



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 12752.1A  
BUPERS-05  
25 May 2018

BUPERS INSTRUCTION 12752.1A

From: Chief of Naval Personnel

Subj: CIVILIAN DISCIPLINARY ACTIONS FOR THE BUREAU OF NAVAL  
PERSONNEL

Ref: (a) SECNAVINST 12752.1A

1. Purpose. This instruction establishes the Bureau of Naval Personnel (BUPERS) guidance and classification for disciplinary and adverse action procedures per reference (a). Revisions to this instruction include removal of provisions for alternate courses of action, special disciplinary situations, procedures for suspensions, guideline schedule of disciplinary offenses and recommended remedies, and the criteria for determining appropriate penalty or remedy. This instruction is a complete revision and should be read in its entirety.
2. Cancellation. BUPERSINST 12752.1.
3. Scope and Applicability. This instruction applies to Federal civilian employees assigned to BUPERS and subordinate commands.
4. Policy. Disciplinary action is a management tool for use in correcting deficiencies in employee conduct and performance that interferes with efficient operations, for use in maintaining high standards of Government service and public confidence in the Department of the Navy (DON), and for use in maintaining discipline and morale among employees. Disciplinary actions require the exercise of responsible, sound judgement to ensure the penalty is proportionate to the offense. It is BUPERS policy to utilize and comply with procedures outlined in reference (a) in the administration of all disciplinary actions.
5. Delegation of Authority
  - a. First-line supervisors are hereby delegated authority to issue non-contestable actions (e.g., oral admonishment and letters of caution), issue letters of reprimand, propose disciplinary actions (suspension of 14 calendar days or less), and propose adverse actions (e.g., suspension over 14 calendar days, demotion, and removal).
  - b. Second-line and higher level supervisors are hereby delegated authority to issue non-contestable actions (e.g., oral admonishment and letters of caution), issue letters of reprimand, propose and or decide disciplinary actions (suspension of 14 calendar days or less), and propose and or decide adverse actions (e.g., suspension over 14 calendar days, demotion, and removal).

All suspensions, demotions, and removal actions must be decided by a higher level supervisor than the proposing supervisor. However, if the activity head or commander issued the advance notice (proposal), he or she may also issue the decision.

c. The disallowance of an employee's choice of representative is delegated to the second-line and higher level supervisor (the deciding official). The employee may appeal the supervisor's decision to disallow a choice of representative to the next higher level supervisor within 7 calendar days after receiving initial notice that his or her choice of representative is disallowed, unless the determination was made by the activity head or commander. The higher level supervisor will issue a final written decision within 7 calendar days to the employee on the allowance of his or her representative. The employee's oral or written reply period will be suspended until a final determination is rendered.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS Total Force Human Resource and Manpower Office (BUPERS-05) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016



J. W. HUGHES  
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx>