IF UNDERREPRESENTED*		FEMALES ALL WHITE	BLACK MALES FEMALES	HISPANIC MALES FEMALES	OTHER** MALES FEMALES		TARGETED HC	30% DAV
*REVIEW CURRENT AFFIRMATIVE EMPLOYMENT PROGRAM PLAN OR WORKFORCE PARITY COMPUTATION AND TRACKING CHART (CNET 12713/14 Rev. 8-95)), OR CALL THE EEO OFFICE FOR THIS INFORMATION **INCLUDES ASIAN AMERICAN/PACIFIC ISLANDERS AND AMERICAN INDIANS/ALASKAN NATIVES								
Goals are established for RNS groups that are underrepresented. When an RNS group is underrepresented, the immediate supervisor is to decide how to expand normal recruitment efforts to generate the maximum number of qualified applicants from the underrepresented RNS group. The programs listed below are available for your use. The Federal Equal Opportunity Recruitment Program manager is also available to provide additional information about these programs and other programs, and to assist you in determining which method might best allow you to meet your workload and reduce underrepresentation. Call your local EEO office if assistance is needed.								
NONCOMPETITIVE SOURCES - The fastest methods of recruitment. Selectees are usually able to report to work within two weeks or less. However, these methods are not necessarily the best methods for reducing underrepresentation.								
VRA - Applicants are appointable if they served in the Armed Forces between 8/5/64 and 5/7/75 and were honorable discharged. Generates adequate minority applicants, but not females.								
30% Disabled Veterans (DAV) - Adequate for minority applicants, but not for females.								
Handicap Appointment - Can generate applicants from all RNS groups.								
Reinstatements - Rehire of previous civil service employees, RNS varies.								
CO-OP - College students attend college 6 months, work 6 months, ceiling free. Upon successful completion of the program, can be noncompetitively placed. RNS varies.								
COMPETITIVE SOURCES - Not as fast as noncompetitive sources, but generates a different RNS mix of applicants. Sources should be determined based upon the underrepresented RNS.								
Merit Promotion - Not recommended for lower grades. Does not increase overall representation of workforce, so if overall workforce is underrepresented, this is not a good recruitment source. If used, also check area of consideration: <input type="checkbox"/> Activity <input type="checkbox"/> Command Wide <input type="checkbox"/> DON Wide <input type="checkbox"/> Pensacola Complex Commands <input type="checkbox"/> DOD Wide <input type="checkbox"/> FEDERAL Wide								
Upward Mobility, Restricted - Recruitment limited to potential only (persons who do not meet X-118 requirements). Area of consideration limited to recruiting activity/command.								
Upward Mobility, Unrestricted - Recruitment open to qualified and potential only candidates. However, qualified persons usually are at the top of the selection certificate. Limited to recruiting activity/command.								
Career Ladder - Merit promotion recruitment at entry level. Announcement must state that selectee may be noncompetitively promoted to journeyman level. Increases possibility of reaching minorities/females.								
Multiple Grade - Merit promotion recruitment at more than one grade with promotion to journeyman level. Increases possibility of reaching minorities/females.								
Worker Trainee - External hire, worker trainee register available on call. Three year program. First year is ceiling free, must have billet second year. Grades begin at GS/WG-1 and limited to promotion to GS/WG-4. Excellent method of reducing underrepresentation.								
OPM Register - External hire, filled competitively through Orlando or other OPM office.								
Other - No specific source desired, request FEORP manager determine best source to reach maximum number of applicants from the underrepresented groups.								
If no highly qualified candidate from underrepresented groups is found, it is recommended that the area of consideration and closing date be extended under initial announcement (not applicable to upward mobility).								
SIGNATURE (Immediate Supervisor)				SIGNATURE (Special Assistant/Department Head)				

CNET 12713/12 (Rev. 11-95)

Enclosure (3)

SECTION II - TO BE FILLED IN BY EEO AFTER THE RATING PROCESS AND FORWARDED TO SELECTING OFFICIAL FOR SELECTION AND COMPLETION OF SECTION III.

