



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5354.1
N00F
11 Jun 12

NSTC INSTRUCTION 5354.1

Subj: COMMAND MANAGED EQUAL OPPORTUNITY

Ref: (a) OPNAVINST 5354.1F
(b) SECNAVINST 5300.26D
(c) OPNAVINST 5370.2C
(e) SECNAVINST 5350.16A
(e) NAVPERS 15620, Resolving Conflict Booklet
(f) NAVADMIN 137/12, Military Equal Opportunity Network

Encl: (1) [Informal Grievance Procedure](#)
(2) [Formal Grievance Procedure](#)
(3) [Command Climate Assessment Executive Summary Format](#)
(4) [MEONET Account Request](#)

1. Purpose. To provide policy and guidance for the Command Managed Equal Opportunity (CMEO) Program for Naval Service Training Command (NSTC) and its subordinate activities, in accordance with guidance and policies set forth in references (a) through (f) and enclosures (1) through (4).

2. Discussion. The Department of the Navy Equal Opportunity (EO) Program is foundational to sound leadership. It is mandatory that all leaders, supervisors, and managers ensure the Navy's EO Policy detailed in reference (a) becomes an integral part of day-to-day personnel management. An environment of equal opportunity is essential to attaining and maintaining a high state of morale, discipline, and readiness. Leaders, supervisors, and managers must be aware of and monitor the EO climate of their respective work centers, divisions, and departments in order to take prompt action to prevent discriminatory practices which might hinder military readiness.

3. Policy. Equal Opportunity is central to the Navy's mission. All personnel must be confident equal opportunity exists regardless of race, color, sex, national origin, or religion. All personnel must be provided a work environment free from any discrimination, harassment, or reprisal for having raised an allegation of discrimination or harassment. The NSTC Equal Opportunity Advisor (EOA) personally advises Commander, NSTC and

manages the EO Program. It is expected that all personnel give EO their full support. Civilian employees who raise allegations of unlawful discrimination shall be referred to the appropriate servicing Human Resource Office (HRO). The Sexual Harassment policy for civilian personnel is outlined in reference (b).

4. Complaint Procedures

a. Command CMEO representatives will notify the NSTC EOA of all issues dealing with EO/harassment within their unit. The Military Equal Opportunity Network (MEONET) must be used per reference (f) to track all complaints. Complainants and their respective chain of command should always attempt to resolve complaints as outlined in enclosure (5) of reference (a). Any member of the command seeking advice should contact the Navy Advice Line at 800-253-0931, 901-874-2507, or DSN 882-2507.

b. Informal Complaints. Upon receipt of an informal harassment or discrimination complaint, every attempt should be made to resolve the complaint within 20 days. If an investigation is necessary, appoint in writing a Preliminary Investigating Officer (PIO) and begin the investigation within three days. The chain of command will use enclosure (1) and reference (e) as guidance for the investigation and resolution. Upon resolution, and in accordance with the Informal Resolution System (IRS), a Memorandum for the Record (MFR) will be submitted by the CMEO to the Commanding Officer (CO) or Officer in Charge (OIC) with a brief overview of the incident, resolution, and any further recommendations. The disposition must be accomplished with timeliness, sensitivity, and be based upon an investigation sufficient for an intelligent decision. A review of the resolution should be conducted periodically by the CMEO to ensure the process was effective. If the complaint cannot be resolved using the IRS or the complainant desires to file a formal complaint, the complainant should contact the NSTC EOA for assistance/counseling on formal grievance procedures.

Note: At any point during the IRS process, members have the right to file a formal complaint.

c. Formal Complaints. All formal complaints will be handled by the NSTC EOA. The NSTC EOA will notify the unit CO/OIC immediately and follow all requirements as outlined in reference (a). The EOA, Region Legal Services

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Office (RLSO) Midwest, and PIO will work together to ensure fairness and compliance with references (a) through (f) and enclosures (1) - (4).

d. The PIO will be appointed by the unit CO/OIC. If a PIO cannot be assigned within the unit, arrangements should be made with NSTC to assist with the investigation.

5. Action

a. CNSTC exercises overall responsibility for the maintenance of a proactive CMEO Program.

b. Chief of Staff shall exercise overall program execution, ensuring its effectiveness and recommending changes as appropriate.

c. The NSTC EOA shall:

(1) Maintain a dynamic EO Program in accordance with references (a) through (d).

(2) Process all formal EO/harassment complaints and grievances in a timely manner.

(3) Report to CNSTC on all EO/harassment matters to include hazing.

(4) Work with subordinate command Commanding Officers and CMEO Managers to achieve maximum benefit of the program throughout Naval Service Training Command.

