



DEPARTMENT OF THE NAVY

NAVAL BASE VENTURA COUNTY

311 MAIN ROAD, SUITE 1

POINT MUGU, CA 93042-5033

IN REPLY REFER TO:

NBVCINST 12720.1

N04V

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NAVBASE VENTURA COUNTY INSTRUCTION 12720.1

Subj: NAVAL BASE VENTURA COUNTY EQUAL EMPLOYMENT OPPORTUNITY
COUNCIL

Ref: (a) SECNAVINST 12720.5A

Encl: (1) EEO Council By-Laws
(2) Standard Operating Procedures

1. Purpose. This instruction formally establishes the Command Equal Employment Opportunity Council (EEOC) to support the Command's Equal Employment Opportunity (EEO) Program. Enclosure (1) delineates the Council's by-laws covering such topics as membership, attendance, those items encompassing the internal operations of the Naval Base Ventura County (NBVC) EEO Council. Enclosure (2) delineates the basic operating procedures to be utilized in planning and implementing functions sponsored by the EEO Council.

2. Background

a. With the establishment of NBVC comes a responsibility to provide resources to support the Command's EEO Program. NBVC additionally serves as the host command for a variety of tenant organizations located within the environs of the naval base itself. All references to NBVC by inference, are meant to encompass both the Point Mugu and the Port Hueneme sites. It is the intent of this Command to encourage the Commanding Officers/Officers in Charge of the various tenant commands to appoint a representative of their respective commands to serve as a liaison between that organization and the NBVC EEO Council.

b. The NBVC Commanding Officer, as the Equal Employment Opportunity Officer (EEOO), has overall responsibility for the Command's EEO Program. The Deputy Equal Employment Opportunity Officer (DEEOO), who serves as the principal advisor to the Commanding Officer on all EEO matters, provides direction and

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leadership to the NBVC EEO Council. Administrative operation and support to the EEO Council is assigned to the Human Resources Office (Code N04V).

3. Policy. It is NBVC's EEO Policy that:

a. All employees and applicants for employment will be treated fairly and equally, regardless of the individual's race, color, religion, gender, national origin, age, disability or sexual orientation. Equal Employment Opportunity is to be an integral part of all personnel policies and practices, a part of the way we do business.

b. All NBVC employees should have an expectation that the workplace will be free of discriminatory practices, including sexual harassment. Every effort will be extended to provide reasonable accommodations, as needed, to the disabled, and to those employees who seek accommodation based on their religious beliefs.

c. Discrimination complaint procedures are in place to provide quality EEO counseling, that optional alternate dispute resolution (ADR) methods designed to achieve early resolution of complaints are available, and that all complaints will be processed in a timely manner. These procedures are to be publicized on posters prominently displayed on all official bulletin boards, in lobbies and employee break rooms, and on the HRO/EEO web site(s).

d. An EEO Council be established and tasked with serving as an integral part of the Command's overall EEO Program. NBVC management will demonstrate its support of the Council by providing the resources needed to meet those objectives established by the Council which support the EEO Program. These resources include a commitment to provide a minimum of eight hours annually to individual members of the EEO Council for purposes of training related to fulfilling the Council's objectives. Additionally, the Command will annually commit a designated level of funding to the Council and its Special Emphasis Committees for this same purpose.

4. Responsibilities. The NBVC EEO Council is the recommending body to the EEO Officer, the Deputy EEO Officer, and the EEO

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Office on EEO matters, affirmative employment and the Federal Equal Employment Recruitment Program (FEORP). Its responsibilities include:

a. Supporting programs designed to increase the representation and advancement of minorities, women, and persons with disabilities in the NBVC workforce.

b. Monitoring the Command's progress in implementing initiatives designed to address various aspects of the Command's EEO Program.

c. Serving as a "sounding board" and a conduit between the workforce and the Command.

d. Fostering partnerships with the various Special Emphasis Groups.

e. Promoting equality, and fair and consistent treatment of all employees in the NBVC Command.

