



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNANOTE 12001
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USNA NOTICE 12001

From: Superintendent, United States Naval Academy

Subj: SUPPLEMENTAL GUIDANCE REGARDING SUBCHAPTER 752, DEPARTMENT OF THE NAVY
CIVILIAN HUMAN RESOURCES MANUAL

1. Purpose. To provide supplemental guidance to supervisors and managers regarding disciplinary action within the Department of the Navy (DON).
2. Cancellation. This notice cancels USNAINST 12750.4D and will remain in effect until superseded.
3. Discussion. In accordance with Subchapter 752 of the DON Civilian Human Resources Manual (CHRM), the following information is provided:
 - a. All civilian employees paid from appropriated funds are covered by the Subchapter 752. The use of Alternative Dispute Resolution (ADR) is encouraged whenever possible.
 - b. Subchapter 752 shall be available for review on the U.S. Naval Academy Human Resources (HR) Department website.
 - c. Letters of Caution, Letters of Reprimand, and suspensions of less than 14 days may be proposed by immediate supervisors. Suspensions of greater than 14 days and removal actions may be proposed by management officials at the GS-13/O-5 level or above. Deciding officials will normally be one-level higher than the official proposing the action. The Director, Human Resources is delegated the authority to re-assign Deciding Official responsibilities if necessary to ensure objectivity. To correct an error of fact or judgment made by a subordinate official, a proposed disciplinary or adverse action may be canceled or modified to propose a more severe remedy as long as due process rights are afforded to the employee.
 - d. The Joint Ethics Regulation, DoD 5700.7R shall be available for review on the HR website.
 - e. All official disciplinary records shall be maintained by the HR Department.
 - f. All employees are responsible for maintaining a work environment free from unlawful discrimination and inappropriate behavior. For disciplinary cases involving alleged sexual harassment, the Director, Human Resources must be notified as the Superintendent's point-of-contact; the appropriate management official must begin an investigation as soon as practicable after notification; the Superintendent must be kept informed of the progress of the investigation; and corrective action, as appropriate, must be taken when the facts are known. Whether corrective action is required, allegations, investigation results, and any action taken shall be documented for the record.
 - g. Disciplinary actions taken must be consistent with established written policy on the official and/or authorized use of government communications equipment including, but not limited to, use of the Internet, electronic mail, telephone equipment and facsimile machines.

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S. S. VAHSEN
Chief of Staff