



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND

WASHINGTON, D.C. 20362

IN REPLY REFER TO

NAVSEAINST 5720.4 CH-1

OOH/JPF

Ser 233

12 Jul 1983

NAVSEA INSTRUCTION 5720.4 CHANGE TRANSMITTAL 1

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA
Distribution List

Subj: Female employees of the Naval Sea Systems Command and its
shore activities; embarkation of in U.S. naval ships

1. Purpose. To extend reporting requirements for the report;
"Denial of Embarkation Aboard a U.S. Naval Ship."

2. Action. Paragraph 7, line 3, change the word two to five.
The two year reporting requirement is extended to five. All
other guidance remains the same.

J. H. WEBBER
Vice Commander

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NAVSEAINST 5720.4
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Ser 71
27 February 1981

NAVSEA INSTRUCTION 5720.4

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA
Distribution List

Subj: Female employees of the Naval Sea Systems Command and
its shore activities; embarkation of in U. S. naval
ships

Ref: (a) Navy Civilian Personnel Instruction, CMMI 713.2;
Equal Opportunity Without Regard to Race, Color,
Religion, Sex or National Origin
(b) OPNAVINST 5720.2J of 27 November 1979;
Subj: Embarkation in U.S. Naval Ships

1. Purpose. To provide policy guidance with respect to the
embarkation in U.S. naval ships of female employees of the
Naval Sea Systems Command and its shore activities.

2. Background. As enunciated in reference (a), a major
Department of Navy EEO objective is the full integration of
women into the civilian work force in all activities, organi-
zational segments, occupations, and levels. Consistent with
this policy, an increasing number of female civilian employ-
ees of the Naval Sea Systems Command are in positions that may
require participation in shipboard sea trials and at-sea
testing.

3. Objective. It is the responsibility of NAVSEA managers,
at all levels of the organization, to take those actions
consistent with their authority and responsibility that are
required to enable all employees, independent of sex, to
participate in sea trials and at-sea tests when such partici-
pation is required by the duties of the position held or is
required for career development.

4. Policy

a. Liaison. When civilian embarkation is necessary,
reference (b) obligates the commanding officers of U.S. naval
ships to make every reasonable effort to provide those accom-
modations required in order to embark civilians of either sex.
The final authority in the case of civilian embarkation rests
with the operating forces. Therefore, the cognizant NAVSEA
officials are required to maintain close liaison with the
ship's commanding officer in order to implement the policy
promulgated herein.

27 February 1981

b. Berthing. Female sleeping quarters must be separate from male sleeping quarters with privacy provided by rigid bulkheads. No exceptions shall be made relative to this requirement. Sleeping quarters should also be assigned commensurate with pay grade or rank whenever possible. Berthing accommodations for embarked female personnel should be essentially the same as those provided for embarked male personnel of similar pay grade or rank. When there is no other reasonable means of providing private sleeping quarters for female civilians whose work assignments require them to be aboard ship, the female civilians should be given priority over embarking male civilians independent of pay grade or rank, for berthing which meets the privacy requirement such as available staterooms. When priority is given to female civilians in such cases, alternate berthing should be provided for the affected male civilians.

c. Sanitary Facilities. Private head and shower facilities must be provided. These facilities may be provided on a time-sharing basis or specifically designated for use by women. No exceptions shall be made relative to this requirement.

d. Two-Women Policy. For ships that do not have women permanently assigned, a minimum of two women should normally be embarked. A reasonable effort should be made to comply with the two-women policy regardless of the duration of the embarkation. However, for sea trials and other short duration embarkations, compliance with the requirements of the two-women policy will normally be impracticable. When compliance is impracticable for sea trials and other short duration embarkations, the two-women policy must not be an impediment to the embarkation of a civilian female employee. Embarkation requests required by reference (a) must indicate all cases for which waiver of the two-women policy is required.

5. Guidance

a. Based on analysis of embarkation requirements and the distribution of female employees, NAVSEA managers should commence the planning required to enable the embarkation of female civilians during sea trials and at-sea testing. Since the exact number of spaces available for the embarkation of civilians is often not determined until shortly before ship departure, such prior planning and analysis should enable NAVSEA-managers to base the final selection of those civilians to be embarked on the requirements of the operations and to avoid those cases in which a female employee is not embarked simply because of her sex. The requirement for separate berthing of female civilians is the critical aspect of their

embarkation. Planning with respect to this requirement demands special emphasis. Consideration should be given to all available shipboard locations that may be utilized to provide private berthing accommodations. The privacy rights and habitability requirements of the ship's company must not be compromised. Rearrangement of ship's company must be minimized.

b. Given safety, weather, and scheduling considerations, ship transfers to avoid overnight embarkation of female civilians will not generally provide the required equal opportunity.

c. If other approaches are not sufficient to ensure that civilian female employees are permitted to carry out the requirements of their jobs through participation in sea trials and at-sea testing, then consideration must be given to adjusting work assignments. This is an approach of last resort that should not be employed unless other alternatives have been tried and failed. Since larger ships provide more possibilities for alternate berthing arrangements, civilian female employees could be assigned equivalent work assignments involving larger ships to ensure an equal opportunity for participation in sea trials and in at-sea tests. Care must be exercised so as to ensure that alternate work assignments are in fact true equivalents to previous assignments.

6. Incident Reports. Whenever a civilian female employee is denied embarkation aboard a U. S. naval ship solely because she is female, an incident report shall be prepared by the activity at which the incident occurred within 5 calendar days of the denial. The report should detail: the background of the involved work assignment, arrangements considered so as to permit embarkation, the reason why embarkation was not possible, and the remedial action to be taken. The report should be forwarded to Commander, Naval Sea Systems Command, SEA OOH, Command Deputy EEO Officer. Copies of the report are to be sent to the local EEO Officer and the local Deputy EEO Officer. The activity at which the incident occurred should request an endorsement on the report by the approval authority who denied the request prior to forwarding the report to SEA OOH.

7. Report. Report symbol NAVSEA 5720-1 is assigned to the report Denial of Embarkation Aboard a U.S. Naval Ship. This report is approved for a period of two years only from the date of this instruction.

Distribution:
(See page 4)


J. H. WEBBER
Vice Commander
Naval Sea Systems Command

NAVSEAINST 5720.4
27 February 1981

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