5. Action

a. Site Managers, Department Heads and Supervisors are charged with publicizing the contents of this instruction, and supporting the Command's EEO Program by encouraging their employees to participate as members of NBVC's EEO Council, as well as participating in functions and programs sponsored by the NBVC EEO Council. At the discretion of the supervisor, each employee will be allowed one hour of time in addition to their allowed lunch break to attend EEO sponsored events. This time will be annotated as EEO training.

b. Managers and Supervisors are charged with supporting the Command's EEO Program through their support of employees wishing to participate in programs sponsored by the EEO Council.

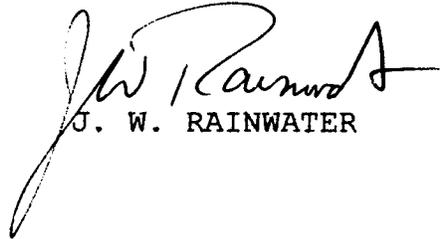
c. Employees are encouraged to participate in programs and functions sponsored by the EEO Council.

d. Members of the EEO Council are charged with actively supporting the Council's efforts in its support of the Command's EEO Program.

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6. Commanding Officers of commands serviced by NBVC are encouraged to actively participate in the various programs sponsored by the NBVC EEO Council.



J. W. RAINWATER

Distribution:

NBVC Site Managers/Heads of Staff Office/Tenants

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**NAVAL BASE VENTURA COUNTY
EQUAL EMPLOYMENT OPPORTUNITY COUNCIL
BY-LAWS**

PREAMBLE

We, the members of the Naval Base Ventura County (NBVC) Equal Employment Opportunity Council (EEOC), fully support equal opportunity in all areas of employment for all civilian and military employees as well as applicants for employment. We do hereby fully commit ourselves to further this goal within the NBVC.

ARTICLE I. NAME

The name of this council shall be the Naval Base Ventura County Equal Employment Opportunity Council.

ARTICLE II. OBJECTIVES

The EEOC functions as a "task oriented" body whose purpose is to advise, monitor, and recommend initiatives to the Commanding Officer, NBVC (the Equal Employment Opportunity Officer) (EEOO), and the Deputy Equal Employment Opportunity Officer (DEEOO) in support of the NBVC EEO Program. The Council's objectives include, but may not be limited to:

a. Support programs that increase the representation and the advancement of minorities, women, persons with disabilities within the NBVC workforce.

b. Recommend initiatives that support objectives contained in the Command's Affirmative Employment Program.

c. Support the Command's relations with the surrounding communities through:

(1) Participation in various tutoring or mentoring programs designed to encourage students to stay in school or to pursue advanced education.

(2) Participation in various programs designed to increase awareness of and career potential with NBVC, the Department of the Navy, or the Federal Government.

d. Support the EEOO and the DEEOO in responding to tasks assigned by the Command.

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ARTICLE III. MEMBERSHIP

a. The EEOC shall be comprised of the following representatives:

(1) Ex-Officio Members:

Equal Employment Opportunity Officer/Commanding Officer
Executive Officer/Chief Staff Officer
Legal Officer
Deputy EEO Officer
Public Affairs Representative
Special Emphasis Program Manager/EEO Specialist

(2) Voting Members:

(a) Chairpersons of the Special Emphasis Committees:

Asian/Pacific American Culture Program (APAC)
Black Affairs Program
American Indian Program
Federal Women's Program
Hispanic Employment Program
Persons with Disabilities/Disabled Veterans Program
Chief, Command Managed Equal Opportunity Program

(b) Representatives from the following organizations:

Bargaining Unit(s)
Public Works
Force Protection
Resource Management
Fire Department
Family Service Center
Morale, Welfare, Recreation (MWR) Department
Logistics

(c) Representatives from any Tenant Command

Naval Facilities Engineering Service Command (NFESC)
Construction Battalion Command (CBC)
Port Hueneme Division, Naval Surface Warfare Center
(NSWC)
Naval Satellite Operations Center (NAVSOC)
Naval Air Warfare Center, Point Mugu
31st Naval Construction Regiment
Naval Ambulatory Care Center
Civil Engineer Corps Officer's School (CECOS)
Naval Construction Training Center (NCTC)
Dental Clinic

