



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-7300

IN REPLY REFER TO

BUMEDINST 5354.5A
BUMED-M00EO
24 Nov 2010

BUMED INSTRUCTION 5354.5A

From: Chief, Bureau of Medicine and Surgery

Subj: **BUREAU OF MEDICINE AND SURGERY COMMAND MANAGED EQUAL OPPORTUNITY PROGRAM**

Ref: (a) OPNAVINST 12720.4B
(b) OPNAVINST 5354.1F
(c) OPNAVINST 1740.3C
(d) DoD Directive 1350.2 of 7 May 1997
(e) OPNAVINST 3100.6J

Encl: (1) Sample Command Assessment Executive Summary Cover Letter
(2) Sample Bureau of Medicine and Surgery SITREP Tracking Chart
(3) Sample Command-Managed Equal Opportunity (CMEO) Quarterly Report

1. **Purpose.** To disseminate information, set forth guidelines, and implement policies and procedures to enable Navy Medicine to accomplish the goals and objectives of the Navy Equal Opportunity (EO) Program. References (a) through (d) provide additional guidance.
2. **Cancellation.** BUMEDINST 5354.5.
3. **Policy.** All personnel within Navy Medicine will be afforded EO regardless of race, color, religion, gender, national origin, and ethnicity. Discrimination, sexual harassment, and any other actions designed to deny or result in the denial of EO shall not be tolerated, and will be cause for disciplinary action. Discrimination complaints or grievances, both formal and informal, will be processed in a timely manner and thoroughly investigated. Corrective action, if warranted, shall be taken promptly.
4. **Applicability.** The provisions of this instruction apply to military personnel permanently or temporarily assigned to Navy Medicine including members of the reserve components recalled to active duty. Civilian EO policies and guidance are detailed in reference (a), and are applicable to Navy commands employing U.S. civilian employees, the commander, commanding officer (CO), officer in charge (OIC), and all military managers and supervisors of civilian personnel.
5. **Background.** The CMEO Program objective is to promote morale and quality of life by providing an environment in which all personnel can perform to their maximum ability unimpeded by institutional or individual biases. Reference (b) establishes the policy and intent of EO within the Navy and provides guidance to achieve these standards. Commanders, COs and OICs must create, shape, and maintain a positive EO environment through policy

communication, training, education, enforcement, and assessment. The CMEO Program is intended to be one of many commander's, CO's, and OIC's tools for the prevention of unprofessional behavior and ensuring goals are obtained.

6. Responsibilities. All Navy Medicine commands will comply with the provisions outlined in references (a) through (e). They shall establish and make visible a precise EO policy statement indicating an environment that is free of discrimination, harassment, and ensures zero tolerance for reprisal if grievances are submitted.

7. CMEO Managers. Shall be appointed in writing, complete the CMEO Program Managers Course (CIN A-500-0009), and be an E7 to E9 or an officer with 4 or more years of commissioned service. Additional CMEO guidance can be found in reference (b). Availability of training and classroom information can be viewed on line at <https://www.nko.navy.mil> under personal development. More importantly, CMEOs shall not assume their roles without prior training.

8. Command Training Team (CTT). The CTT chairperson must be appointed in writing and function under the oversight of the CMEO officer. All members will attend the CTT Indoctrination Course, (CIN A 050-0001), provided by an EO Advisor (EOA) or Center for Personal and Professional Development, and complete the Navy's EO Course (NAVEDTRA 14082). Members previously trained, but who have not performed within the last 24 months, are required to repeat certification. Navy Pride and Professional training must be facilitated during command indoctrination for all newly reporting personnel per reference (b).

9. Command Assessment Team (CAT). The CAT chairperson must be appointed in writing and function under the oversight of the CMEO officer. All CAT members must complete the computer-based CAT Indoctrination Course (CNET 9210) and NAVEDTRA 14082 prior to performing any assessments. CAT members are primarily responsible for conducting command assessments, documenting, and implementing corrective measures to address concerns revealed on the assessment.

10. Command Assessments. Per reference (b), an assessment must be conducted 90 days after assumption of a command and annually thereafter. Commanders, COs, and OICs are encouraged to use focus groups, personal interviews, record reviews, and captain's calls to validate results. Results of the assessments and follow-up actions will be maintained for a period of 36 months.

11. Assist Visits. As per reference (b), the BUMED EOA or Immediate Superior in Command (ISIC) must conduct periodic review of command assessments, as well as random spot checks and technical assist visits.

12. Reporting

a. Formal Complaints. Per reference (b), within 24 hours of receiving any formal complaint (i.e., sexual harassment, hostile work environment, or discrimination) on any of the following EO forms, a naval message must be submitted:

- (1) NAVPERS 5354/2 (Navy Equal Opportunity (EO) Formal Complaint Form).
- (2) NAVPERS 1626/7 (Report and Disposition of Offenses).
- (3) Navy Regulations Article 1150 (Redress of Wrongs Committed by a Superior).
- (4) UCMJ Article 1138 (Redress of Wrongs against the Commanding Officer).
- (5) Congressional Inquiry.
- (6) Inspector General Inquiry.

