



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 5354.1D CH-1
Ser 09M/029
21 Feb 97

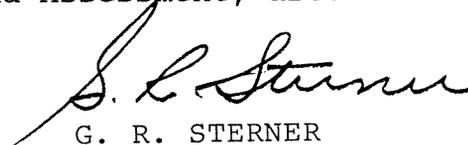
NAVSEA INSTRUCTION 5354.1D CHANGE TRANSMITTAL 1

From: Commander, Naval Sea Systems Command

Subj: MILITARY EQUAL OPPORTUNITY PROGRAM

Ref: (a) OPNAVINST 5354.1D

1. Purpose. To revise the basic instruction in accordance with reference (a), the revised Navy Equal Opportunity Manual.
2. Action. Enter the following changes to the basic instruction:
 - a. Page 1, change reference (a) to read "OPNAVINST 5354.1D."
 - b. Page 2, paragraph 6b(4) change to read "Appoint an E-8 through W-4, or an officer with at least 4 years of service as the CMEO Officer."
 - c. On the following pages, change "Equal Opportunity Program Specialist (EOPS)" to read "Equal Opportunity Assistant (EOA)":
Page 3, paragraph 6c(5); Page 4, paragraph 7b; Enclosure (1), Page 2, paragraph 2b(2); Enclosure (5), Page 2, paragraph 3.
 - d. Page 3, paragraph 6d, change heading line to read "NAVSEA Equal Opportunity Assistant (NEC 9515)."
 - e. Page 3, paragraph 6d(1) change to read "Advise the Commander as a special assistant with direct access to the Commander via the Vice Commander on all matters related to Navy Equal Opportunity (EO) policy and on command compliance."
 - f. Page 4, paragraph 7c, line 3 insert "can be the CMEO Officer and" between the words "advisor" and "should."
 - g. Page 1, delete Enclosure (4), "Equal Opportunity Data Reporting Format" and remove enclosure from instruction. Renumber Enclosure (5) to Enclosure (4).
 - h. Page 4, paragraph 7d, delete "Enclosures (4) and (5) are" and replace with "Enclosure (4), Findings and Recommendations and POA&M from most recent Command Assessment, are."


G. R. STERNER

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See next page

NAVSEAINST 5354.1D CH-1

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NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 5354.1D
SEA 09M
23 MAR 95

NAVSEA INSTRUCTION 5354.1D

From: Commander, Naval Sea Systems Command

Subj: MILITARY EQUAL OPPORTUNITY (EO) PROGRAM

Ref: (a) OPNAVINST 5354.1C

Encl: (1) Command Managed Equal Opportunity (CMEO) Program
(2) Prevention of Sexual Harassment
(3) Navy Grievance Procedures
(4) Equal Opportunity Data Reporting Format
(5) Command Managed Equal Opportunity Program Assessment Format

1. Purpose. To implement revised guidelines of the NAVSEA Equal Opportunity Program for active duty and reserve personnel. This is a major revision and should be read in its entirety.

2. Cancellation. NAVSEAINST 5354.1C of 21 October 1991.

3. Applicability. This instruction applies to NAVSEA Headquarters and its Field Activities.

4. Background. Reference (a) and enclosures (1), (2) and (3) provide guidelines delineating the responsibilities for the implementation of the Command Managed Equal Opportunity (CMEO) Program for military personnel. Civilian Equal Employment Opportunity (EEO) policies and guidance are provided in separate instructions issued by the Director of Civilian Personnel Policy and the Equal Employment Opportunity Commission (EEOC). Achieving an environment of equal opportunity can only occur as a result of Command policies and procedures which eliminate the institutional impediments barring upward and lateral mobility of all personnel. Enclosures (4) and (5) provide the format for submitting demographic data collected in assessing the command.

5. Policy. The Commander, Naval Sea Systems Command is committed to the principles and fully supports the policies established by the Secretary of the Navy and the Chief of Naval Operations in achieving an environment of equality for all personnel at every level of the chain of command. To this end, the military Equal Opportunity and civilian Equal Employment Opportunity Programs should support each other, as appropriate, in areas of mutual interest at each command. It is essential that all actions reflect professionalism, sound judgement, and leadership in the elimination of all forms of discrimination.

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6. Responsibilities

a. Commander, Naval Sea Systems Command

(1) Provide overall direction, guidance and leadership for the command's Equal Opportunity program.