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While it is understood that there exist a number of other tenant commands present on NBVC, the fact that they are not identified above does not preclude that command from designating a representative to serve on the NBVC EEOC. Organizations and Commands identified above are encouraged to appoint both a representative and an alternate in order to ensure consistency in participation.

b. Eligibility: Any employee, military or civilian, assigned to work at any command located within the geographical boundaries of NBVC is eligible for appointment to the EEOC.

c. Terms of Membership. Members shall be appointed for two-year terms. Members may be elected or appointed to serve for a maximum of three consecutive terms.

d. Nomination Procedures

(1) Nominations for membership from each constituency group will be solicited in September of every other year. Each constituency is responsible for determining the most appropriate method of identifying the person chosen to serve as the representative on the Council. This may be by majority vote election from members of the individual group, or by appointment from the head of the department or the head of the bargaining unit. All voting members will receive a Letter of Appointment from the Commanding Officer, NBVC confirming their appointment. Copies of this letter will be provided that employee's chain of command.

(2) Commanding Officer/Officers in Charge of tenant commands are encouraged to appoint a representative to the Council. It becomes the responsibility of the individual command to provide their representative with a letter confirming the appointment.

(3) Nominations for Officers of the EEOC will be forwarded to the Deputy EEO Officer. The Chairperson of the EEOC will conduct the voting for each position at a regularly scheduled meeting of the Council. The voting will be by secret ballot, with the winner determined by majority vote of the voting members present. Nominations for these positions will be announced in June of each election year, with the deadline for nominations the last day of August of each election year. The candidates will be announced at least two weeks prior to the Council meeting in which the voting is scheduled. Voting for officers of the Council will be conducted no later than October of each election year. Officers are expected to serve a two-year term. Incumbent officers may choose to run for one succeeding, and consecutive term for the same office being occupied. Incumbent Officers are eligible to be nominated for any other Officer position.

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ARTICLE IV. ORGANIZATION

a. Command Relationship

(1) The EEOC reports directly to the Commanding Officer, NBVC. All matters required by the Council to bring to the attention of the EEOC are to be routed via the Deputy EEO Officer for advice and comment. Any matter forwarded via the EEO Office will be acted on within five working days.

(2) The Deputy EEO Officer serves as the principal advisor to the Council. The EEO Specialist/Special Emphasis Program Manager serves as the advisor to the EEOC on day-today operational matters.

(3) All written correspondence requiring the Commanding Officer's signature on matters relating to EEOC matters must be routed through the EEO Office and the Special Emphasis Program Manager for review prior to submission to the Commanding Officer. While the responsibility for preparing the "draft" lies within the EEOC, the EEO Office assumes responsibility for preparing such correspondence in its final form,

b. Officers

(1) The Chairperson of the EEOC serves as the principal officer on the council. The Chair will facilitate all meetings of the EEOC, using Robert's Rules of Order as the principle guide for conducting such meetings. The Chair may be called on to represent the Council and the Command at various functions. The Chairperson is responsible for delegating the coordination of the Council's Annual Awards Ceremony and the Command's Annual Multi-Cultural Day celebration.

(2) The Vice-Chairperson of the EEOC serves to perform the duties of the Chairperson when the latter is absent. The Vice-Chair is responsible for managing the Council's master calendar, coordinating with Public Affairs publicity for EEOC sponsored functions, and submitting updates for the EEOC website to the EEO Office.