AEPP OR WORKFORCE PARITY GOALS HAVE BEEN ESTABLISHED FOR THE FOLLOWING RNS GROUPS:

FEMALES		BLACK		HISPANIC		OTHER			
ALL	WHITE	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	HC	30% DAV

THE ATTACHED CERTIFICATE CONTAINS THE FOLLOWING RNS MIX:

FEMALES		BLACK		HISPANIC		OTHER			
ALL	WHITE	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	HC	30% DAV

**INCLUDES ASIAN AMERICAN/PACIFIC ISLANDERS AND AMERICAN INDIANS/ALASKAN NATIVES.

Selection officials are reminded that they must make nondiscriminatory selections. When minorities, women, or persons with disabilities are among the best of the competitive candidates within the selection range, selecting officials have the obligation to ensure they are given full consideration and to choose the person who will best fulfill management needs in terms of productivity and total objectives of the organization, including affirmative action and equal opportunity.

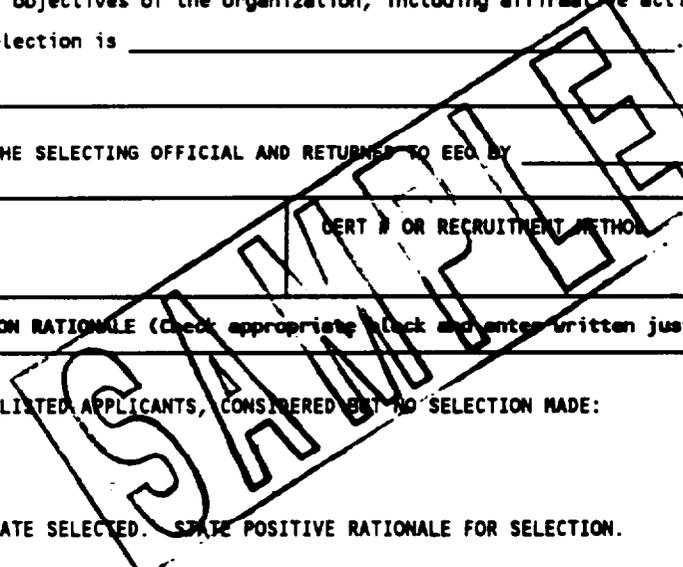
The EEO representative for this selection is _____ . Please contact him/her directly for scheduling.

SECTION III - TO BE COMPLETED BY THE SELECTING OFFICIAL AND RETURNED TO EEO BY _____ .

NAME OF SELECTEE	CERT # OR RECRUITMENT METHOD	DATE SELECTED

WRITTEN SELECTION RATIONALE (Check appropriate block and enter written justification)

- CERTIFICATE OF ELIGIBLES, OR LISTED APPLICANTS, CONSIDERED BUT NO SELECTION MADE:
- UNDERREPRESENTED GROUP CANDIDATE SELECTED. STATE POSITIVE RATIONALE FOR SELECTION.
- UNDERREPRESENTED GROUP CANDIDATE NOT SELECTED. STATE REASON SELECTION WAS CONSIDERED OVERRIDING TO AFFIRMATIVE ACTION OBJECTIVE.



SIGNATURE (Selecting Official)	DATE
SIGNATURE (Special Assistant/Department Head)	DATE

SECTION IV - TO BE COMPLETED (AND RETAINED) BY EEO.

ITEM	WM	WF	BM	BF	RM	RF	AA/PIH	AA/PIF	AI/ANH	AI/ANF	TARGETED HC	30% DAV
# APPLICANTS												
# APS QUALIFIED												
# APS NOT QUAL												
# REFERRED												
# SELECTED												

