



DEPARTMENT OF THE NAVY

NAVAL AIR WARFARE CENTER WEAPONS DIVISION
1 ADMINISTRATION CIRCLE
CHINA LAKE, CA 93555-6100

521 9TH STREET
POINT MUGU, CA 93042-5001

IN REPLY REFER TO:

NAWCWDINST 12713.4
734000D
10 Jun 2003

NAWCWD INSTRUCTION 12713.4

From: Commander, Naval Air Warfare Center Weapons Division

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY

Ref: (a) NAWCWDINST 5300.1
(b) NAWCWDINST 12713.1A
(c) SECNAV Statement on Equal Opportunity, Equal Employment Opportunity (EEO), and Sexual Harassment
(d) Affirmative Employment Program for Minorities and Women Multi-Year Program Plan, FY98-FY02

1. Purpose. To state the Naval Air Warfare Center Weapons Division (NAWCWD) equal opportunity and employment policy.

2. Background. The Equal Employment Opportunity (EEO) Officer (Commander, NAWCWD) is firmly committed to ensuring that all NAWCWD employees are subject to fair employment practices and acceptable workplace conduct. References (a) through (d) promote the Department of Navy's (DON) commitment to equal opportunity and treatment of all DON employees and applicants regardless of race, color, religion, national origin, age, sex, or disability; and the commitment to eradicate sexual harassment from the work environment, both military and civilian.

3. Employment Policy

a. Any form of unlawful discrimination, disrespectful conduct, or language that demeans or humiliates others will not be tolerated at NAWCWD.

b. Supervisors and managers will base all employment-related decisions, e.g., training, selection, and advancement decisions, solely on the relative ability, knowledge, and skills of a candidate. These decisions will be combined with an effort to achieve a work force representative of all segments of society. However, supervisors and managers must be mindful of their responsibility to always select the best qualified candidate in all employment related matters.

c. All managers and supervisors, both military and civilian, will aggressively carry out the goals and objectives of the EEO Program and the Affirmative Employment Program (AEP) Plan (reference (d)).

In addition to the requirements in reference (d), each competency will develop a mini-AEP for their respective competency.

d. All NAWCWD managers and supervisors have primary responsibility and accountability for positive action resulting in equal employment and affirmative employment to all subordinates and will ensure that this commitment is reflected in daily decisions.

e. All employees and personnel at NAWCWD are responsible for the success of the EEO Program.

4. Sexual Harassment Prevention Policy

a. Sexual harassment is a form of sex discrimination that will not be tolerated in the DON. It destroys the atmosphere of mutual trust and respect and it seriously impacts the ability to accomplish the mission. Each reported incident of sexual harassment will be investigated. Any suspected, reported or observed action, behavior, or language that could be considered sexual harassment will be treated seriously by each supervisor, manager, and employee of NAWCWD. The legal definition of sexual harassment is provided in reference (a).

b. Supervisors are tasked to read reference (a) and ensure their personnel, both military and civilian, receive annual training on the identification, prevention, resolution, and elimination of sexual harassment. Contact the EEO Division, 734000D/E, for information on Prevention of Sexual Harassment (POSH) training and briefings.

5. The EEO Discrimination Complaints Process

a. A person who believes he or she has been discriminated against is required to contact an EEO Counselor within 45 days of the date the alleged discriminatory event occurred or the effective date of the alleged discriminatory personnel action.

b. If an allegation of discrimination is based on a person's race, color, religion, sex, national origin, age (40 years and over), physical or mental disability or reprisal for involvement in any prior EEO complaints, it must first be raised with an EEO Counselor **within 45 days of the discriminatory action**. The EEO Counselors can be reached by calling 939-0200 at China Lake or 989-3224 at Point Mugu.

c. Employees are encouraged to use the Alternative Dispute Resolution (ADR) process to resolve workplace disputes. The Command promotes and encourages the use of ADR as an alternative to litigation and formal administrative procedures for dealing with workplace disputes. For more information on the ADR Program, see NAWCWDINST 12713.3, Alternative Dispute Resolution (ADR).

6. Reasonable Accommodation Policy. The NAWCWD is required to provide reasonable

accommodation to qualified employees and applicants with disabilities. Providing reasonable accommodation affords more employment opportunities for people with disabilities by removing barriers that prevent them from applying for, or performing jobs for which they are qualified. For more information on reasonable accommodation, see NAWCWD's Reasonable Accommodation Policy of 5 November 2001. Visit our web site at <http://www.nawcwd.navy.mil/~hrd/eo.htm> for additional information on EEO instructions, notices, policies, and current events.

7. Action. Recipients are requested to comply with this instruction and to post the instruction on official bulletin boards.

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8. Directive Responsibility. The Deputy Equal Employment Opportunity Officer, Code 734000E, is responsible for keeping this instruction current.

/s/
DAVID J. VENLET