



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 5354.6G

ADMIN

03 OCT 2008

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5354.6G

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO) PROGRAM

Ref: (a) SECNAVINST 5300.26D Department of the Navy Policy on Sexual Harassment
(b) OPNAVINST 5354.1F Navy Equal Opportunity
(c) CNETINST 5354.2D CMEO Training Policy & Standardization Program

Encl: (1) VT-31's Policy Statement on Sexual Harassment (w/CO signature)
(2) VT-31's Policy Statement on Equal Opportunity (w/CO signature)

1. Purpose. To issue policies, procedures and information contained in references (a) through (c) pertaining to Training Squadron THIRTY-ONE's Command Managed Equal Opportunity (CMEO) Program.

2. Cancellation. VT31INST 5354.6F

3. Discussion. CMEO plays a vital role in maintaining a high state of morale, discipline and mission accomplishment. By continuously monitoring internal practices and personnel management, department heads and supervisors can take positive action to eliminate discriminatory practices and ensure fair and equal treatment of all hands.

4. Policy. Equal treatment and Equal Opportunity (EO) are the rights of every Navy member regardless of race, color, religion, gender, age or national origin, except where constrained by law.

a. Discriminatory practice, whether on or off base, or sexual harassment of any individual will not be tolerated. Such practices or behaviors are detrimental to good order, discipline and morale. All grievances or complaints will be promptly evaluated and acted upon by the command without fear of intimidation, reprisal or harassment.

b. All members will understand their rights and responsibilities and be held accountable for their actions.

5. Responsibilities. VT-31's CMEO team shall provide guidance regarding the CMEO Program. This team shall evaluate the effectiveness of our CMEO Program as part of the normal command inspection, or when directed by the Commanding Officer. In addition, they will:

- a. Monitor the EO climate within our command.
- b. Review/promulgate our own CMEO policy upon reporting to VT-31.
- c. Be personally involved in the EO Program through leadership, frequent briefings of command personnel, actively monitoring and assessing command's EO climate and ensuring all hands support Navy and command policies and procedures.
- d. Ensure all complaints of a sexual/racial nature are handled appropriately and expeditiously per reference (b).
- e. Ensure our CMEO Program is in compliance with references (a) through (c) and is a visible, quality program ensuring fair and equal treatment to all command personnel.

6. Action. The CMEO Program will encompass the minimum requirements stated in references (a) through (c) and this instruction. Key points are:

- a. VT-31 will maintain a Command Training Team (CTT) consistent with membership and size requirements as defined in reference (b).
- b. All newly reporting staff personnel (Officers and Enlisted) are required to attend a Navy Rights and Responsibilities (NR&R) workshop within 90 days of reporting. NR&R for staff Officers will be scheduled by the Instructor Under Training Officer. Enlisted personnel will be scheduled for NR&R by the Equal Employment Officer (EEO).
- c. An annual "command-specific" NR&R workshop will be conducted, and will include sexual harassment prevention and grievance procedures. In addition, this workshop will review updated Navy EO policies, the Navy EO climate and issues identified during the annual assessment.

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d. The Command Assessment Team's (CAT) mandatory membership will include the Executive Officer and Admin Officer. The Command Career Counselor and/or Legal Officer should be members of the CAT where assigned. Remaining CAT members should be composed of a cross-section of command personnel in terms of pay grade, gender, race and department. All CAT members, including the mandatory memberships, are required to receive formal training. This is not meant or intended to restrict the commander's privilege of increasing the size or scope of the CAT. Regardless of team composition, the ultimate responsibility for CAT effectiveness remains with the commander.

e. A command assessment will be conducted annually or when required by special circumstances, using data gathered from statistical sources (records and surveys), and subjective sources (interviews and observations) to evaluate the overall effectiveness of EO programs and actions.

f. The CAT will define and analyze problems or perception(s) generated through the assessment, evaluate different course(s) of action and recommend to the Commanding Officer the most appropriate course(s) for the command. The selected recommendations will be developed into a Plan of Action and Milestones (POA&M).

g. The CAT will meet at least quarterly to assess the effectiveness of POA&M(s). Additionally, the team will monitor any grievances or complaints to ensure that they are appropriately handled.

h. Data and results of command assessment will be retained for at least 36 months.

i. CTT/CAT members will complete the Navy Equal Opportunity correspondence course (NAVEDTRA 13099-C) within three months of assignment to the team.

j. Breaches of good order and discipline which are racially or sexually motivated will be reported per Sections IV and V of reference (b).

7. Training. CTT/CAT training is available through designated training sites, Equal Opportunity Program Specialists (EOPS), and Mobile Training Teams (MTTs). Quotas for CTT/CAT can be requested per reference (c).

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8. Forms. The Equal Opportunity Data Report Form, CNET 5354/7, may be obtained from CNET Supply (N-72).



D. R. CREWS

Distribution: (VT31INST 5216.1V)
List I

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TRAINING SQUADRON THIRTY-ONE
Policy Statement
on
Equal Opportunity

As the Commanding Officer of Training Squadron THIRTY-ONE, I am committed to the legal and moral obligation of each squadron member to promote and support a fundamental principle of American democracy, equal opportunity.

Equal Opportunity

A positive equal opportunity climate ensures an environment in which all personnel can perform to their maximum ability, unimpeded by institutional or individual biases on race, color, ethnicity, national origin, sex or religious stereotypes.

Discrimination resulting in the denial of equal opportunity to any individual will not be tolerated in VT-31. I am fully committed to ensuring that each member of VT-31:

- *Retains a sense of dignity, pride, and self-worth as individuals and as members of VT-31.
- *Be provided the training, guidance, and support to achieve personal and professional potential.
- *Views the rewards and opportunities of continued service to Navy and country in a positive manner.
- *Receives equitable treatment and recognition for personal service and achievements based on merit fitness and capability.
- *Demonstrates genuine concern for the welfare of all fellow squadron-mates.
- *Has the courage to take positive action on any occasion where personal discrimination exists or where equitable opportunities are denied.

I expect each member of VT-31 to give full and honest support to the accomplishment of these equal opportunity objectives.



D. R. CREWS
Commanding Officer

**TRAINING SQUADRON THIRTY-ONE
POLICY STATEMENT
ON
PREVENTION OF SEXUAL HARASSMENT**

As the Commanding Officer of Training Squadron THIRTY-ONE, I am committed to the legal and moral obligation of each squadron member to promote zero tolerance of sexual harassment.

Sexual Harassment

Sexual Harassment is influencing, offering to influence or threatening the career, pay or job of another person in exchange for sexual favors; or deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature, or creating a sexually hostile atmosphere by displaying pictures, posters with sexual overtones or sexist cartoons in a work or work-related environment.

**ANY FORM OF SEXUAL HARASSMENT IS UNACCEPTABLE
AND WILL NOT BE TOLERATED**

I am fully committed to ensuring that each member of VT-31:

- *Retains a sense of dignity, pride, and self-worth as individuals and as members of VT-31.
- *Will not support reprisals against any person who provides information concerning Sexual Harassment of themselves or another individual.
- *Will take an active role in recognizing and eliminating actual or potential situations that contribute to sexual harassment or a hostile environment.
- *Immediately report sexual harassment to the appropriate supervisor within the chain of command.

I expect each member of VT-31 to give full and honest support to the accomplishment of these sexual harassment objectives.



D. R. CREWS
Commanding Officer