



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 12752.1  
N00  
14 Apr 16

### NSTC INSTRUCTION 12752.1

From: Commander, Naval Service Training Command

Subj: CIVILIAN PERSONNEL DISCIPLINARY AND ADVERSE ACTION  
PROCEDURES

Ref: (a) SECNAVINST 12752.1

1. Purpose. To implement the provisions of reference (a) and to establish Naval Service Training Command (NSTC) policy regarding disciplinary and adverse actions within the domain.

2. Applicability. This instruction covers NSTC and all subordinate activities that employ appropriated fund employees not serving a probationary or trial period under an initial appointment or who have completed one year of current continuous employment in the same or similar positions under other than a temporary appointment limited to one year or less.

3. Policy. Discipline shall be used as a managerial tool to correct deficiencies in employee conduct, performance, and conditions of employment which interfere with efficient operations, maintaining high standards of government service, and maintaining discipline and morale among employees.

a. Any disciplinary action demands the exercise of responsible judgment. Employees will not be disciplined out of proportion to the character of the offense. Supervisors are advised to choose the minimum disciplinary action that is likely to correct the improper behavior. When deciding on what action to take against an offending employee, supervisors shall consider all mitigating, unusual, or aggravating circumstances unique to each case. In no event will prohibited discrimination be exercised against an employee when deciding whether to take disciplinary action or in determining what action to take.

b. Prior to taking disciplinary action, supervisors must:

(1) Consult with Naval Education and Training Command (NETC) Human Resources Office (HRO);

(2) Maintain written counseling notes, personal records, and/or email communications to support any civilian personnel

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disciplinary action and make them available to the Human Resources Specialist at NETC HRO;

(3) Be aware that all counseling, personal records, and written communications maintained by the supervisor may be discoverable records and NETC HRO must make them available to the employee or their designated representative, if requested;

(4) Consult with the NSTC Office of General Counsel for any actions that are appealable (suspensions over 14 days, reductions in grade or pay, furloughs for 30 days or less, and removal); and

(5) Ensure all requirements outlined in negotiated agreements which cover Bargaining Unit (BU) employees are met.

#### 4. Definitions

a. Disciplinary Action. Actions taken by a supervisor or manager to include letters of reprimand and suspensions up to 14 days.

b. Adverse Action. An appealable action to include suspensions of 15 days or more, removal, reduction in grade or pay, or furlough for 30 days or less.

#### 5. Delegation of Authority

##### a. NSTC Great Lakes

(1) First line supervisors are hereby delegated the authority to issue oral admonishments, letters of caution, and letters of reprimand; and to propose suspensions of 14 days or less to second line supervisors.

(2) Department Directors are hereby delegated the same authority as first line supervisors and to issue decisions on disciplinary actions (up to and including suspensions of 14 days or less) proposed by the first level supervisor and to propose adverse actions (suspensions of more than 14 days, reductions in grade or pay, furloughs for 30 days or less, and removal). In cases where the first line supervisor is the Department Director, the Executive Director (ED) will serve as the deciding official.

(3) The ED is hereby delegated the same authority as first level supervisors and Department Directors for NSTC and all subordinate activities and the authority to issue decisions on proposed adverse actions. In cases where the ED is the proposing official, the Chief of Staff (CoS) will serve as the deciding official.

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b. NSTC Pensacola(1) Citizenship Development

(a) First line supervisors are hereby delegated the authority to issue oral admonishments, letters of caution, and letters of reprimand; and to propose suspensions of 14 days or less to the Citizenship Development Director.

(b) The Citizenship Development Director is hereby delegated the same authority as first line supervisors and to issue decisions on disciplinary actions proposed by the first line supervisors and to propose adverse actions. In cases where the first level supervisor is the Citizenship Development Director, the ED will serve as the deciding official.

(2) Officer Development

(a) First line supervisors are hereby delegated the authority to issue oral admonishments, letters of caution, and letters of reprimand; and to propose suspensions of 14 days or less to the Officer Development Deputy Director.

(b) Officer Development Deputy Director is hereby delegated the same authority as first line supervisors and to issue decisions on disciplinary actions proposed by the first line supervisor and to propose adverse actions. In cases where the first level supervisor is the Officer Development Deputy Director, the ED will serve as the deciding official.

c. Recruit Training Command And Officer Training Command  
Newport

(1) First line supervisors are hereby delegated the authority to issue oral admonishments, letters of caution, and letters of reprimand; and to propose suspensions of 14 days or less to the Executive Officer (XO).

(2) The XO is hereby delegated the same authority as first line supervisors and to issue decisions on disciplinary actions proposed by the first line supervisor and to propose adverse actions. In cases where the first line supervisor is the XO, the Commanding Officer (CO) will serve as the deciding official. In cases where the ED is the proposing official, the CoS will serve as the deciding official.

(3) The CO is hereby delegated the same authority as first line supervisors and the XO and to issue decisions on proposed adverse actions.

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d. Naval Reserve Officers Training Corps Units

(1) XOs (first line supervisors) are hereby delegated the authority to issue oral admonishments, letters of caution, and letters of reprimand; and to propose suspensions of all durations, reductions in grade or pay, furloughs for 30 days or less, and removal to the CO.

(2) The CO is hereby delegated the same authority as the XO and can decide on disciplinary and adverse actions proposed by the XO. If the CO billet is vacant the ED shall serve as the deciding official.

e. Departments of Naval Science (DNSs)

(1) First level supervisors are hereby delegated the authority to issue oral admonishments, letters of caution, and letters of reprimand; and to propose suspensions of 14 days or less to the Officer-in-Charge (OIC).

(2) The OIC is hereby delegated the same authority as first line supervisors and to issue decisions on disciplinary actions proposed by the first line supervisor and to propose adverse actions.

(3) The ED will serve as the deciding official on all proposed adverse actions for the DNS Units.

6. Alternate Non-Disciplinary Courses of Action. Good management practices include addressing instances of employee misconduct. Not all misconduct warrants disciplinary action. There are other forms of corrective action available.

a. Explanation or Training. If the employee is unaware of the proper behavior or conduct, it may be that discussion on expectations or appropriate training will be sufficient to correct the issue. This discussion or training are frequently the most useful and appropriate courses of action when the employee is new or working in an unfamiliar environment.

b. Civilian Employee Assistance Program. As a general rule, it is in the best interest of the Department of the Navy to rehabilitate rather than remove an employee.

(1) If the supervisor has reason to believe that an employee's misconduct is caused by alcoholism, misuse of drugs, or other personal problems, the employee should be referred to the Civilian Employee Assistant Program (CEAP).

(2) If the supervisor knows (or could reasonably be expected to know) that a problem exists, he or she is obligated to refer the employee to the CEAP for assistance and to warn the employee that continued conduct problems may result in disciplinary action. This offer of assistance should be documented.

(3) If the employee acknowledges a problem that requires psychiatric or medical treatment and the employee obtains such treatment, the supervisor should consult with HRO regarding processing any disciplinary action against the employee. The supervisor should also consult with HRO regarding possible reasonable accommodations for the employee. However, continued misconduct by the employee may result in disciplinary action.

A handwritten signature in black ink, appearing to read 'S C Evans', with a stylized flourish at the end.

S. C. EVANS

Distribution: (NSTCINST 5216.1B)  
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