(2) Monitor Equal Opportunity status within subordinate commands.

b. NAVSEA Activities Commanders

(1) Ensure local directives are developed and implemented as required.

(2) Provide information as directed by this instruction.

(3) Review and assess the Command's EO climate as required by enclosures (4) and (5).

(4) Appoint an E-7/8/9, or O-3 or above as the CMEO Officer.

(5) It is mandatory that managers and supervisors ensure that NAVSEA's EO policy becomes an integral part of day-to-day personnel management.

c. CMEO Officer.

(1) Provide administrative coordination for the Command Assessment Team (CAT) and Command Training Team (CTT) and function as the single point of contact for EO matters in the command.

(2) Monitor CAT and CTT membership to ensure compliance with eligibility and training requirements. Maintain copies of all letters of appointment and ensure documentation of training in member's service record.

(3) Maintain files and records on all EO related matters such as minutes of CAT and CTT meetings, command assessment reports and POA&Ms, discrimination (including sexual harassment) complaints, inspection reports, policy statements and training/informational resources.

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(4) Coordinate CAT and CTT briefings, ensure the commander is properly apprised of all EO related matters, via the Executive Officer or equivalent. Briefings must occur a minimum of once per quarter.

(5) Maintain communication with local Equal Opportunity Program Specialist (EOPS).

d. NAVSEA Equal Opportunity Program Specialist

(1) Advise the Commanding Officer on all matters related to Navy Equal Opportunity (EO) policy and on command compliance.

(2) Assist with the processing of discrimination (including sexual harassment) complaints.

(3) Review formal discrimination (including sexual harassment) complaints and provide recommendations for flag endorsement/action.

(4) Provide briefings on EO related matters.

(5) Assist in EO policy formulation.

(6) Conduct inspections of Equal Opportunity at subordinate commands.

(7) Monitor CMEO status by evaluating annual command assessment results forwarded by subordinate commands.

(8) Coordinate reporting of formally resolved sexual harassment and discrimination incidents as prescribed by the Navy Affirmative Action Plan (NAAP) (OPNAVINST 5354.3 series) using the Sexual Assault/Sexual Harassment (SASH) Database.

(9) Provide CAT, CTT and SASH training/assist visits.

(10) Counsel personnel on harassment and discrimination complaint resolution procedures, both formal and informal. Provide guidance, advice and assistance to subordinate commands regarding EO (including sexual harassment) matters.

7. Action

a. NAVSEA Headquarters and Field Activities will aggressively support the NAVSEA EO Program by implementing the procedures set forth in this instruction and reference (a).

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b. Conduct Command Managed Equal Opportunity (CMEO) training for all officers and enlisted personnel. This can be accomplished with qualified Command Training Teams, Equal Opportunity Program Specialists, or with the assistance of geographical Fleet Training Centers. Reference (a) and this instruction provide specific requirements regarding CMEO training.

c. Commanders, commanding officers or officers in charge will assign, in writing, an officer or senior petty officer as an advisor on matters involving the EO Program. The advisor should work closely with the Command Senior Enlisted Advisor, Career Counselor, Drug and Alcohol Program Advisor, and the Legal Officer when applicable.

d. Enclosures (4) and (5) are due NLT 15 September of each year to Commander, Naval Sea Systems Command (SEA09M3).



E. S. MCGINLEY, II
Vice Commander

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COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)

1. Introduction and Overview. An environment of equal opportunity is essential to attaining and maintaining a high state of morale, discipline, and military effectiveness. The command must continuously assess equal opportunity conditions, develop and initiate effective management actions to further equal opportunity and evaluate the results of these actions. Because information forms the basis for all management actions, CMEO is directed toward increasing the availability of valid, command-specific information that will enable the chain to understand, (a) the equal opportunity conditions at the command, and (b) command practices and individual behaviors and how these factors may serve as constraints or barriers to equal opportunity attainment.

2. CMEO Administration. As a "command managed" system, CMEO is administered by the following command appointed personnel:

a. Command Training Team (CTT). Every command with fifty of more permanently assigned personnel is required to have a CTT to present Command Specific Training, Navy Rights and Responsibilities Workshops, annual sexual harassment training and other EO training as may be required. The CTT Leader must be a division officer or a department head.