(3) The Recorder is responsible for recording the minutes of each EEOC meeting, and ensuring that copies of the minutes are distributed to each member of the Council. Minutes of each meeting are to be distributed, along with an agenda for the upcoming meeting at least one week prior to the next scheduled meeting.

c. Members. Members of the Council are expected to actively participate in matters of concern to the Council. This is not meant to be

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limited to those matters of concern brought to the attention of the specific group that the individual member represents. Participation may include functions sponsored by the EEOC, by any individual Special Emphasis Program Committee, by events sponsored by the Command, or events occurring in the community in which the member is representing either the Command or the EEO Council.

d. Subcommittees

(1) Standing Committees. Each Special Emphasis Program is entitled to have a representative on the EEOC. These committees are identified in Article III a. (2)(a) of these by-laws. Each of these committees have the following objectives:

(a) Assist the Special Emphasis Program Manager, as needed.

(b) Assume responsibility for developing programs designed to increase the Command's awareness of the contributions of that particular constituency to our nation.

(c) Support the Command in its efforts to increase the representation of members of the specific constituency, as tasked by the Command or the Council (e.g., recruitment, participation in career fairs, job fairs, community events, etc.).

(2) Ad Hoc Committees. As specific needs arise, the Council may choose to establish special Ad Hoc Committees to address a particular need or objective sought by the Council itself, or the Command. These committees will serve for a limited period of time, at the discretion of the Commanding Officer or the Council, itself. Membership in this committee may be from both within the EEOC as well as outside the ranks of the Council. Such committee will elect a Chair and a Recorder. The Recorder will assume responsibility for providing minutes of each meeting, with copies to be provided the membership of the particular committee, the Chairperson of the NBVC EEOC and the Deputy EEO Officer. Such committees may be terminated by a majority vote of the Council's voting membership.

ARTICLE V. CONDUCT OF BUSINESS

a. Meetings. The Council will meet at least once a month. Regular meetings shall be considered open to enable any employee who may so choose, to attend. Special meetings may be called at the discretion of the Chairperson, the Deputy EEO Officer, the Chief Staff Officer for NBVC, or on the petition of any three members of the Council. The scheduled time and date for the regular monthly meeting shall be determined by a majority vote of the Council's voting members. No business shall be conducted at any regular meeting unless a quorum of the voting membership is present. A quorum shall consist of a majority of the voting membership of representatives on the EEOC.

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b. Attendance. Members of the EEOC are expected to attend as many meetings as their job allows. It becomes the member's individual responsibility to ensure that his/her supervisor is aware of your commitment to the EEOC and of the dates and time of these meetings. Failure to attend two consecutive meetings of the Council without a legitimate excuse is cause for removal from the Council.

c. Removal. Any member of the EEOC may be removed by written request. Any such request must come from any Officer on the Council, via the Deputy EEO Officer, to the Commanding Officer. Cause for consideration of removal may include, but not be limited to, unexcused absence from two consecutive Council meetings; failure to carry out specific assigned responsibilities; failure to follow approved procedures related to any assigned EEOC function; and failure to attend activities assigned by the EEOC. Excused absences include documented sick leave, annual leave, TDY, scheduled training and official responsibilities of the member's position.

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STANDARD OPERATING PROCEDURES (SOP)

This SOP is designed to facilitate the planning of all events sponsored by the Naval Base Ventura County's (NBVC) Equal Employment Opportunity Council (EEOC) or any of its Special Emphasis Program Committees. It is to be adhered to when planning any special program, luncheon, or event. It is designed to establish a consistent process for obtaining approval of the specific event, the appearance of a guest speaker(s), and invitations extended to any specific guests. Additionally, this SOP will define the process for procuring any appropriate supplies, program materials, plaques or other honoraria. Further this SOP will establish minimum timeframes for these steps in the planning and implementation of each event. Adherence to the SOPs timeframes is dependent upon ideal circumstances, speakers or guests confirming within the appropriate timeline, foreseen command commitments and available EEOC support.