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RECRUITMENT/FEORP WORKSHEET - NONAPPROPRIATED FUND

COMMAND/DEPARTMENT							DATE							
ACTION I - TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR OF VACANT POSITION AND SUBMITTED WITH THE RECRUITMENT REQUEST FOR PERSONNEL ACTIONS (SF-52)														
POSITION/TITLE			PAY PLAN/SERIES			GRADE		PATCOB						
RNS (Race, National Origin, Sex) "X" IF UNDERREPRESENTED*	FEMALES ALL WHITE		BLACK MALES FEMALES		HISPANIC MALES FEMALES		OTHER** MALES FEMALES		TARGETED MC	30% DAV				
*REVIEW CURRENT AFFIRMATIVE EMPLOYMENT PROGRAM PLAN OR WORKFORCE PARITY COMPUTATION AND TRACKING CHART (CNET 12713/14 (Rev. 8-95)), OR CALL THE EEO OFFICE FOR THIS INFORMATION **INCLUDES ASIAN AMERICAN/PACIFIC ISLANDERS AND AMERICAN INDIANS/ALASKAN NATIVES														
Goals are established for RNS groups that are underrepresented. When an RNS group is underrepresented, the immediate supervisor is to decide how to expand normal recruitment efforts to generate the maximum number of qualified applicants from the underrepresented RNS group. The programs listed below are available for your use. The Federal Equal Opportunity Recruitment Program manager is also available to provide additional information about these programs and other programs and to assist you in determining which method might best allow you to meet your workload and reduce underrepresentation. Call your local EEO office if assistance is needed.														
RECRUITMENT SOURCES														
External Vacancy Announcement - Announced to the general public through Job Services of Florida and other recruitment sources. This method can generate good RNS applicant mix but usually does not reach Handicap/Disabled/Veteran applicants.														
Merit Promotion (Internal Vacancy Announcement) - Not recommended for lower grades. Does not increase overall representation of workforce, so if overall workforce is underrepresented, this is not a good recruitment source. If used, also check area of consideration: <table border="0" style="width: 100%; text-align: center;"> <tr> <td>Activity</td> <td>Command Wide</td> <td>DON Wide</td> <td>Peninsula Complex Commands</td> <td>DOD Wide</td> <td>FEDERAL Wide</td> </tr> </table>									Activity	Command Wide	DON Wide	Peninsula Complex Commands	DOD Wide	FEDERAL Wide
Activity	Command Wide	DON Wide	Peninsula Complex Commands	DOD Wide	FEDERAL Wide									
Upward Mobility, Restricted - Recruitment limited to potential only (persons who do not meet X-118 requirements). Area of consideration limited to recruiting activity/command.														
Upward Mobility, Unrestricted - Recruitment open to qualified and potential only candidates. However, qualified persons usually are at the top of the selection certificate. Limited to recruiting activity/command.														
Career Ladder - Merit promotion recruitment at entry level. Announcement must state that selectee may be noncompetitively promoted to specific journeyman level. Increases possibility of reaching minorities/females.														
Multiple Grade - Merit promotion recruitment at more than one grade with promotion to journeyman level. Increases possibility of reaching minorities/females.														
Handicap/Disabled Veterans' Appointments - Can generate applicants from all RNS groups as well as persons with targeted disabilities.														
Other - No specific source desired, request FEORP manager determine best source to reach maximum number of applicants from the underrepresented groups.														
If no highly qualified candidate from underrepresented groups is found, it is recommended that the area of consideration and closing date be extended under initial announcement (not applicable to upward mobility).														
SIGNATURE (Immediate Supervisor)					SIGNATURE (Special Assistant/Department Head)									
Comments:														

SECTION II - TO BE FILLED IN BY EEO AFTER THE RATING PROCESS AND FORWARDED TO SELECTING OFFICIAL FOR SELECTION AND COMPLETION OF SECTION III.

AEPP OR WORKFORCE PARITY GOALS HAVE BEEN ESTABLISHED FOR THE FOLLOWING RNS GROUPS

FEMALES		BLACK		HISPANIC		OTHER**			
ALL	WHITE	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	HC	30% DAV

THE ATTACHED CERTIFICATE CONTAINS THE FOLLOWING RNS MIX:

FEMALES		BLACK		HISPANIC		OTHER			
ALL	WHITE	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	HC	30% DAV

**INCLUDES ASIAN AMERICAN/PACIFIC ISLANDERS AND AMERICAN INDIANS/ALASKAN NATIVES.

Selection officials are reminded that they must make nondiscriminatory selections. When minorities, women, or persons with disabilities are among the best of the competitive candidates within the selection range, selecting officials have the obligation to ensure they are given full consideration and to choose the person who will best fulfill management needs in terms of productivity and total objectives of the organization, including affirmative action and equal opportunity.

The EEO representative for this selection is _____.
Please contact him/her directly for scheduling.

SECTION III - TO BE COMPLETED BY THE SELECTING OFFICIAL AND RETURNED TO EEO BY _____

NAME OF SELECTEE	CERT# OR RECRUITMENT METHOD	DATE SELECTED

WRITTEN SELECTION RATIONALE (Check appropriate block and enter written justification)

CERTIFICATE OF ELIGIBLES, OR LISTED APPLICANTS, CONSIDERED BUT NO SELECTION MADE.

