



MASTER FILE
DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/
REGPUBSAFETYINST 12752.1B
N01HRO
06 OCT 1999

NAVPHIBASELCREEK/REGPUBSAFETYINST 12752.1B

Subj: DELEGATION OF AUTHORITY TO PROPOSE AND EFFECT ACTIONS TO
CORRECT DEFICIENCIES IN CONDUCT AND PERFORMANCE

Ref: (a) HRO Manual, Chap. 432, 752

1. Purpose. To delegate authority to Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK)/Regional Public Safety (REGPUBSAFETY) supervisors and managers to propose and effect actions to correct deficiencies in conduct and performance of assigned civilian employees. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 12752.1A is hereby cancelled.

3. Background. In accordance with the provisions of reference (a), the Commanding Officer/Program Manager has responsibility for the administration of disciplinary and performance matters within the Installation/REGPUBSAFETY Program. The Commanding Officer/Program Manager may delegate to subordinate supervisors and managers the authority to propose and decide suspensions, reductions in grade, and removal based on unacceptable performance and misconduct.

4. Delegation of Authority to Propose and Effect Disciplinary and Adverse Actions. Authority is hereby delegated to supervisors and managers to propose and effect disciplinary and adverse actions for employees under their supervision, as stated below. This does not preclude a higher level supervisor than that designated below from proposing or effecting an adverse action. The authority to propose and effect adverse actions may be exercised by an official "acting" in the absence of the official to whom authority has been delegated, but may not be exercised "by direction".

MASTER FILE

NAVPHIBASELCREEK/
REGPUBSAFETYINST 12752.1B

<u>Action</u>	<u>Authority To Propose</u>	<u>Authority To Effect</u>
Oral Admonishment	N/A	Immediate Supervisor
Letter of Requirement	N/A	Immediate Supervisor
Letter of Caution	N/A	Immediate Supervisor
Letter of Reprimand	N/A	Immediate Supervisor
Suspension of 14 days or less	Second level Supervisor	Department Head or Storefront Manager
Suspension of more than 14 days, or demotion, or removal	Department Head or Storefront Manager	Executive Officer or Regional Functional Manager

Authority to sign discharge notices for probationers and employees serving on trial periods is delegated to Department Heads/Storefront Managers. Notifications of Personnel Action (SF-50s) effecting the discharge of student aides, summer employees, or temporary employees will be signed electronically by Human Resources Service Center East.

5. Action. Designated officials to whom authority has been delegated in paragraph 4 above may take any of the actions so specified, and will:

a. Exercise the delegated authority in a fair and equitable manner.

b. Be guided by the provisions of reference (a) in the discharge of that authority.

NAVPHIBASELCREEK/
REGPUBSAFETYINST 12752.1B

c. Coordinate with the Labor Relations Specialist of the Little Creek Satellite Office, Human Resources Office, Norfolk prior to the initiation of any contemplated disciplinary action or action based on unacceptable performance against subordinate civilian employees.

W. C. WRIGHT, Sr.

Distribution:
NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB

Stocked by:
Commanding Officer
Naval Amphibious Base Little Creek
2600 Tarawa Court, Suite 100
Norfolk, VA 23521-3297