(5) Manage, document and otherwise ensure proper training and certification of the Command Training Team (CTT) and Command Assessment Team (CAT).

(6) Provide and document CMEO/EO Training to all CMEO representatives monthly. Training should include, but is not limited to, harassment, discrimination, hazing, and fraternization.

(7) Develop a Plan of Action and Milestones (POA&M) that ensures the goals of the program are met and conduct an annual assessment of the POA&M.

(8) Provide and document annual training to all staff on harassment, hazing, and grievance procedures.

(9) Provide command update briefs on the climate of the command and subordinate activities as required.

(10) Ensure EO/Equal Employment Opportunity Admin Boards are up-to-date.

(11) Attend as many command meetings, selection boards, and disciplinary matters as possible to ensure fairness across the command. Report issues to CNSTC.

(12) Maintain master lists of subordinate command CMEOs and ensure that each has an active MEONET account.

d. RLSO Midwest shall provide assistance to EOA, when needed, for all discrimination, harassment, and hazing cases.

e. COs, OICs, Department Heads, and Special Assistants shall:

(1) Emphasize the command EO Policy and set the example in this regard for all subordinates.

(2) Ensure all personnel are trained in the procedures to report harassment and discrimination complaints. See references (a) through (c) for additional guidance.

(3) Support the EO program through aggressive actions to detect, oppose, and correct any form of discrimination at the lowest possible level.

(4) Support the efforts of the CAT in assessing the equal opportunity climate.

(5) COs/OICs will appoint in writing a unit CMEO.

(6) Notify EOA when a NAVPERS 1626/7 Report and Disposition of Offenses regarding EO is generated.

f. CMEOs shall:

(1) Assist the respective Chain of Command with resolution of harassment/discrimination complaints.

(2) Provide additional prevention training as required.

(3) Serve as a member on the CAT and CTT, when required.

(4) Conduct annual assessments within 90 days after Change of Command and annually thereafter. The Defense Equal Opportunity Management Institute Organization Climate Survey (DEOCS) is the authorized tool for conducting assessments. After completion of DEOCS, Enclosure (3) shall be submitted to the NSTC EOA within 60 days. Navy Reserve Officer Training Corps midshipmen should be used in the assessment process.

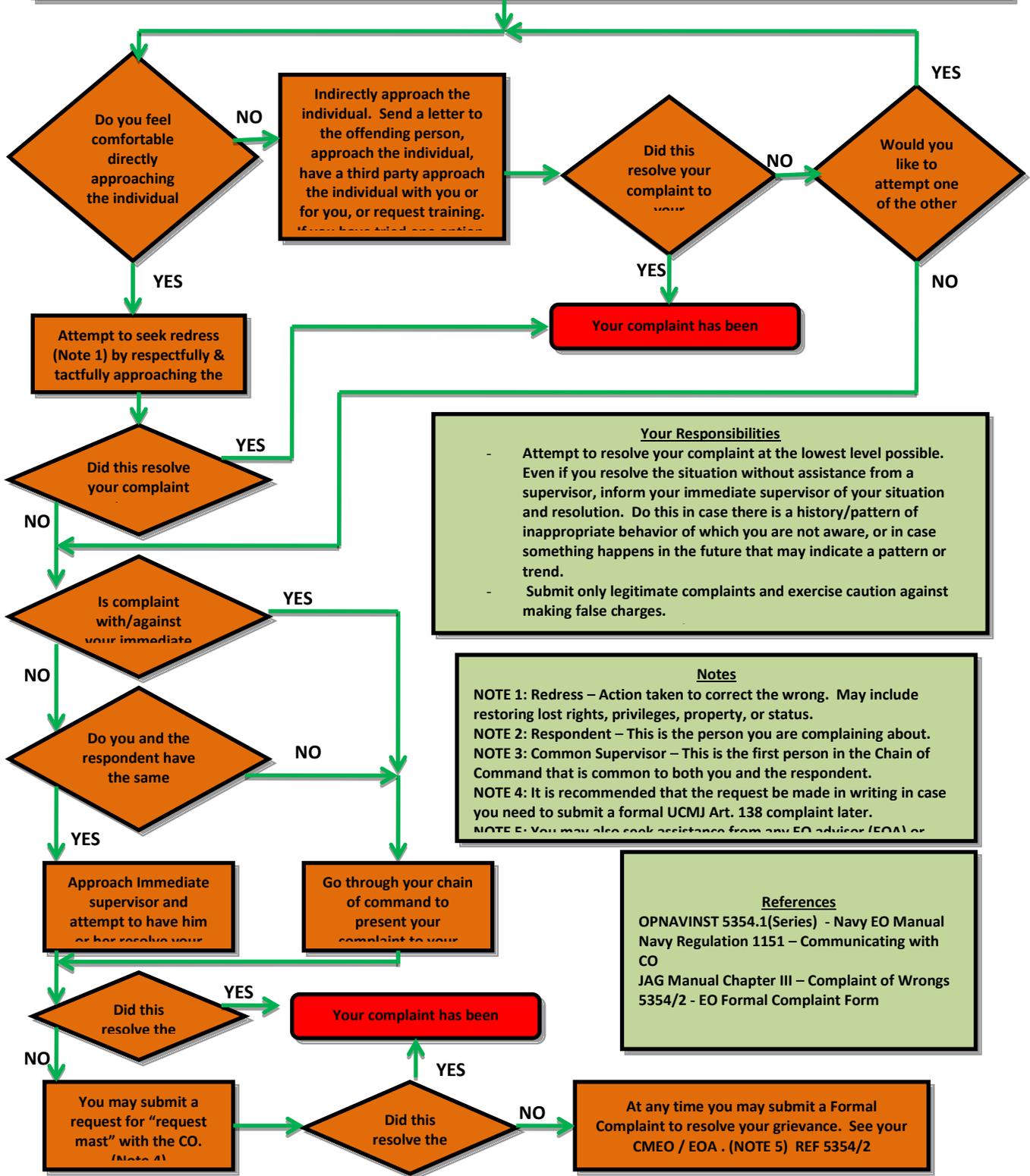
(5) Use MEONET to standardize, manage, and track formal and informal complaints, provide general assistance to military members, and track training provided by the CMEO.