(1) Qualification requirements for CTT members:

- (a) paygrade E-6 or above
- (b) 18 months remaining onboard prior to PRD
Waivers may be requested from the ISIC
- (c) PFT qualified, present a sharp military appearance
- (d) no NJP within the past 24 months
- (e) possess good communication and teambuilding skills

(2) CTT members shall be appointed in writing and must attend formal CTT Instruction (CTTI) through a CNET facility or be trained by an Equal Opportunity Program Specialist (NEC 9515). Training must be documented in the service record and must be repeated if the individual has not performed on the CTT for twenty-four months or more.

(3) The size of the CTT is at command discretion. Minimum requirements based on the size of the command are: 2 for the first 50 to 100 personnel, 3 for 101 to 200, 4 for 201 to 300 and 5 for 301 and over.

Encl (1)

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(4) Commands with less than fifty military personnel assigned are not required to have a CTT if arrangements can be made to participate in NR&R Workshops at a host or neighbor command. In such a case, the command to which personnel are permanently assigned is still responsible for addressing command-specific EO issues and making service record entries to document training received.

b. Command Assessment Team (CAT). Every command is required to have a CAT to conduct the annual command assessment. The Executive Officer heads the CAT. Membership must include the Command Master Chief (or equivalent), Command Career Counselor, Personnel Officer, Legal Officer, CMEO Officer (if appointed), CTT leader and at least one department head. Remaining membership should represent a cross-section of command personnel in terms of pay grade, gender, race and department.

(1) Qualification requirements for CAT members:

- (a) PRT qualified, present a sharp military appearance
- (b) No NJP within the past 24 months
- (c) Possess good communication and teambuilding skills

(2) CAT members shall be appointed in writing and must attend formal CAT Instruction through a CNET facility or be trained by an Equal Opportunity Program Specialist (NEC 9515). Training must be documented in the service record and must be repeated if the member has not participated in conducting an assessment in over thirty-six months.

3. Purpose of Command Managed Equal Opportunity (CMEO). The purpose of CMEO is to reemphasize the chain of command as the medium for identifying and resolving command EO issues. CMEO has two basic goals:

(a) To promote management actions that will establish and maintain equal opportunity in the command in consonance with existing rules, regulations, and directives, and

(b) To attain improved mission effectiveness through the optimum utilization of all personnel as a result of management actions.

4. CMEO Processes

(a) Command Assessment. This refers to annual data

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collection and analysis used to determine the status of EO in the command. A Command Assessment Team (CAT) is designated to record command demographics and data on retention, discipline, advancement; conduct an attitudinal survey of a representative sample of the command; hold interviews and record observations in order to form a full picture of the EO climate onboard the command.

(b) Analysis. Statistical data assembled by the CAT is examined to determine if racial/ethnic or gender differences exist between any subgroups in the command and if those differences correlate to institutional or individual practices that erect barriers to the EO goals stated above. The commanding officer should involve as many command leaders as he deems appropriate to assist the CAT in analysis of command assessment data. It may also be beneficial to analyze data by department/division or by paygrade to help pinpoint areas of concern.

(c) Action Planning. The CAT and additional personnel appointed to analyze command assessment data prepare a plan of actions and milestones (POA&M) to apply corrective measures to address any areas of concern. Once the POA&M(s) have been formulated, the Commander is briefed on command assessment results and recommended actions. Based on the command assessment analysis and POA&M(s), the CTT presents recommendations to the Commander on what to present for the annual command specific training.

(d) Command Training. CMEO training consists of annual Command Specific Training (CST) and the Navy Rights and Responsibilities Workshop (NR&R) given to each newly reporting command member as a part of command indoctrination. The annual CST emphasizes initiatives the command is taking to improve attainment of CMEO goals. It need not involve all hands at the same time; rather, it may be preferable to tailor the information to various leadership levels of the command, specifically delineating the role of each in implementing the POA&M(s) resulting from the assessment. The training to be given as part of command indoctrination, the Navy Rights and Responsibilities Workshop (NR&R), must be provided to all personnel within 90 days of reporting to a new permanent duty station. The CTT is designated to provide both CST and NR&R. The CTT also conducts annual required sexual harassment training, which may be given in conjunction with command CST.

