DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON DC 20374-5065

IN REPLY REFER TO

NAVFACINST 12981.1
AHR
25 October 1999

NAVFAC INSTRUCTION 12981.1

From: Commander, Naval Facilities Engineering Command

Subj: DELEGATION OF AUTHORITY TO PROPOSE AND EFFECT ADVERSE ACTIONS, NONCONTESTABLE ACTIONS, AND DENIAL OF WITHIN-GRADE INCREASES

Ref: (a) HROWASHDCINST 12431.2
(b) HROWASHDCINST 12432.1B
(c) HROWASHDCINST 12752.2E

1. Purpose. This instruction promulgates guidance for the Naval Facilities Engineering Command Headquarters concerning delegated authority to propose and effect adverse actions, effect other separations and noncontestable actions, and deny within-grade increases. Management and supervisory officials listed below are authorized to propose and effect the indicated types of adverse actions. This authority may be exercised by an official "acting" during the absence of the appropriate management authority, but shall not be authorized "By direction" in accordance with references (a), (b), and (c).

2. Action. Authority is delegated as follows:

Type of Action	Authorized to Propose Action	Authorized to Effect Action
Oral Admonishment	No proposal required	Immediate Supervisor
Letter of Caution	No proposal required	Immediate Supervisor
Termination of Temporary Employee	No proposal required	Director, Assistant Commander, or Deputy Commander
Termination of Probationary/ Trial Appointment	No proposal required	Director, Assistant Commander, or Deputy Commander
Letter of Reprimand	No proposal required	Immediate Supervisor

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Type of Action	Authorized to Propose Action	Authorized to Effect Action
Suspension of 14 calendar days or less	Immediate Supervisor	Director, Assistant Commander, or Deputy Commander
Suspension of over 14 calendar days	Immediate Supervisor	Director, Assistant Commander, or Deputy Commander
Reduction in grade/pay and all removals	Director, Assistant Commander, or Deputy Commander	Vice Commander
Denial of within-grade increases	No proposal required	Immediate Supervisor
Reconsideration of denial of within-grade increases	No proposal required	Director, Assistant Commander, or Depeuty Commander

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Distribution:
Internal List 1