UNDERREPRESENTED GROUP CANDIDATE SELECTED. STATE POSITIVE RATIONALE FOR SELECTION.

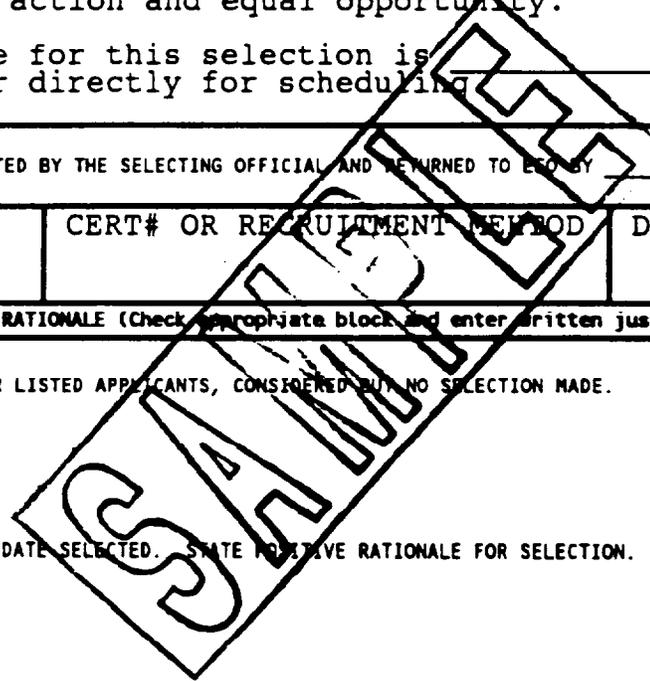
UNDERREPRESENTED GROUP CANDIDATE NOT SELECTED. STATE REASON SELECTION WAS CONSIDERED OVERRIDING TO AFFIRMATIVE ACTION OBJECTIVE.

SIGNATURE (Selecting Official)	DATE
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SIGNATURE (Special Assistant/Department Head)	DATE
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SECTION IV - TO BE COMPLETED (AND RETAINED) BY EEO

ITEM	WM	WF	BM	BF	HM	HF	AA/PIM	AA/PIF	AJ/ANM	AJ/ANF	TARGETED HC	30% DAV
# APPLICANTS												
# APS QUALIFIED												
# APS NOT QUALIFIED												
# APS REFERRED												
# SELECTED												



EEO QUARTERLY CATS VERIFICATION REPORT SUMMARY DATA
FOR REPORTING PERIOD ENDING FY _____ QTR _____

SECTION I.

ACTIVITY:	UIC:

SECTION II.

	AF	NAF	NEX
A. INDIVIDUALS CONTACTING EEO DURING REPORTING PERIOD			
B. INDIVIDUALS COUNSELED DURING REPORTING PERIOD:			
C. COMPLAINTS FILED DURING REPORTING PERIOD:			
D. COMPLAINTS BEGINNING OF REPORTING PERIOD:			
E. REMANDS DURING REPORTING PERIOD:			
F. COMPLAINTS CLOSED DURING REPORTING PERIOD:			
G. COMPLAINTS END OF REPORTING PERIOD:			
H. COMPLAINTS JOINED/CONSOLIDATED DURING PERIOD:			
I. FULL-TIME EEO COUNSELORS:			
J. ACTIVITY/AGENCY EMPLOYEES:			
K. OTHER EEO COUNSELORS (CD) (PT) (EEO SPEC)			