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PREVENTION OF SEXUAL HARASSMENT

1. Sexual Harassment Prevention

a. A Leadership Issue. Leadership is the key to eliminating all forms of unlawful discrimination and must be the cornerstone in the elimination of sexual harassment. All personnel, military and civilian, are responsible for ensuring a work environment free from sexual harassment.

b. Definition of Sexual Harassment. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person, or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

c. Accountability. Sexual harassment is prohibited. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment and has failed to fulfill his or her leadership obligation. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment. All personnel should be familiar with the provisions of SECNAVINST 5300.26 series and understand that failure to comply is punishable under the UCMJ for military personnel, or may result in disciplinary action in the case of civilian employees.

d. Responsibilities of Leaders. Commanders and supervisors shall:

(1) Ensure assigned personnel are familiar with the SECNAV and NAVSEA policies on sexual harassment. They shall further issue their own policy that clearly defines sexual harassment and makes a clear statement that it will not be tolerated.

Encl (2)

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(2) Provide annual all hands training to ensure that personnel know what sexual harassment is, what it is not, and what the consequences of such behavior will be. This training may be accomplished as part of the annual command specific training.

(3) Provide training and make all hands aware of the Informal Resolution System (IRS) adopted by the Department of the Navy as a means of resolving sexual harassment complaints at the lowest possible level of the chain of command. Provide an IRS skills booklet (NAVPERS 15620) to each member of the command. Prominently display IRS posters to emphasize system use. Incorporate books and video tapes in the IRS Training Information Resource (TIR) Library to augment annual training. Ensure personnel are also aware of formal avenues for seeking redress and actions that will be taken against personnel violating sexual harassment policies.

(4) Take prompt and decisive action to investigate all complaints of sexual harassment, resolve the problem at the lowest possible level or take formal disciplinary and/or administrative action if necessary. Provide feedback on actions taken to the individual lodging the complaint. Ensure the individual complainant is protected against any form of reprisal.

(5) Report complaints that reach a formal level of resolution (whether substantiated or not) via COMNAVSEASYS COM as required by OPNAVINST 5354.3 series, the Navy Affirmative Action Plan.

(6) Set a standard of exemplary behavior; know and understand sexual harassment and its detrimental impact on mission readiness.

e. All Hands Responsibilities. All Naval Sea Systems Command personnel are expected to demonstrate zero tolerance of sexual harassment.

f. Complaints/Grievances/Reporting. Specific guidance on how to process and report equal opportunity and sexual harassment complaints is contained in enclosure (3).

NAVY GRIEVANCE PROCEDURES

1. Complaints. One of the most important aspects of the equal opportunity program and one which requires constant attention is that discrimination and sexual harassment complaints be considered and acted upon by the chain of command. A complaint is nothing more than bringing to the attention of proper authority the known, suspected, or probable commission of an offense under the UCMJ, a violation of a civil law, or other inappropriate conduct. A complaint may be made orally or in writing. Any person may initiate a complaint: military or civilian, officer or enlisted.

2. Servicemembers' Rights and Responsibilities. Individuals who perceive that they have been discriminated against and/or harassed shall attempt to resolve the complaint at the lowest level possible and fully use the chain of command.

a. Servicemembers have the right to present any legitimate grievance to the command without fear of intimidation, reprisal, or harassment.

b. Servicemembers have the right to be educated on the Navy's Grievance Procedure and on procedures for appealing decisions.

c. Servicemembers have the right to communicate with the Commanding Officer concerning their complaint/grievance.

d. Servicemembers have the responsibility to advise the command of the specifics of discrimination complaints and to provide the command an opportunity to rectify, remedy or take appropriate action before the complaint/grievance becomes a formal one which is then brought to the attention of higher authorities.

e. Servicemembers have the responsibility to submit only legitimate complaints and to exercise caution against immature, or reckless charges.

3. Complaints/grievance Procedures. The procedures an individual must follow to present a complaint/grievance are divided into two categories, informal and formal.

a. Informal Procedures. This is the first step in resolving a complaint and should be started at the lowest level possible.

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(1) Individuals should first attempt to resolve complaints with the person or persons involved. It is recommended that the Informal Resolution System (IRS) be used to resolve the conflict unless the behavior involved is clearly criminal. Assistance of the immediate supervisor in resolving the complaint may be requested as the circumstances require. If the object of the complaint is the complainant's immediate supervisor, present the complaint to the next senior in the chain of command. The IRS skills booklet for (NAVPERS 15620) resolving conflict provides step by step guidance for resolving not only sexual harassment issues but conflicts of any nature in the workplace.

