



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 12720.2E CH-1  
N00EE0  
31 Jul 2018

COMNAVRESFOR INSTRUCTION 12720.2E CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Force

Subj: EQUAL EMPLOYMENT OPPORTUNITY PROGRAM MANAGEMENT

Encl: (1) Revised Page 1

1. Purpose. Transmit change to subparagraph 3a(4).
2. Action. Remove page 1 of this basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management. Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

  
T. W. LUSCHER  
Deputy

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>



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CH-1 of 23 Jul 2018

COMNAVRESFORINST 12720.2E  
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COMNAVRESFOR INSTRUCTION 12720.2E

From: Commander, Navy Reserve Force

Subj: EQUAL EMPLOYMENT OPPORTUNITY PROGRAM MANAGEMENT

Ref: (a) Equal Employment Opportunity Commission Management Directive 715  
(b) Department of the Navy, Civilian Human Resources Manual

1. Purpose. To establish policy and assign responsibility for the establishment and maintenance of a model Equal Employment Opportunity (EEO) program within Commander, Navy Reserve Force (COMNAVRESFOR) per references (a) and (b) subchapters 1601, 1603, 1606, 1614.1 and 773. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 12720.2D.

3. Policy

a. COMNAVRESFOR supports Department of the Navy (DON) policy and recognizes that equality of opportunity is an essential element of readiness and vital in attracting, developing and retaining a top quality workforce in order to accomplish the COMNAVRESFOR strategic mission. It is COMNAVRESFOR policy to:

(1) Ensure EEO is fully integrated into the COMNAVRESFOR mission with demonstrated commitment from leadership at all levels.

(2) Provide EEO for all employees and applicants through clearly defined Human Resources (HR) and EEO policies and programs.

(3) Prohibit and proactively prevent discrimination in employment because of race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and orientation), genetic information, national origin, age or disability, and prohibit acts of reprisal against individuals presenting or processing allegations of discrimination.

(4) Ensure managers and supervisors share responsibility with EEO personnel for successful policy and program implementation.

(5) Promote EEO through continuing affirmative programs that are efficient, responsible and legally compliant.

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(6) Ensure sufficient resources are available to accomplish EEO Program requirements and initiatives including discrimination complaints management and annual assessments.

(7) Make available a fair, impartial and efficient complaint resolution and Alternative Dispute Resolution Program that is consistent with DON policy and Federal regulatory requirements to resolve workplace disputes.

(8) Ensure all individuals with EEO responsibility are provided training on program concepts, policies and requirements in addition to training that will enhance the effective communication, interpersonal skills and accountability of supervisors and employees.

(9) Ensure internal and external EEO Program reporting and legal compliance requirements are completed and submitted on time to requesting authorities.

b. COMNAVRESFOR will assess each activity or command EEO program annually to ensure program success and compliance and to identify and eliminate barriers that tend to limit or restrict equal opportunity for open competition in the workplace.

c. COMNAVRESFOR supports the creation of and requires each activity or command to develop a model EEO program per reference (a), subchapter 1601.

#### 4. Responsibilities

a. Commanders, Commanding Officers and Officers in Charge. The head of each activity or command employing civilians serves as the Equal Employment Opportunity Officer (EEOO) and must demonstrate his or her commitment to DON EEO program Initiatives by:

(1) Ensuring appropriate training is made available to managers, supervisors and employees on their roles and responsibilities within the DON EEO program.

(2) Promoting accountability with effective performance, recognition and discipline management systems.

(3) Publicizing and communicating DON EEO program policies and procedures.

(4) Ensuring fair and equitable treatment of employees, taking and supporting positive actions to overcome low participation and meeting established goals and objectives.

(5) Issuing an annual EEO and anti-harassment policy statement.

(6) Participating in Alternative Dispute Resolution to resolve EEO discrimination complaints at the earliest stages when appropriate.

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b. Managers and Supervisors must:

- (1) Actively participate in and support the accomplishment of DON EEO initiatives.
- (2) Ensure a work environment free of hostile, discriminatory or offensive behavior and provide reasonable accommodations for the religious needs and physical or mental disabilities of employees.
- (3) Act promptly to prevent or correct situations that may rise to discrimination complaints.
- (4) Ensure all members of the workforce refrain from actions or comments that could be viewed as discriminatory and recuse themselves from participation in processes/decisions that would create a conflict of interest.
- (5) Ensure their actions are free from discrimination.

c. Command Deputy Equal Employment Opportunity Officer (CDEEEO) must:

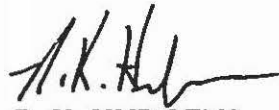
- (1) Serve as primary advisor to the Equal Employment Opportunity Officer on all matters pertaining to the effective management of the command's EEO program.
- (2) Provide guidance, assistance and command specific training to subordinate activity/command officials.
- (3) Serve as a link between subordinate activities to monitor and enforce compliance with applicable instructions and facilitate program assessments and reporting requirements.
- (4) Coordinate command assessment efforts and report accomplishments in achieving a Model EEO Program into the DON report.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

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5. Reports. COMNAVRESFOR will conduct an annual assessment of the command's EEO program per the specific mandatory reporting requirements and directions in reference (a), subchapter 1603. COMNAVRESFOR requires each subordinate activity or command under its cognizance to complete the self assessment, executive summary and submit it to the CDEEOO upon request.



R. K. HUDGENS

By direction

**Releasability and Distribution:**

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