



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NATIONAL CAPITAL REGION
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

SUBJECT: Military Equal Opportunity and Civilian Equal Employment Opportunity
Complaint Reporting Procedures

Reference: (a) SECNAVINST 5350.16
(b) SECNAVINST 5354.1
(c) OPNAVINST 5354.1E
(d) OPNAVINST 3100.6H
(e) DON CHRM Subchapter 1614.1

This memorandum provides policy guidance for reporting requirements of EO and EEO discrimination complaints and allegations of sexual harassment.

References (a) and (b) establish the Department of the Navy (DON) and Navy EO programs respectively. Reference (c) clarifies the EO complaints process. Reference (a) requires formal complaints of discrimination and sexual harassment to be reported by Situation Reports (SITREPs) to the appropriate authorities in the chain of command. Enclosures (3) and (5) of reference (b) establishes a 72-hour reporting requirement from receipt of a formal complaint, and provides a sample format for the SITREP. Reference (d) contains further guidance on the filing of SITREPs.

Reference (e) and the DON Civilian Discrimination Complaints Management Manual do not contain specific reporting requirements. The DONi-Complaints reporting system is used to track all formal complaints, although time frames for posting information are not mandated. To improve consistency in the EO and EEO complaints reporting process, all formal civilian EEO complaints will also be reported by SITREP within 72 hours of the acceptance of a formal EEO complaint by the activity.

All SITREPs for formal EO and EEO complaints will be forwarded to BUMED (ATTN: M1EO) via the appropriate Regional Command. Activities are reminded that care must be taken to avoid reporting sensitive personal information in SITREPs that might cause unwarranted invasion of the privacy of individuals filing the complaint or involved in the incidents reported.

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