(2) If the complaint cannot be resolved between complainant and persons involved or with the help of immediate supervisors, then submit a request either in writing or orally in a timely manner for commanding officer's request mast.

(3) If the informal resolution of the complaint is considered unjust, use formal procedures for redress (relief). In all cases, it is the responsibility of the commander to inform the complainant of his/her right to submit a formal complaint and the method for making the submission.

(4) Commanders are required to assign a person to assist in resolving sexual harassment and EO complaints. This individual is available for assistance in determining the need for grievance, the proper method of submission and should be consulted prior to submitting a formal complaint.

b. Formal Grievance Procedures

(1) If grievance is against a superior in the same command, other than the commanding officer, submit a formal complaint, NAVREGS ART 1150, against that superior to the commanding officer. If complainant considers the commanding officer's resolution unjust, submit an UCMJ ART 138, "Complaint of Wrong," Against the commanding officer. Procedures are contained in chapter 11, Manual of the Judge Advocate General (JAGMAN). Individuals should be advised of their entitlement to military legal counsel for assistance in submitting this complaint.

(2) If the grievance is against a superior in another chain of command, submit the complaint to the commanding officer. The commanding officer will forward the complaint to the superior of the individual against whom the complaint is brought via his/her chain of command to the officer exercising general court-

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martial jurisdiction over the individual. After review and action by the appropriate authority, a report of proceedings is forwarded to the Secretary of the Navy (Judge Advocate General) for review and final action by the Secretary of the Navy.

(3) If the grievance is against complainant's commanding officer, submit an UCMJ ART 138 complaint. The complaint of wrong should be submitted via the chain of command to the person exercising general court-martial jurisdiction over the commanding officer. The complaint is reviewed and an report of proceedings is forwarded to the Secretary of the Navy (Judge Advocate General) for review and final action by the Secretary of the Navy.

4. Complaints/grievances related to Discharge and Records. Servicemembers who wish correction of service records or a change in discharge classification should write to the Board for Correction of Naval Records or the Naval Council of personnel Boards (Attn: Naval Discharge Review Board), Department of the Navy, Washington, DC 20370. These boards will supply forms and instructions necessary to apply for redress.

5. Grievance Poster. The grievance poster which publicizes the Navy's sexual harassment/discrimination complaint procedures will be prominently displayed on a permanent basis by every command. This poster, "Navy procedures for Processing discrimination Complaints For Military Personnel" can be obtained by submitting a form DD 1348 to the Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120 (Stock #0506-LP-175-5200).

6. Commander's Responsibilities. In processing equal opportunity and sexual harassment complaints commanders must investigate and resolve all reported incidents at the lowest appropriate level. All incidents will be resolved promptly and with sensitivity. Confidentiality will be maintained to the extent possible. Feedback will be provided to all affected individuals consistent with the requirements of the Privacy Act. Reprisals against complainants or witnesses will not be tolerated.

a. Inform individuals of informal complaint resolution procedures, the right to submit formal complaints and the method for submitting formal complaints.

b. Provide to all members information on obtaining legal military counsel for assisting in submission of formal complaints and any other assistance available from the local shore command.

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c. Except in cases of major criminal offenses which should be referred to the Naval Criminal Investigative Service (NCIS), individuals should be encouraged to use the IRS to attempt to resolve their conflict. It is within the commander's discretion to forego taking further formal action when a complaint has been resolved under the IRS and the complainant does not desire further action.

d. If the complaint cannot be resolved by the individuals involved using the IRS, it is mandatory for commanders to take prompt action to determine what disposition should be made thereof in the interests of justice and discipline. Disposition must be based upon an investigation sufficient for an intelligent decision. A preliminary investigation should be initiated to develop enough information as to facts and circumstances to allow a full assessment of the conduct which precipitated the complaint. Ensure that previous disciplinary action or poor judgment on the part of the complainant in no way invalidates or prejudices a discrimination or harassment complaint. It is permissible for a commander to dismiss a complaint as unfounded after adequate inquiry. It is never permissible for a commander to fail to adequately investigate a complaint.

