DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO

HT-28INST 5354.8B
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15 Jul 13

HELTRARON TWENTY-EIGHT INSTRUCTION 5354.8B

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)

Ref: (a) OPNAVINST 5354.1F
(b) COMTRAWINGFIVEINST 5354.8C

1. Purpose. To establish the Command Managed Equal Opportunity (CMEO) Program.

2. Cancellation. HT-28INST 5354.8A.

3. Background. The Navy and this command are committed to equal opportunity. It is an inseparable part of sound leadership. The CMEO program reemphasizes the chain of command as the medium for identifying and resolving equal opportunity issues within the command. Education and training to promote understanding of the various cultural and ethnic differences, as well as sexual equality, within the Navy is a command responsibility.

4. Information. The objective of the CMEO program is to contribute to the achievement of equal opportunity in military justice, professional training, advancement, duty assignment, quality of life, morale, communications, awards, recognition and performance evaluations.

5. Policy. The Commanding Officer fully supports the policies, direction and guidance provided by references (a) and (b). Merit, ability, performance and potential are the only factors that should affect individual promotion, training, job assignments and other actions. The chain of command will process sexual harassment complaints and equal opportunity requests immediately per reference (a). All personnel assigned to this command are directed to comply with the spirit and intent of this instruction.

6. Responsibilities/Action

a. The Commanding Officer is ultimately responsible for the overall equal opportunity climate of the command, compliance with Navy policies, and resolution of all cases of conflict and tension due to discrimination of any sort. The Commanding Officer shall remain abreast of human relations matters within the command by establishing and maintaining effective channels of communication at all levels.

b. Command Managed Equal Opportunity (CMEO) Officer will be designated in writing by the Commanding Officer and report directly to the Executive Officer in all matters concerning equal opportunity issues within the command. The CMEO Officer will:

(1) Serve as primary advisor to the Executive Officer in all matters concerning equal opportunity within the command.

(2) Continuously review all instructions from higher authority, ensuring command instructions and programs are in compliance with the requirements of these directives and keeping the Commanding Officer and Executive Officer apprised of program requirements.

(3) Document and maintain records for all CMEO activities.

(4) Serve as a point of contact/advisor, per reference (a), for the processing of complaints and filing of grievances.

(5) Manage the collection and submission of Equal Opportunity Demographic Data Reports.

c. All members of the command are encouraged to speak out against factual discriminatory treatment. Reference (a) outlines the proper procedures for submitting, handling and reporting equal opportunity (EO) complaints. Reprisals taken by any member of the command against any person(s) filing legitimate grievances will not be tolerated. However, the intentional filing of false discrimination complaints against any officer, enlisted, or civilian personnel is equally intolerable. Personnel must be clearly informed of their right to report any perceived existence of discrimination and the established means by which to submit such a complaint. The chain of command has a responsibility to individuals who exercise this right to properly and promptly process all complaints/grievances. All personnel in supervisory positions shall make themselves familiar with the requirements of reference (a) and take action as necessary to ensure compliance with its spirit and intent.

C. L. PESILE

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