1. Basic Guidelines.

a. All events must be approved by the Commanding Officer, NBVC. The Chief Staff Officer may act to approve in the absence of the Commanding Officer or in his stead. Such approval will be conveyed with an annotation on the memorandum itself, and be returned to the Deputy EEO Officer. The Chairperson of the Special Emphasis Program Committee, or the Chairperson of the event (e.g., Bring Your Children to Work Day, Multi Cultural Day, etc) are responsible for ensuring that both the guidelines and the time frames are adhered to in the planning and implementation of the event.

b. Requests to sponsor an event must be submitted in writing from the Chairperson of the EEOC, via the Deputy EEO Officer, at least sixty (60) days in advance of the date of the scheduled event. A courtesy copy of this memorandum is to be forwarded to the head of Public Affairs. Such requests must include, at a minimum, the following:

- (1) The title of the program, and its theme.
- (2) The identity of the proposed guest speaker, along with a biography of the person.
- (3) Draft letter of invitation to the proposed speaker for the Commanding Officer's signature.
- (4) Listing of proposed guests (entertainers, elected officials, public officials, military dignitaries, special guests, etc).

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(5) Identification of all requirements for assisting in the staging of the event (e.g., Public Works assistance needed, the handling of food, identification of honoraria to be given to guest speaker(s) and any other guests, etc.).

(6) Basic agenda for the program including identification of persons desired to deliver any remarks (e.g., opening, closing, introduction of guest speaker, etc.), or to play any role in the program itself.

(7) Itemized breakdown of the costs involved in the staging of the event (e.g., entertainment, speaker fee, printing costs, etc.).

(8) Identification of the principal point of contact for the event and that person's phone number and e-mail address.

c. Any elected official sought as a guest for any NBVC EEOC sponsored event or program must receive a letter of invitation signed by the Commanding Officer. Additionally, Public Affairs must be informed of such a request as early as possible and sought for advice as to the proper protocols from the time that official enters the base until their exit.

d. The EEO Office is to be kept informed of the status of the planning and implementation at each stage. Questions or problems are to be addressed to the EEO Office for assistance in resolving.

e. Letters of invitation to "special" guests are to be submitted for signature to the Commanding Officer, via the DEEOO, no later than thirty (30) days prior to the date of the event.

f. Any letters of appreciation for the guest speaker(s) or guests are to be submitted to the Commanding Officer, via the DEEOO, for signature no later than two weeks following the date of the event.

2. Time Frames

The following suggested timeframes are strongly recommended, understanding that unknown circumstances may occur. If changes in the timeframe do occur, responsibility of the sponsoring Special Emphasis Group does not diminish and appropriate POCs and communication lines must be adhered to.

a. Four Months (120 Days) Prior to the Event.

(1) Chair selected, planning group established, ideas for theme and event developed.

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(2) Date of event established, placed on Commanding Officer's calendar.

(3) Location of event identified, reservation placed.

(4) Status Report provided to the EEOC.

b. Three Months (90 Days) Prior to the Event.

(1) Draft of Program presented to the EEOC for discussion.

(2) Guest Speaker identified and tentatively (unofficially) confirmed. Potential guests and entertainment identified.

(3) Location of event and reservation confirmed.

(4) Check list established.

(a) Reservation in place.

(b) Set-up requirements established and confirmed with Public Works.

(c) Planning Group assignments completed.

(d) Plan of Action & Milestones (POA&M) complete.

(5) Status Report provided to the EEOC.

c. Two Months (60) Days Prior to the Event.

(1) Memorandum requesting approval for event submitted to Commanding Officer, NBVC, via the DEEO, with all items identified in paragraph 1.b. above attached.

(2) Check List reviewed, brought up to date.

(3) Status Report provided to the EEOC.

d. One Month (30 Days) Prior to the Event.

(1) Letters of Invitation to Special Guests forwarded to the Commanding Officer, NBVC via the DEEOO, for signature.

(2) Check List brought up to date.

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(3) Status Report provided to EEOC.

e. Day of the Event.

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f. Two Weeks following the Event.

(1) Letters of Appreciation submitted to the Commanding Officer, NBVC, via the DEEOO, for signature.

(2) Planning Group discusses "Lessons Learned."

g. One Month following the Event.

(1) Chairperson of the Event provides briefing to the EEOC as to "Lessons Learned."