SECTION III. REPORT ONLY FORMAL COMPLAINTS FILED DURING REPORTING PERIOD

ISSUES	OCCURRENCES	BASES	OCCURRENCES
01 - APPOINTMENT/HIRE		1 - RACE/COLOR (BLACK)	
02 - ASSIGNMENT OF DUTIES		2 - RACE/COLOR (WHITE)	
03 - AWARDS		3 - RACE/COLOR (AMERICAN INDIAN/ALASKA NATIVE)	
04 - CONVERSION TO FULL-TIME		4 - RACE/COLOR (ASIAN/PACIFIC ISLANDER)	
5 - DEMOTION		5 - RELIGION	
06 - REPRIMAND		6 - NATIONAL ORIGIN (HISPANIC)	
07 - SUSPENSION		7 - NATIONAL ORIGIN (OTHER)	
08 - TERMINATION		F - SEX (FEMALE)	
09 - DISCIPLINARY ACTION (OTHER)		M - SEX (MALE)	
10 - DUTY HOURS		A - AGE	
11 - EXAMINATION/TEST		P - HANDICAP (PHYSICAL)	
12 - EVALUATION/APPRaisal		M - HANDICAP (MENTAL)	
13 - HARASSMENT (NON-SEXUAL)		R - REPRISAL	
14 - HARASSMENT (SEXUAL)			
15 - PAY INCLUDING OVERTIME		24A - OTHER ISSUE (DESCRIPTION):	
16 - PROMOTION/NONSELECTION			
17 - REASSIGNMENT (REQUEST DENIED)			
18 - REASSIGNMENT (DIRECTED)			
19 - REINSTATEMENT			
20 - RETIREMENT			
21 - TIME AND ATTENDANCE			
22 - TRAINING			
23 - TERMS/CONDITION OF EMPLOYMENT			
24 - OTHER (DESCRIBE IN BLOCK 24A)			
25 - EQUAL PAY ACT VIOLATION			
		TOTAL NO. OF OTHER ISSUES	

VERIFICATION. THIS REPORT INCLUDES ALL CASES IN PROCESS DURING THE ABOVE REPORTING PERIOD.
THESE CASES ARE _____ ARE NOT _____ IN CATS. IF NOT, SPECIFY WHY AND IF ASSISTANCE IS NEEDED.

20 FEB 1988

**CHART FOR SUBMITTING EEO REPORTS
AND OTHER EEO REQUIREMENTS
TO CNET, PENSACOLA, FLORIDA**

<u>ACTION ITEMS</u>	<u>AUTHORITY</u>	<u>DUE DATE TO CNET*</u>
1. Affirmative Employment Multi-Year (MY-AEPP)	KEOC-MD-714	Completed
Noteworthy EEO Program/AEPP Activities	OCPM	2nd Friday in August
MY-AEPP Narrative Accomplishment Report (addresses CNET and DON action items)	OCPM	2nd Friday in August
MY-AEPP Update and Accomplishment Report (addresses activity action items)	KEOC-MD-714	2nd Friday in December
Summary Analysis of Workforce	OCPM	2nd Friday in December
Statements by Organizations with Less Than 500 Employees	KEOC-MD-714	Completed
Workforce Parity Computation and Tracking Chart (attach to governing AEPP/MW)	CNET	2nd Friday in December
2. SECNAV and EEO Initiatives Accomplishment Report	OCPM	10 August
3. Affirmative Action Plan for Hiring, Placement, and Advancement of Persons with Disabilities (AAP-PD)	KEOC-MD-713	Completed
Annual Accomplishment Report Action/Updates	KEOC-MD-713	1st Friday in October
4. Disabled Veterans (DAV) Affirmative Action Program Plan	FPM 720 Subchapter 3	Upon request
Annual DAV Accomplishment Report and Certification	FPM 720 Subchapter 3	1st Friday in October
5. Federal Equal Employment Opportunity Recruitment Program Plan (FEORP)	OPRAVINST 12720.1 of 23 Feb 81	Completed
FEORP Accomplishment Report	OPRAVINST 12720.1 of 23 Feb 81	2nd Friday in October
FEORP Best Practices	OCPM	2nd Friday in October
6. The Presidential Award Program for Outstanding Federal Employees with Disabilities	FPM 306 Subchapter 10 Respond by memorandum	2nd Friday in February
Annual Certificate of Merit Award Program for Outstanding Affirmative Action Programs for Persons with Disabilities	DOD Letter of Request Respond by memorandum	28 February
Nathaniel Stinson EEO Program Awards	OPRAVINST 12720.6	Mid-November
7. EEO Quarterly CATS Verification Report -- -- Summary Data (RCS CNET 12713-11)	CNETINST 12713.9A	10th day after end of quarter

* Due dates are based on reporting dates set by OFFCPM which must be met by CNO (M14). Dates are subject to change based on changing requirements by OFFCPM, higher level authorities, or CNET.

Enclosure (6)