e. Ensure the complaint has received a disposition. Options for disposition of complaints (following appropriate investigation) span the spectrum from taking no action on groundless allegations, through counseling, admonition, reprimand, exhortation, disapproval, criticism, censure, reproach, rebuke, extra military instruction, administrative withholding of privileges, adverse entries in performance ratings, downgrading or revocation of security clearances, detachment for cause, separation processing, NJP and criminal prosecution.

f. Document all reports of sexual harassment and discrimination complaints. Report formal complaints (those submitted under Article 1150, Navy Affirmative Action Plan, OPNAVINST 5354.3 series.

g. Provide feedback within a reasonable time to all affected individuals consistent with the requirements of individual privacy rights.

h. Preclude backlash or reprisal. No individual may take or condone reprisals against a person who provides information on an incident of alleged discrimination or sexual harassment. A reprisal is the wrongful threatening or taking of either unfavorable action against another or withholding favorable

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action from another solely in response to a report of alleged discrimination or sexual harassment. Reprisal can be overt or subtle; reduction of performance marks "out of the blue," otherwise unwarranted psychiatric evaluations, inequity in duty assignments, increased workload/watchstanding, or not recommending personnel for advancement, retention, or special programs. When reprisals are reported, commands must aggressively determine the validity of such reports and take prompt disciplinary action against violators when appropriate. Prevention methods to assist commanders in maintaining an environment free of reprisals include:

(1) Regularly emphasizing the positive aspects of bringing to the command's attention acts of undesirable behavior.

(2) Periodically restating command policy against acts of reprisal and the punishment that violators will receive.

(3) Once a complaint/grievance has been initiated, actively following the individual's performance and evaluation to ensure no reprisals are taken.

(4) Hold supervisors accountable for regularly documenting performance, especially in the case of declining performance by maintaining personal counseling records, submitting special evaluations, and taking other remedial actions.

(5) In extreme situations, the commander should consider temporarily transferring the complainant to another command until the issue is resolved.

7. Inspector General's Hotline. Complaints of discrimination or sexual harassment may be reported through the Inspector General's "Fraud, Waste, and Abuse Hotline." This alternate means of reporting may be used if the complainant is not reasonably satisfied that the complaint has been/will be properly resolved by the chain of command. The number to call is AUTOVON 288-6743, commercial (202) 433-6743, or toll free 1-800-522-3451.

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EQUAL OPPORTUNITY DATA
REPORTING FORMAT

COMMAND:
COLLECTION METHOD(S): (e.g., unit self-assessment, ISIC inspections, IG inspection)

PART I COMPOSITION: NUMBER (PERCENTAGE)

1. OFFICER:

	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	()	()	()
(2) ASIAN PACIFIC ISLANDER:	()	()	()
(3) BLACK (NON-HISPANIC):	()	()	()
(4) HISPANIC:	()	()	()
(5) WHITE (NON-HISPANIC):	()	()	()
(6) OTHER/UNKNOWN:	()	()	()

2. ENLISTED:

	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	()	()	()
(2) ASIAN PACIFIC ISLANDER:	()	()	()
(3) BLACK (NON-HISPANIC):	()	()	()
(4) HISPANIC:	()	()	()
(5) WHITE (NON-HISPANIC):	()	()	()
(6) OTHER/UNKNOWN:	()	()	()

PART II RETENTION DEMOGRAPHICS

1. FIRST TERM

	ASIAN PACIFIC ISLANDER	BLACK	WHITE	HISPANIC	OTHER/ UNKNOWN
NATIVE AMERICAN (MALE/FEM)	(MALE/FEM)	(MALE/FEM)	(MALE/FEM)	(MALE/FEM)	(MALE/FEM)
ELIGIBLE	/	/	/	/	/
INELIGIBLE	/	/	/	/	/
REENLISTED	/	/	/	/	/

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2. SECOND TERM

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
INELIGIBLE	/	/	/	/	/	/
REENLISTED	/	/	/	/	/	/

3. CAREER

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
INELIGIBLE	/	/	/	/	/	/
REENLISTED	/	/	/	/	/	/

PART III ADVANCEMENT DEMOGRAPHICS

1. E-2 TO E-3

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
INELIGIBLE	/	/	/	/	/	/
REENLISTED	/	/	/	/	/	/

