





DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 12720.5  
OP-144C1

21 JUN 1985

OPNAV INSTRUCTION 12720.5

From: Chief of Naval Operations

Subj: PREPARATION AND SUBMISSION OF DATA FOR SPECIAL ANALYSIS  
OF FEDERAL CIVIL RIGHTS ACTIVITIES

Ref: (a) OMB Circular A-11, Preparation and Submission of  
Budget Estimates (NOTAL)  
(b) DOD 7110-1-M, DOD Budget Guidance Manual of 8 Jul 82  
(NOTAL)  
(c) NAVCOMPTINST 7102.2, Guidance for Preparation,  
Submission and Review of the Department of the Navy  
(DON) Budget Estimates (NOTAL)

Encl: (1) Staff Guide-Preparation of Civil Rights Expenditures  
Exhibits (OMB Circular A-11)

1. Purpose. To provide guidance and procedures for preparing and submitting the annual Office of Management and Budget (OMB) Circular A-11 budget estimates for civil rights activity required by reference (a).

2. Discussion. OMB Circular A-11 budget estimates for civil rights expenditures is an annual report requirement of all Federal agencies, including the military departments. The exhibits prepared in accordance with OMB Circular A-11, provide a summary of resources committed to the civilian equal employment opportunity (EEO) program. References (b) and (c) provide guidance relative to preparation and submission of Federal Civil Rights Program budget estimates. Enclosure (1) provides the proper format and line item explanation for each required exhibit. Reference (c) identifies the Chief of Naval Operations (CNO) (OP-01) as submitting office for Federal Civil Rights Program budget estimates for the CNO claimancy. Accordingly, this instruction will institutionalize the preparation and submission of civil rights exhibits jointly within Navy EEO and fiscal offices for CNO major claimants and their subordinate activities. This instruction establishes chain-of-command responsibility for preparation and submission of civil rights expenditure information in the CNO claimancy. All CNO claimants will, commencing with FY-85 submission (due to CNO 1 October 1985), submit OMB Circular A-11 data in the format of and in accordance with instructions provided by this issuance. This instruction will be amended as required and supplemented by annual updated guidance to be issued by CNO (OP-144).

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3. Background. Prior to 1982 when OMB assumed responsibility for the civil rights expenditure reports, OMB and the Equal Employment Opportunity Commission (EEOC) shared the responsibility. During that time, report formats and content were frequently revised. To alleviate the effect of those changes on subordinate levels, CNO (OP-144) designed the exhibit currently in use within the CNO claimancy. This exhibit, which differs in format structure from the OMB prescribed format, provided the required information in a simpler form with less structuring of the data. The exhibits provided by this instruction (enclosure (1)) constitute the reporting format currently prescribed by OMB.

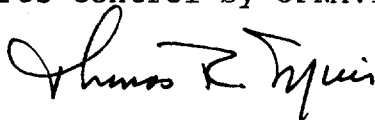
4. Action. Effective with FY-85 submission (October 1985) the exhibits required by references (a) through (c) and provided at enclosure (1) will be prepared and submitted by echelon I and II commands to CNO (OP-144) for review and consolidation as follows:

<u>Exhibit # &amp; Title</u>	<u>Submitting Office(s)</u>	<u>Due Date to CNO</u>
53-1 Summary--All Agency Civil Rights Activities (all agency <u>internal</u> equal employment activities)	All echelon I & II commands	1 October
53-13 Complaint Counseling (Workload & Performance Indicators)	NCPC Headquarters	1 October
53-13 Complaint Counseling (Resources)	OP-144	1 October
53-14 Complaint Processing (Workload & Performance Indicators)	NCPC Headquarters	1 October
53-14 Complaint Processing (Resources)	OP-144	1 October
53-15 Technical Assistance (Resources)	All echelon I & II commands	1 October

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53-15 Technical Assistance (Workload & Performance Indicators)	OP-144	1 October
53-16 Policy Development	OP-144	1 October
53-18 Affirmative Action	All echelon I & II commands	1 October
Narrative	All echelon I & II commands	1 October

5. Reports. Reporting requirements cited in paragraph 4 and enclosure (1) are exempt from reports control by OPNAVINST 5214.7.



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Equal Employment Opportunity)

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