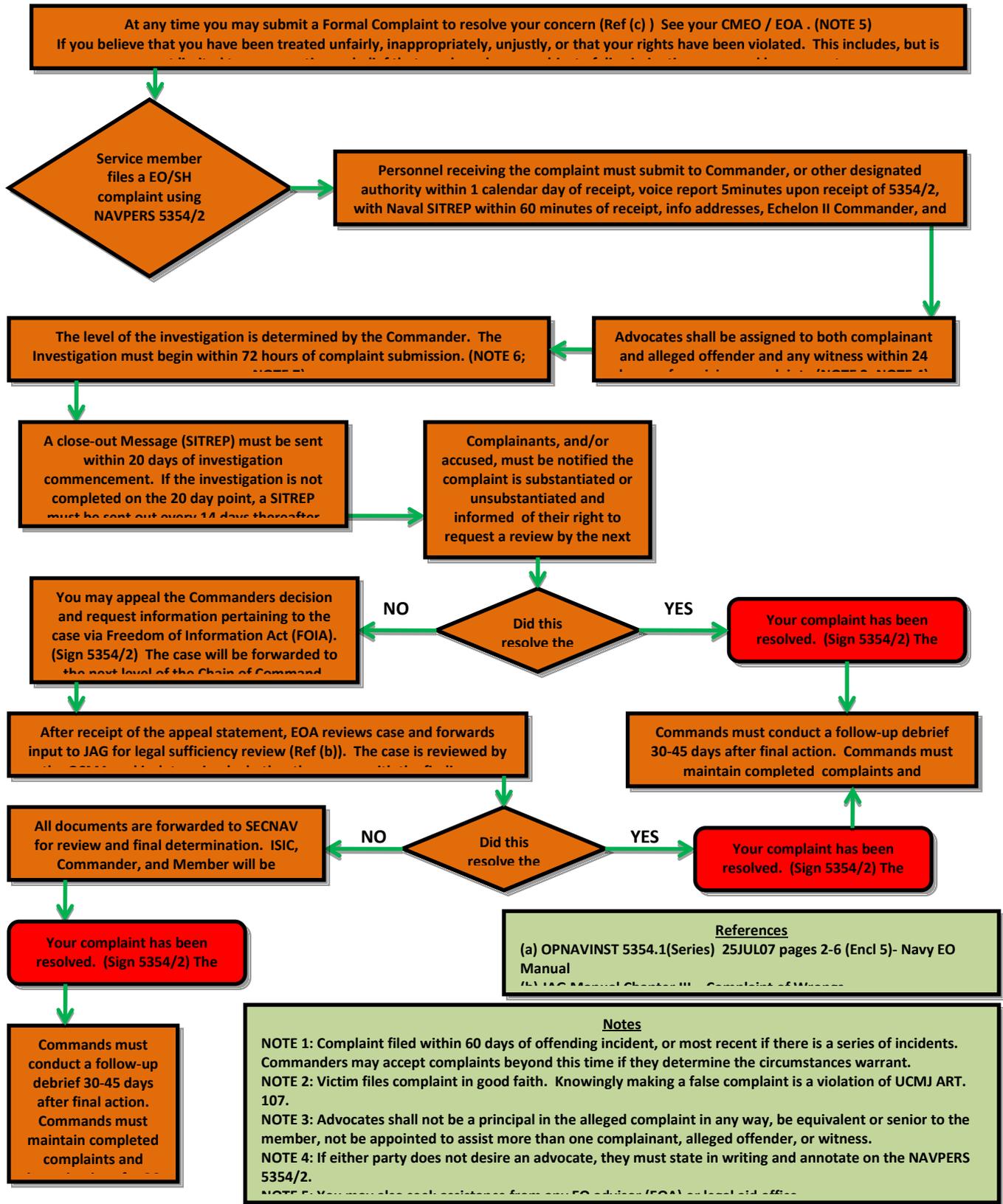
(6) Upon turnover of CMEO duties ensure that enclosure (4) is submitted to the EOA.

