



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5354.1B
CMEO/N3442
JAN 07 2004

NETPDTC INSTRUCTION 5354.1B

Subj: **COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)**

Ref: (a) OPNAVINST 5354.1D
(b) OPNAVINST 5354.5
(c) NETPDTCNOTE 5420

Encl: (1) CMEO Team Functions and Membership
(2) Plan of Action & Milestones Form

1. **Purpose.** To establish the Command Managed Equal Opportunity (CMEO) Program for Naval Education and Training Professional Development and Technology Center (NETPDTC) per references (a) and (b).

2. **Cancellation.** NETPDTCINST 5354.1A

3. **Applicability.** This instruction applies to all active duty Navy personnel assigned to NETPDTC, including command components located at CNET Headquarters onboard NAS Pensacola.

4. **Background.** The Navy and this command are committed to equal opportunity. The CMEO Program emphasizes the chain-of-command as the medium for identifying and resolving Command Equal Opportunity issues. Education and training are command responsibilities to promote understanding of various cultural and ethnic differences and sexual equality within the Navy. Reference (b) directs each command to establish a Command Training Team (CTT) to provide the necessary training to complete these responsibilities. Additionally, a Command Assessment Team (CAT) is established to assess internal practices and actions in order to counter unauthorized discrimination.

5. **Objectives.** To establish a CMEO Program that will contribute to the achievement of equal opportunity in military justice, professional training and advancement, duty assignment, quality of life, morale, communications, awards recognition, evaluations, preventing sexual harassment, grievance procedures, and incident reporting.

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6. **Policy.** The Commanding Officer fully supports the policies, direction and guidance provided by references (a) and (b). The Commanding Officer's personal policy statements with regard to equal opportunity and the prevention of sexual harassment have been issued and are posted in the quarterdeck area. All personnel assigned to this command are required to comply with the spirit and intent of this instruction.

7. **Responsibilities.** The Commanding Officer is responsible for carrying out Navy policies on equal opportunity and seeking resolution of all cases of conflict and tension due to discrimination. The Commanding Officer will be kept informed and made aware of human relations matters within the command. This requires that effective channels of communication be established and maintained at all levels. The chain-of-command must be responsive to individuals who exercise their right to report discrimination. Command members have a right to present any legitimate grievance to the command without fear of intimidation, reprisal, or harassment.

a. Command Managed Equal Opportunity (CMEO) Coordinator. The CMEO Coordinator advises the Commanding Officer on all matters related to the equal opportunity of military members and administers, plans, implements and coordinates CMEO matters, per references (a) and (b).

b. Command Training Team (CTT). The CTT conducts the Navy Rights and Responsibilities (NR&R) workshop during command indoctrination or in conjunction with a significant influx of personnel into the command. In addition, the CTT will conduct the Annual Command Specific workshop and all other equal opportunity training required. All newly reporting personnel will attend the NR&R workshop within 90 days of arrival. See enclosure (1) for additional requirements.

(1) CTT Coordinator. The CTT Coordinator will be responsible for all facets of the CTT including, but not limited to, qualification of CTT members and equal opportunity training of command members per references (a) and (b).

(2) CTT Members. The CTT consists of a minimum of three members in paygrades E6 thru 03 assigned by the Commanding Officer. CTT members must be trained and certified by a CNET training activity or locally assigned Equal Employment Opportunity Specialist per references (a) and (b). Each member is also required to complete the Navy Equal Opportunity Correspondence Course within three months of assignment to the team.

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c. Command Assessment Team (CAT). The CAT collects and maintains demographic data, plans, and conducts command assessments (including surveys and interviews), analyzes data, and formulates action plans, if appropriate, on programs involving the equal opportunity responsibilities specific to shore commands. See enclosure (1) for additional requirements.

(1) CAT Coordinator. The CAT Coordinator will be responsible for all facets of the CAT, including but not limited to, qualification of CAT members, scheduling quarterly meetings, and notifying the individual team members per references (a) and (b).

(2) CAT Members. The CAT members, listed in reference (c), will comply with references (a) and (b).



