



DEPARTMENT OF THE NAVY

FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P. O. BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPAC 5350.2E

07

148 1994

FASOTRAGRUPAC INSTRUCTION 5350.2E

Subj: COMMAND MANAGED EQUAL OPPORTUNITY PROGRAM

Ref: (a) OPNAVINST 5354.1C
(b) COMNAVAIRPAC 5350.2B

1. Purpose. To provide guidelines for an effective Command Managed Equal Opportunity (CMEO) Program.

Cancellation. FASOTRAGRUPACINST 5350.2D

3. Policy. The Commanding Officer of FASOTRAGRUPAC is committed to the policy of equal opportunity and treatment for all personnel irrespective of race, creed, sex or national origin. All personnel will be accorded an equal opportunity for advancement, professional improvement, promotion, assignment and retention. An atmosphere of equal opportunity is essential to promote command morale and provide an environment in which personnel can perform to their maximum ability. Therefore, discriminatory practices will not be permitted or tolerated within the command.

4. Discussion.

a. References (a) and (b) implement the CMEO concept, placing the responsibility for management of equal opportunity at the command level. This philosophy of equal opportunity allows for the monitoring and evaluation of the program by the chain of command and facilitates a more rapid response to human relations problems.

b CMEO directs the chain of command to employ resources to:

- (1) Create and maintain a positive EO climate within the command.
- (2) Identify and resolve EO/sexual harrassment problems and concerns.
- (3) Provide the mechanism for monitoring the command's EO climate.
- (4) Ensure that merit, ability, performance, and potential are the factors which affect individual promotion training, duty assignments and any other action.

14 SEP 1994

c. References (a) and (b) provide guidelines and policies which require strict adherence and enforcement by all personnel

5. Implementation. The following are mandatory elements of CMEO as per reference (a) or (b):

a. CMEO Officer. An Officer (paygrade 0-3 or above) will be assigned the collateral duty of FASOTRAGRUPAC CMEO Officer and will be responsible for managing the CMEO program for the Commanding Officer. The CMEO Officer will receive formal training required for Command Training Team (CTT) and Command Assessment Team (CAT).

b. Detachment Equal Opportunity Representative. Each detachment shall designate one member as Equal Opportunity Representative. The member will receive formal training for Command Training Team and Command Assessment Team.

c. Command Training Team (CTT). The CTT is a designated group of command members trained to conduct NR&R Workshops. The CTT has the following requirements and responsibilities:

(1) FASO Headquarters will have a minimum of three members trained to conduct NR&R Workshops including the CMEO Officer. FASO detachments will have a minimum of one member trained to conduct NR&R Workshops (may be an Equal Opportunity Representative). Members will be in paygrade of E-6 or above. These personnel will constitute the FASO CTT.

(2) Members must be formally trained by a CNET activity, Mobile Training Team or Equal Opportunity Program Specialist. Documentation of this training must be in the member's service record. CTT members who have not performed in that capacity for over 24 months are required to repeat the formal training.

(3) CTT members should complete the Navy Equal Opportunity correspondence course (NAVEDTRA 13099-C) within three months of assignment to the training team.

(4) Prospective CTT members will have a minimum of 18 months remaining before their PRD from the date assigned. The CMEO Officer at headquarters and the Officers in Charge of detachments will carefully screen candidates to ensure that the CTT consists of highly motivated, experienced personnel who have the ability to lead/facilitate group discussions on Navy and FASO policy.

(5) The CTT will ensure that all personnel attend NR&R Workshop within 90 days of reporting aboard and conduct an Annual All-Hands NR&R Refresher Workshop. The CTT will ensure that all required training is documented in attendees' service records.

d. Command Assessment Team (CAT). The CAT is a designated group of command members trained to plan and conduct a command assessment and collect and analyze command demographic data as a means of monitoring the command's equal opportunity climate. The CAT has the following requirements and responsibilities:

(1) Headquarters

(a) CAT members must be formally trained to conduct a command assessment by a CNET activity, Mobile Training Team or Equal Opportunity Program Specialist and documentation of this training must be in the member's service record. CAT members who have not performed in that capacity for over 24 months are required to repeat the formal training.

(b) CAT members should complete the Navy Equal Opportunity correspondence course (NAVEDTRA 13099-C) within three months of assignment to the assessment team.

(c) Mandatory membership for FASO Headquarters will include: Executive Officer, Admin Officer, CMEO Officer, Legal Officer, Command Master Chief and Command Career Counselor. Additional members will be assigned to provide a cross section of the command in terms of paygrade, gender, race, and department. No maximum or minimum number (except the mandatory membership) exists and the size and scope of the CAT may be altered to increase effectiveness.

(d) Prospective CAT members will have a minimum of 18 months remaining before their PRD from the date assigned (does not apply to mandatory membership).

(e) The CAT will conduct an annual Command Assessment as per reference (a) and formulate any recommendations into a Plan of Action and Milestones (POA&M). The CAT will then meet once a quarter to monitor the effectiveness of the POA&M. Command Assessment results will be reported to COMNAVAIRPAC as per reference (b).

(f) The CMEO Officer will maintain the demographic data and results of the Command Assessment for at least 36 months after which they may be destroyed.

2 Detachments

(a) CAT members must be formally trained to conduct a command assessment by a CNET activity, Mobile Training Team or Equal Opportunity Program Specialist and documentation of this training must be in the member's service record. CAT members who have not performed in that capacity for over 24 months are required to repeat the formal training.

(b) CAT members should complete the Navy Equal Opportunity correspondence course (NAVEDTRA 13099-C) within three months of assignment to the training team.

(c) Mandatory membership for FASO detachments shall include the detachment OIC and detachment Equal Opportunity Representative. Additional members may be assigned to provide a cross section of the detachment with regard to race, gender and paygrade as applicable.

(d) Prospective CAT members will have a minimum of 18 months remaining before their PRD from the date assigned (does not apply to mandatory membership).

(e) The CAT will conduct an annual Detachment Command Assessment as per reference (a) and formulate any recommendations into a Plan of Actions and Milestones (POA&M). The CAT will forward a copy of the Detachment Command Assessment to FASO Headquarters. The CAT will then meet once a quarter to monitor the effectiveness of the POA&M.

(f) The CMEO Officer and the Detachment Equal Opportunity Representative will maintain the demographic data and results of the Detachment Command Assessment for at least 36 months after which they may be destroyed.

6. FASOTRAGRUPAC will not waiver from the belief that all personnel in this command will be treated with dignity and respect up and down the chain of command. I charge every member in the FASOTRAGRUPAC organization to ensure the policies and procedures outlined in this instruction are given your full support and compliance.



M. T. SERHAN

Distribution:
FASOTRAGRUPAC 5216.2T
Lists A & B