



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 12713.1

N832

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NETPDTC INSTRUCTION 12713.1

**Subj: EQUAL EMPLOYEE OPPORTUNITY (EEO) COMMITTEE**

Ref: (a) CNETINST 12713.9A of 20 Feb 96  
(b) HRO Office Manual, EEO Section Jul 96

1. **Purpose.** To publish policies and procedures for the administration and management of the Naval Education and Training Professional Development and Technology Center (NETPDTC) Equal Employment Opportunity Committee.
2. **Scope.** This instruction applies to Saufley Field NETPDTC organizational components and personnel.
3. **Policy.** Consistent with EEO objectives of Department of Defense (DOD), Department of Navy (DON), and Chief of Naval Education and Training (CNET), NETPDTC will ensure that all its employees are afforded equal opportunity for advancement and treatment regardless of race, color, sex, religion, national origin, age, handicapping condition, or prior involvement in the EEO process. An EEO Committee, though not required, will be established and used as one of the ways to assist the Commanding Officer in performing his/her EEO responsibilities.
4. **Responsibilities**
  - a. **Commanding Officer.** As the Command Equal Employment Opportunity Officer (EEOO):
    - (1) Accomplish EEO objectives and requirements as outlined in references (a) and (b).
    - (2) Ensure a viable EEO Program is in place.
    - (3) Ensure fair and equitable treatment of all employees.
    - (4) Provide resources to support the command EEO Program.
    - (5) Approve EEO Subcommittees.

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b. EEO Committee:

(1) Alert management to diversity and EEO related issues and potential problems by creating a communication pipeline between management and employees.

(2) Work with the Command Assessment Team to prepare annual survey questions, analyze the results, and recommend improvements to the Commanding Officer.

(3) Publicize, plan, and coordinate special emphasis events such as the Rainbow Festival, through such avenues as the Plan of the Week, Quality of Life Committee, Civilian Recognition and Employee Services (CREST) Web site, and Department representatives.

c. Linking Pin:

(1) Serve as the liaison between the Commanding Officer, Executive Officer, Department Directors, Special Assistants, and the EEO Committee. The Linking Pin has no voting rights on the Committee.

(2) The Linking Pin representative shall be for a term of two years and will be rotated among NETPDTC Department Directors and Special Assistants.

(3) Expedite time sensitive EEO documents and further EEO programs and goals.

d. Servicing EEO Specialist (SEEOS):

(1) Provide program support to NETPDTC Saufley Field.

(2) Provide advice and EEO guidance to command personnel.

(3) Counsel and complete EEO Intake Interview Form for employees who wish to file an informal EEO complaint of discrimination.

(4) Provide advice and guidance on the preparation of EEO surveys.

(5) Prepare annual parity goal computations and draft a NETPDTC notice on parity goals.

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(6) Prepare Affirmative Employment Program (AEP), Disabled Veteran, and Persons With Disabilities reports.

## 5. Membership

a. Committee membership should be voluntary, encouraged, and comprised of the following members:

- (1) HRO SEEOS.
- (2) N831 Representative (Position Management).
- (3) N832 Representative (Work Force Development & Awards).
- (4) Command Managed Equal Opportunity Representative (Military).
- (5) Command Assessment Team Leader (Military).
- (6) Command Assessment Team Member (Military).

(7) One representative from each Department at Saufley Field. A demographically diverse and proportional representation of the command is desired. Members may be either military or civilian, and may serve without regard to rank, grade, race, ethnicity, or gender. In the event there is more than one volunteer from a Department, the Chairperson and Linking Pin will jointly choose the representative.

b. Membership shall be for a period of two years only (excluding the SEEOS and functional representatives). Participants will be required to sit out at least one two-year term between tours.

c. Established officers shall be Chairperson, Co-chairperson (who will be Chair the following year), and Recording Secretary. The incoming and/or remaining committee members will vote upon these officers. Outgoing members are not eligible to vote. Officers, when elected by the committee, shall serve in that capacity for a period not to exceed one year.

d. Committee members will not normally:

(1) Assume responsibility for counseling command personnel, which is the responsibility of the Servicing EEO Specialist (SEEOS).

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(2) Become involved in the adjudication of complaints, which should be referred to the SEEOS or Commanding Officer for processing.

(3) Serve as a representative for either management or a complainant to avoid conflicts of interest. If a member of the committee agrees to represent a complainant, the member should resign from the committee for the remainder of the term.

6. **Meeting Frequency.** The committee shall meet every other month. Special meetings may be arranged between regular quarterly meetings if the Chairperson and Linking Pin jointly agree that such a meeting is essential.

7. **Reporting Procedures.** The SEEOS or EEO Committee Linking Pin shall brief the Commanding Officer, Department Heads, and Special Assistants on any relevant command EEO issues the EEO Committee identifies.



G. B. DYE

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