G. B. DYE

Distribution: (NETPDTCINST 5216.1G)
Lists I and II
(with military personnel only)

Web Access: MAIN INDEX

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CMEO TEAM FUNCTIONS AND MEMBERSHIP

1. Command Training Team (CTT). The CTT conducts the Navy Rights and Responsibilities (NR&R) workshop during command indoctrination. All newly reporting personnel will attend the NR&R workshop within 90 days of arrival. In addition, the CTT will conduct the Annual Command Specific workshop and all other equal opportunity training required.

2. The Command Assessment Team (CAT). The CAT collects and maintains demographic data, plans and conducts command assessments, analyzes data, and formulates action plans, if appropriate, on programs involving the equal opportunity responsibilities specific to shore commands.

3. Membership. All team members must attend either CAT or CTT Indoctrination (CATI or CTTI) training per reference (b). In addition, each member must complete the Navy Equal Opportunity Correspondence Course within three months of assignment to either team. (R)

a. CAT membership is comprised of the following personnel:

- Executive Officer, Chairperson
- One Department Representative from each department
- Command Managed Equal Opportunity Coordinator
- Command Assessment Team Coordinator
- Command Training Team Coordinator
- Command Career Counselor
- Command Legal Officer
- Military Support Office Representative
- Cross section of command personnel (paygrade, gender, race and department) as deemed necessary.

b. CTT membership consists of a minimum of three members in pay grades E-6 thru O-3, assigned by the Commanding Officer. (R)

4. Responsibilities

a. The Executive Officer will:

- (1) Serve as the chairperson for CAT meetings;
- (2) Direct the CAT to conduct a command assessment survey and ensure the teams adhere to the approved Plan of Action and Milestones (POA&M); using enclosure (2); and (R)

(3) Appoint one Representative as co-chairperson. (R)

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R) b. The co-chairperson will assist in formulating the CAT POA&M using enclosure (2), and functions as the chairperson when the Executive Officer is absent.

c. The CMEO Coordinator will:

R) (1) Serve as point of contact to assist in resolving sexual harassment and EO complaints (for military members/personnel);

(2) Nominate to the Commanding Officer via the Executive Officer, assessment and training team leaders;

(3) Retain command assessment results for at least three years (demographic data, surveys, interviews and POA&M);

(4) Monitor CAT POA&M progress and recommended curriculum changes to the command's NR&R workshops; and

(5) Conduct unscheduled administrative inspections at least once each year of EO assessment and training files being maintained by various team coordinators to ensure information history, collection techniques, and administrative procedures are valid.

d. Command Assessment and Training Team Coordinators will perform the following:

(1) Nominate, by initiating an appointment letter to the Commanding Officer, qualified members;

(2) Ensure members are qualified per references (a) and (b);

(3) Review the command collateral duty notice quarterly and update the CAT and CTT membership listing as needed;

(4) Schedule quarterly meetings and notify individual team members;

(5) Maintain EO qualification records for their teams. Ensure training qualifications are documented in members service record for both CATI or CTTI, and completion of Navy EO correspondence course;

(6) Schedule training for prospective team members and any team training required by the Executive Officer; and

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(7) Notify respective Department Head and CMEO Coordinator, when a replacement for the department representative member is required.

e. In addition to the above requirements, the Command Training Team Coordinator performs the following in support of the command assessment:

(1) Provides an annual EO training plan to:

(a) CAT Chairperson; and

(b) CMEO Coordinator.

(2) Command Training Team Members.

(a) Updates NR&R curriculum based on annual EO findings.

(b) Ensures NR&R critiques are submitted to the CMEO Coordinator.

f. Command Career Counselor will provide the CAT with annual retention data. Data will be categorized by race/ethnic group, gender and pay grade. When possible, include on these forms department, and division. Reports will be maintained and available for command inspections for three years at which time they may be destroyed.

g. The Legal Officer will provide discipline data. Data will be categorized by race/ethnic group, gender, and paygrade. When possible include rating, department, and division. Reports will be maintained and available for command inspections for three years at which time they may be destroyed.

h. The Military Support Office (MSO) representative will provide military staff demographic, advancement and command award data. When possible, include rating, department, and division. In addition, command award data will be categorized by individual type of award issued by the command, (NC, NA, LOC, SOY/SOQ), race/ethnic group, gender, pay grade, rating, department, and division. Data will be maintained and available for command inspections for three years at which time it may be destroyed.

