



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CNATRAINST 12720.6

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07 SEP 2007

CNATRA INSTRUCTION 12720.6

Subj: COORDINATION OF THE OFFICE OF GENERAL COUNSEL IN CIVILIAN
EMPLOYEE AND LABOR RELATIONS ISSUES

Ref: (a) SECNAVINST 5430.7N
(b) OPNAVINST 12720.4B
(c) Civilian Human Resources Manual (CHRM)

1. Purpose. This instruction sets out the coordination required between the Chief of Naval Air Training Office of Counsel (CNATRA OGC) and activities within the Naval Air Training Command (NATRACOM) for civilian personnel or labor relations issues. Such issues include, but are not limited to claims of discrimination by employees against superiors or coworkers; disciplinary actions of employees by supervisors; grievances filed by employees against management, civilian personnel alternative dispute resolution (ADR) proceedings, and unfair labor practices (ULPs).

2. Scope. This instruction applies to CNATRA Staff and Commanders of all NATRACOM activities, hereinafter collectively referred to as "CNATRA."

3. Responsibilities.

a. Pursuant to reference (a), CNATRA OGC shall give legal advice to CNATRA on all civilian personnel law issues that arise within the NATRACOM. CNATRA OGC shall coordinate second legal opinions, if necessary, with higher level authority within OGC.

b. In accordance with the requirements of references (a) through (c), CNATRA OGC serves as legal counsel and liaison with the cognizant Human Relations Office (HRO) whenever a complaint alleging discrimination is filed against any civilian employee or military member of CNATRA. CNATRA OGC will also serve as counsel for CNATRA in discrimination cases pending in federal district court. CNATRA OGC, in coordination with the cognizant HRO may represent CNATRA before the Equal Employment Opportunity Commission.

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c. In accordance with the requirements of reference (a), CNATRA OGC serves as legal counsel and liaison with the cognizant HRO whenever a disciplinary action is proposed for a CNATRA civilian employee. CNATRA OGC will review and ensure compliance with the legal and regulatory authorities governing all disciplinary actions against civilian employees.

d. In accordance with the requirements of reference (a), CNATRA OGC serves as legal counsel and liaison with the cognizant HRO whenever a CNATRA civilian employee files a grievance under the local grievance procedures or files and appeal with the Merit System Protection Board (MSPB). CNATRA OGC will ensure compliance with the legal and regulatory authorities governing Civil Service employment. CNATRA OGC, in coordination with the cognizant HRO office, may represent CNATRA before the MSPB.

e. CNATRA OGC serves as legal representative in all civilian personnel matters brought to ADR.

f. In all civilian personnel matters, CNATRA OGC shall coordinate documents, materials, witnesses, subject matter experts, conferences, hearings, and funding with a view to resolving the matter at the lowest level.

4. Procedures. Documents and materials relevant to this instruction shall be timely provided to CNATRA OGCC for review. Commanders and supervisors shall make witnesses and other support available to CNATRA OGC as needed. Commanders and supervisors shall appoint a point of contact, in coordination with CNATRA OGC, in cases where this would facilitate communication. CNATRA OGC may utilize the subject matter expertise of CNATRA personnel to investigate, settle, or litigate a civilian personnel matter, including CNATRA Inspector General.

5. Point of Contact. Point of contact is CNATRA Office of Counsel at (361)961-3510 or DSN 861-3510.



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