2. E-3 TO E-4

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
INELIGIBLE	/	/	/	/	/	/
REENLISTED	/	/	/	/	/	/

3. E-4 TO E-5

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
INELIGIBLE	/	/	/	/	/	/
REENLISTED	/	/	/	/	/	/

4. E-5 TO E-6

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
INELIGIBLE	/	/	/	/	/	/
REENLISTED	/	/	/	/	/	/

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5. E-6 TO E-7

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
QUALIFIED	/	/	/	/	/	/
TOOK EXAM	/	/	/	/	/	/
BOARD ELIG	/	/	/	/	/	/
SELECTED	/	/	/	/	/	/

6. E-7 TO E-8

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
QUALIFIED	/	/	/	/	/	/
BOARD ELIG	/	/	/	/	/	/
SELECTED	/	/	/	/	/	/

7. E-8 TO E-9

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
ELIGIBLE	/	/	/	/	/	/
QUALIFIED	/	/	/	/	/	/
BOARD ELIG	/	/	/	/	/	/
SELECTED	/	/	/	/	/	/

PART IV DISCIPLINE/DISCHARGES DEMOGRAPHICS

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR PLACED ON REPORT	/	/	/	/	/	/
NBR REPEAT OFFENDERS	/	/	/	/	/	/
NBR DISMISSED PRIOR TO MAST	/	/	/	/	/	/
NBR RECEIVING PUNISHMENT	/	/	/	/	/	/
NBR REFERRED TO COURT-MARTIAL	/	/	/	/	/	/
NBR HONORABLE DISCHARGES	/	/	/	/	/	/
NBR GENERAL DISCHARGES	/	/	/	/	/	/
NBR OTH DISCHARGES	/	/	/	/	/	/
NBR BAD CONDUCT DISCHARGES	/	/	/	/	/	/
NBR DISHONORABLE DISCHARGES	/	/	/	/	/	/

PART V COMPLAINTS

1. SEXUAL HARASSMENT

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR FORMAL COMPLAINTS	/	/	/	/	/	/
NBR COMPLAINTS SUBSTANTIATED	/	/	/	/	/	/
NBR RESOLVED	/	/	/	/	/	/
NBR AWAITING ACTION(S)	/	/	/	/	/	/

2. DISCRIMINATION (BASED ON RACE OR ETHNICITY)

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR FORMAL COMPLAINTS	/	/	/	/	/	/
NBR COMPLAINTS SUBSTANTIATED	/	/	/	/	/	/
NBR RESOLVED	/	/	/	/	/	/
NBR AWAITING ACTION(S)	/	/	/	/	/	/

3. DISCRIMINATION (BASED ON GENDER)

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR FORMAL COMPLAINTS	/	/	/	/	/	/
NBR COMPLAINTS SUBSTANTIATED	/	/	/	/	/	/
NBR RESOLVED	/	/	/	/	/	/
NBR AWAITING ACTION(S)	/	/	/	/	/	/

PART VI AWARDS

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
COMMAND INITIATED AWARDS	/	/	/	/	/	/
OFFICER	/	/	/	/	/	/
ENLISTED	/	/	/	/	/	/
SAILOR OF THE YEAR	/	/	/	/	/	/

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	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
SAILOR OF THE QUARTER	/	/	/	/	/	/
SAILOR OF THE MONTH	/	/	/	/	/	/
LETTER OF COMMENDATION	/	/	/	/	/	/
LETTER OF APPRECIATION	/	/	/	/	/	/

PART VII COMMENTS/RECOMMENDATIONS:

b. PETTY OFFICER INDOCTRINATION TRAINING:

YES/NO DATE(S) CONDUCTED: _____

c. SEXUAL HARASSMENT WORKSHOP:

YES/NO DATE(S) CONDUCTED: _____

2. TOTAL (NUMBER AND TYPE) OF WORKSHOPS CONDUCTED BY COMMAND TRAINING TEAM (CTT):

3. HAS THE COMMAND BEEN SUCCESSFUL IN RECEIVING PROGRAM ASSISTANCE FROM AREA FLEET TRAINING CENTER OR EQUAL OPPORTUNITY PROGRAM SPECIALISTS? IF SO, WHEN/WHY NOT?

SERVICES REQUIRED/SERVICES RENDERED.

4. COMMENT:
