

COMSCINST <b>12000.10C</b>	COG CODE <b>N12</b>	DATE <b>7 FEB 1997</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
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COMSCINST 12000.10C  
N1  
7 February 1997

COMSC INSTRUCTION 12000.10C

Subj: DELEGATION OF AUTHORITY FOR CIVILIAN PERSONNEL ACTIONS

Ref: (a) CPI 432  
(b) CPI 752

1. Purpose. To delegate authority for specific civilian personnel actions taken under references (a) and (b).

2. Cancellation. COMSCINST 12000.10B.

3. Background

a. Heads of activities are delegated authority to propose and decide reductions in grade and removals for unacceptable performance under reference (a) and adverse actions for disciplinary reason(s) under reference (b). Both references state heads of activities may delegate authority to propose and decide such actions to subordinate supervisors and managers.

b. Authority to propose and decide actions under references (a) and (b) may be exercised by a person designated as "acting" for the person delegated such authority, but such action may not be taken "by direction."

c. When an employee is assigned duty at any activity or site under the jurisdiction of another activity, authority to propose and decide actions under reference (b) may be delegated from the head of the activity employing the employee to the head of the activity having jurisdiction over the activity or site where the employee is assigned. Such delegation should only cover noncontestable actions (*an oral admonishment or letter of admonishment, i.e., an action not recorded in an employee's Official Personnel Folder*) and grievable actions, i.e., a letter of reprimand or suspension for 14 days or less. Authority to propose and decide appealable actions, i.e., a removal, suspensions for more than 14 days, reductions in grade or pay, or furlough for 30 days or less, should remain with the employing activity.

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d. When a grievable or appealable disciplinary or adverse action is initiated which requires a decision on an advance written notice, a decision must be made by an official in a higher position than the official who proposed the action. If the head of an activity signed the advance written notice, the next higher level of management in the chain of command must sign the written decision.

4. Action. The following individuals are authorized to take action under references (a) and (b).

ACTION	PROPOSE	EFFECT
Oral Admonishment		Immediate Supervisor
Letter of Admonishment		Immediate Supervisor
Letter of Reprimand		Immediate Supervisor
Suspension of 14 calendar days or less	Immediate Supervisor	Next higher level or Division Director
Suspension of over 14 calendar days	Division Director, Program Manager/Director/Special Assistant, Deputy Director	Program Manager, Director/ Special Assistant, Assistant Deputy Commander or COMSC/ Deputy COMSC
Reduction in grade or pay and all separations	Division Director, Program Manager/Director/ Special Assistant, or Deputy Director	Program Manager, Director/ Special Assistant, Assistant Deputy Commander or COMSC/ Deputy COMSC

This delegation of authority does not preclude an appropriate higher level or authority from initiating any disciplinary action.

Distribution:  
 COMSCINST 5000.19  
 List I (Case A, B, C)