



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 12713.8A  
26/EEO

17 NOV 1988

USNA INSTRUCTION 12713.8A

From: Superintendent

Subj: AWARDS FOR ACHIEVEMENT IN EQUAL EMPLOYMENT OPPORTUNITY

Ref: (a) CPI 451

Encl: (1) Examples of situations warranting consideration for awards for achievement in Equal Employment Opportunity

1. Purpose. To establish, describe, and implement the U.S. Naval Academy's (USNA) procedures for the recognition of achievements in Equal Employment Opportunity (EEO). Enclosure (1), for general guidance only, provides samples of situations which may be appropriate for award consideration.

2. Cancellation. USNA Instruction 12713.8.

3. Background. Reference (a) provides for honorary recognition under the Federal Incentive Awards Program for achievement in EEO. Such recognition is designed to:

a. Emphasize the policy of the Naval Academy to provide equality of opportunity for all employees.

b. Demonstrate the value which management places upon employees, supervisors, and managers who actively and effectively contribute to EEO.

c. Give due and proper honor and distinction to those who excel in providing equal opportunity to others seeking employment or who are already within the federal service.

d. To give impetus to the EEO Program by publicizing the achievements of the award recipients and the impact and positive effect these accomplishments have had upon others.

4. Scope. All civilian employees, military personnel, Non-Appropriated Fund Instrumentalities employees, and all employees of those organizational entities serviced by the Civilian Personnel Department, USNA, are eligible for awards under this program.

5. Types of Awards. Because of the vastly differing nature of the contributions that may be made, annual awards will be given for contributions to EEO in the following areas:

a. Outstanding achievements in EEO by a supervisor or manager.

b. Outstanding achievements in the EEO Program.

c. Outstanding achievements as an employee in fostering equal opportunity.

6. Nomination Procedures. Anyone having personal knowledge of the equal opportunity accomplishments and achievements of an individual may nominate that individual for an award under this program. Nominations should be submitted as follows:

a. The format for nominations should be no longer than two typewritten pages and should include: name, title, organization location of the nominee, and summary of the most significant equal opportunity achievements, along with the name and telephone number of the individual(s) making the recommendation.

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b. Nominations for the annual awards in paragraph 4 may be submitted at any time throughout the year to the Deputy Equal Employment Opportunity Officer (DEEOO), Stop 20g. However, only those nominations submitted prior to 15 October will receive consideration for the Annual EEO Awards; nominations received after 15 October will receive consideration for the Annual EEO Awards in the following calendar year. (D

c. The DEEOO will forward all nominations to the Chairperson, Equal Employment Opportunity Advisory Committee (EEOAC), for review and recommendations. Based on the EEOAC's recommendations, certificates will be issued to the nominees by the DEEOO in recognition of their outstanding achievements in EEO.

d. Annually, the EEOAC will review all nominations received by the DEEOO prior to 15 October for which certificates were issued and submit recommendations to the Superintendent by 1 December for those candidates most meritorious of receiving the Annual EEO Awards. The Superintendent will review the recommendations and approve awards for those having the most outstanding achievements.

7. Presentation. Presentation of the Annual EEO Awards will be made by the Superintendent, Equal Employment Opportunity Officer for USNA, or his designated representative.

8. Action. All employees, supervisors, and managers, both military and civilian, will give the program positive support, encourage participation, and give special attention to recommending awards when employee achievements merit recognition.

  
V. L. HILL, JR.

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EXAMPLES OF SITUATIONS WARRANTING CONSIDERATION FOR AWARDS FOR  
ACHIEVEMENT IN EQUAL EMPLOYMENT OPPORTUNITY

1. Individual provides outstanding leadership and active support to community activities whose objectives are directed to useful and constructive solutions to community problems which affect equal opportunity.
2. Individual provides superior leadership in the development and implementation of an equal opportunity action plan or activity which leads to significant changes or improvements in the Naval Academy's EEO Program.
3. Individual establishes and maintains high level of respect and confidence of minority group or women's organizations and thus advances USNA's EEO Program.
4. Individual provides excellence in leadership and creative development of successful training programs for lower grade and underutilized employees.
5. Individual achieves outstanding success in encouraging qualified minority group persons and women to apply for middle or higher level or shortage category occupations where few such persons are now employed.
6. Individual works with unusually high effectiveness with educational institutions or curricular development activities which help students better prepare themselves for federal employment.
7. Individual provides outstanding managerial leadership and full participation in activities within or outside the Naval Academy which further equal opportunity in government.
8. Individual provides superior guidance and counseling to employees which effectively encourages and assists them in planning for and achieving occupational training, educational, or career goals related to the needs of the individual, the Naval Academy, Department of the Navy, and the federal service.
9. Individual provides outstanding service through effective resolution of employee discrimination complaints by: (1) developing rapport with employees; (2) offering helpful guidance in the discussion of their complaints; and (3) building a reputation for prompt, effective, appropriate action.
10. A supervisor excels in several different job factors such as: motivating employees through direct encouragement and assistance to develop their full potential and utilize their skills to a maximum extent; redesigns jobs which can be accomplished by persons of lesser skills, thereby providing employment opportunity for others within and outside the organization; integrating effectively members of minority groups, disadvantaged or women within the organization and achieving a high level of productivity.
11. Maintaining an effective relationship with management and members of the personnel office so that the individual with EEO responsibilities is viewed as someone desiring to strengthen management and personnel programs, rather than as an adversary.