Note: A close-out message must be sent describing the action taken, within 20 days of investigation commencement. If the investigation is not complete at the 20-day mark, an updated message must be sent every 14 days thereafter until the issue is resolved. This includes issues forwarded for higher level review. The complainant's command is responsible for this action. Information on how to submit these messages can be found in references (b) and where to submit these messages can be found in reference (e).

b. Higher Level Review. Detailed information can be found in enclosure (5) of reference (b) located under Command Responsibility. Please note: If either member (complainant or offender) request higher review from higher authority, it must be made within 7 days of the close-out message.

c. Executive Summary. A copy of the executive summary (enclosure (1)), including the completed data collection report form, findings, recommendations, and a Plan of Action and Milestones from the annual assessment results must be forwarded to the BUMED EOA or their ISIC, 60 days after completion.

d. Situational Report (SITREP) Tracking Chart. Use to track all EO messages (enclosure 2).

e. CMEO Quarterly Reports. All Navy Medicine Commands shall submit quarterly EO reports (enclosure 3), substantiated or not, to the BUMED EOA or their ISIC no later than 7 January, 7 April, 7 July, and 7 October, and will be maintained for a period of 36 months.

13. Forms and Report

a. The following NAVPERS forms are available electronically from the Naval Forms Online Web site at: <https://navalforms.daps.dla.mil/web/public/home>

- (1) NAVPERS 1626/7 (Rev. 12-88), Report and Disposition of Offense(s).
- (2) NAVPERS 5354/2, (Rev. 03/06), Navy EO Formal Complaint Form.

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b. The reporting requirements contained in this instruction are exempt from reports control per SECNAV M-5214.1 of Dec 2005, Part III, paragraph 7n.

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<http://www.med.navy.mil/directives/Pages/default.aspx>

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SAMPLE COMMAND ASSESSMENT EXECUTIVE SUMMARY COVER LETTER

5354
Date

From: Chairperson, Command Assessment Team
To: Commanding Officer, (Name of Command)

Subj: COMMAND EQUAL OPPORTUNITY CLIMATE ASSESSMENT RESULTS

Ref: (a) OPNAVINST 5354.1F

Encl: (1) May 2010 DEOMI Organizational Climate Survey (DEOCS) Report
(2) Command Demographic Data: Composition, Retention, Advancement, Discipline
(3) (Other Documentation Used for Triangulation – Interviews, Focus Groups, etc...)
(4) (Other Documentation Used for Triangulation – Interviews, Focus Groups, etc...)
(5) Assessment Findings and Recommendations
(6) Plan of Action and Milestone (POA&M)

1. Background. Reference (a) requires each Navy commanding officer to assess their command climate 90 days upon assuming command, with appropriate follow-up assessments annually during their tenure. The Assess-Plan-Implement-Evaluate was adhered to and submitted per reference (a).

2. Assessment Methodology. The following data elements were collected and analyzed utilizing the triangulation method:

a. The DEOCS survey is attached as enclosure (1). This computer-based and paper format was made available to all personnel, military and civilian, assigned or attached to this command.

b. The online surveys were used by the command. Access codes were distributed to all personnel through their respective directors. The completion rate for the questionnaire was _____%.

3. Assessment Results. Enclosures (1) through (4) have been analyzed by the command assessment team members. Enclosure (5) is a listing of their findings and recommendations relative to the survey.

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Enclosure (1)

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Subj: COMMAND EQUAL OPPORTUNITY CLIMATE ASSESSMENT RESULTS

4. Plan and Implementation. Enclosure (6) is the proposed POA&M which addresses all concerns (who, what, when, where, and how) regarding implementation to resolution.
5. Evaluate. Per reference (a), the follow-up assessment should be scheduled to no later than 12 months from the conclusion of the original assessment. This will assist in evaluating the effectiveness of our PAO&M and determine if any new issues or concerns need addressing.
6. Members of the CAT are available to address any items requiring clarification.

Very respectfully,

Chairperson or CMEO Name

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**SAMPLE BUREAU OF MEDICINE AND SURGERY
SITREP TRACKING CHART**

The following information is not real time data. It is being provided as an example only.

Date/Time/Group	CMD	Ech II	Type Discrimination	Complainant Gender	Rank/Age	Race	Offender Gender	Rank/Age	Race	Case results
130011ZAPR10	A-1	BUMED	HWE	F	E4/ 20	AA	F	E3/25	C	Pending
121101ZMAY10 (130011ZAPR10)	A-1	BUMED	HWE	F	E4/ 20	AA	F	E3/25	C	UNSUB

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**SAMPLE COMMAND-MANAGED EQUAL OPPORTUNITY (CMEO)
QUARTERLY REPORT**

From: Commanding Officer, (Name of Command)
To: Chief, Bureau of Medicine and Surgery (Equal Opportunity Advisor)
Subj: (Enter Quarter) QUARTER (Year)

1. Number of Incidents Report (Substantiated: S / Unsubstantiated: U)
 - a. Sexual Harassment (S/U)
 - b. Discrimination (S/U)
 - c. Race (S/U)
 - e. Hazing (S/U)
 - f. Fraternalization (S/U)
2. Other Related Situation Reports (Date-Time Group)
3. Training (Number Onboard/Number Complete)
 - a. Command Assessment Team Indoctrination (Number Onboard/Number Completed)
 - b. Command Training Team Indoctrination (Number Onboard/Number Completed)
 - c. Diversity (Number Onboard/Number Completed)
 - d. Navy Pride and Professionalism (Number Onboard/ Number Completed)
 - e. Prevention of Sexual Harassment (Number Onboard/ Number Completed)
 - f. Fraternalization (Number Onboard/Number Completed)

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Subj: (Enter Quarter) QUARTER (Year)

g. Hazing (Number Onboard/Number Completed)

Signature Block

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