g. All civilian and military personnel are responsible for reporting and preventing incidents of harassment, discrimination, racial slurs, epithets, sexist behavior, and vulgar language. If you are in doubt about a situation, ask the CMEO/EOA.


DAVID F. STEINDL

Utilize the informal grievance procedure whenever you believe that you have been treated unfairly, inappropriately, unjustly, or that your rights have been violated. This includes, but is not limited to, a perception or belief that you have been a subject of discrimination, sexual harassment, or bias.





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DATE

From:

To: Commander, Naval Service Training Command

Via: Equal Opportunity Advisor, Naval Service Training
Command

Subj: COMMAND CLIMATE ASSESSMENT EXECUTIVE SUMMARY FOR
NAME OF UNIT

Ref: (a) OPNAVINST 5354.1F

1. (Name of command) completed a Command Climate Assessment in accordance with reference (a). The purpose of the climate assessment is to determine the "health" and mission readiness of the unit, by utilizing the triangulation method as defined in enclosure (1) of reference (a).

2. The Command Assessment Team members administered a DEOMI Equal Opportunity Climate Survey (DEOCS) from _____ to _____. Records review, interviews/observations, and focus groups were conducted from _____ to _____ on behalf of (CO/OIC). The significant findings included: (consistent feedback, positive or negative in any 2 of the 3 areas of the triangulation constitute a significant finding):

a)

b)

c)

3. Reason for command assessment: (pick one) Initial
Update Annual Directed Other

4. Command demographics included: _____ total number of personnel assigned, _____ number of personnel surveyed, and _____ number of personnel interviewed.

Enclosure (3)

Amer. Indian Alaskan Native	Asian	Black or African American	Native Hawaiian/P I	White	Hispanic	Other
%	%	%	%	%	%	%
Minority	Majority	# of Women	# of Men	# of Officer s	# of Enlisted	#of Civilian
%	%	%	%	%	%	%

* Chart data taken directly from the DEOCS roll-up of those surveyed.

5. Areas of strength identified:

- a)
- b)
- c)

6. Areas of concern identified:

- a)
- b)
- c)

7. Conclusions/Summary

8. Recommendations

Signature Block

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MEONET ACCOUNT REQUEST

First and Last Name:	Rank/Grade:	EOA or CMEO:	PRD:	E-mail:
Command:	UIC:		Phone Number (Commercial and DSN):	
Echelon III Command: Naval Service Training Command			Echelon II Command: Naval Education and Training	
Commander's Name:		Commander's Rank:	Commander's Phone Number:	

The purpose of this application is to establish an account for the Military Equal Opportunity Network (MEONet) tracking system. All Equal Opportunity Advisors, Equal Opportunity Program Managers, and Command Managed Equal Opportunity Program Managers shall establish an account.

Please contact your servicing Equal Opportunity Advisor or the Navy Equal Opportunity Office with any questions.

Navy Equal Opportunity Office Phone Number: Toll Free: 1-800-253-0931 Commercial: 901-874-2507 DSN: 882-2507	Fax Number: Commercial: 901-874-2617 DSN: 882-2617
E-mail: MILL_NavyEOAdvice@navy.mil	MEONet: https://www.deocs.net/nmeonet/login.cfm (Make sure you put in the "s" after http)

1. Fax or e-mail the signed form.

Authorizing Official Signature:

 Commander/Commanding Officer/Officer-in-Charge/Director

NSTC Equal Opportunity Advisor

YNC(SW/EXW) George M. Wooten

Email: George.m.wooten@navy.mil

Phone: 847-688-6488

Fax: 847-688-4472