



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
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IN REPLY REFER TO

NAVFACINST 12720.4.A  
FAC-HRM  
14 July 1998

NAVFAC INSTRUCTION 12720.4.A

From: Commander, Naval Facilities Engineering Command

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM MANAGEMENT

Ref: (a) Equal Employment Opportunity Act of 1972  
(b) Civil Service Reform Act of 1978  
(c) E. O. 11748, as amended by E. O. 12106  
(d) 29 CFR 1614  
(e) EEOC MD 110  
(f) EEOC MD 713  
(g) EEOC MD 714  
(h) SECNAVINST 12720.1A  
(i) SECNAVINST 12720.5A  
(j) OPNAVINST 12720.1  
(k) OPNAVINST 12720.5  
(l) OPNAVINST 12720.7  
(m) OPNAVINST 12720.8  
(n) OPNAVINST 5354.5  
(o) OCPMINST 12713.2A

1. Purpose. To reaffirm Command objectives and policy regarding the Equal Employment Opportunity (EEO) Program and to incorporate the provisions and requirement of references (a) through (o) into the management and administration of the Naval Facilities Engineering Command's (NAVFACENGCOM) EEO program.
2. Cancellation. This Instruction replaces NAVFACINST 12720.4 of 10 April 1989.
3. Applicability. The provisions and requirements of this instruction apply to NAVFACENGCOM Headquarters and to all field components under the command and/or technical control of the Commander, NAVFACENGCOM.
4. Objectives. The objectives of the EEO program are to: (1) afford the opportunity to excel to each civilian employee and applicant regardless of race, color, gender, sexual orientation, religion, national origin, age, or disability; (2) achieve a workforce reflective of the ethnic/gender composition of the available labor market; and (3) achieve optimum utilization of human resources for effective mission accomplishment.

5. Policy.

A. It is the policy of the Commander, NAVFACENGCOM, that all components of the Command will implement, fully and completely, the EEO provisions of applicable public laws, executive orders, Equal Employment Opportunity Commission (EEOC) directives, Office of Personnel Management (OPM) regulations, and directives from Defense Department and higher Department of Navy (DON) echelons. Achievement of the DON goal of full integration of the workforce is an inherent responsibility of every EEO program official and every military and civilian manager and supervisor. Managers and supervisors are accountable for meeting established EEO goals and objectives. Their performance in this area shall be included in the applicable performance appraisal system. Criteria for advancement within supervisory positions shall include demonstrated performance in achieving EEO objectives.

B. In addition to providing equality of opportunity for the total civilian workforce, affirmative employment programs shall be established and directed at women, racial/ethnic minorities, and handicapped individuals/disabled veterans. Program focus for the handicapped will include both employment and facility accessibility.

6. Action. Addressees shall support and implement the policy of the Commander, NAVFACENGCOM. All components of the Naval Facilities Engineering Command will maintain viable EEO programs. At the minimum, each program will encompass the following:

- EEO Program policy statement and administration information as prescribed by references (i) and (m);
- Affirmative Employment Program planning as prescribed by references (c), (h), (j) & (l);
- Discrimination Complaint Program management as prescribed by references (b), (d), (e) and (o);
- Affirmative Employment Program planning for people with disabilities and disabled veterans as prescribed by reference (f);
- Prevention of sexual harassment policy statement and reporting guidance as prescribed by reference (n).

7. Reports. EEO Program plans and reports will be submitted annually to the Director of Human Resources Management, NAVFACENGCOM, in accordance with the following:

- Affirmative Employment Program Plan and Accomplishment Report for Minorities and Women - 15 December
- Affirmative Employment Program Plan and Accomplishment Report for People with Disabilities - 31 October
- Federal Equal Opportunity Recruitment Program Plan - 30 November
- Disabled Veterans Affirmative Action Program Plan - 30 November

8. Program Assessment. Commanding Officers will conduct annual climate, morale, and EEO Program assessments. Based upon the results, activities will consider EEO program expansion to include augments such as upward mobility, special emphasis programs, utilization of EEO advisory committees/councils, and targeted recruitment.

  
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