



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 5354.2F
Code N1
13 December 1996

PERSUPPACT SAN DIEGO INSTRUCTION 5354.2F

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO) PROGRAM

Ref: (a) OPNAVINST 5354.1C
(b) CINCPACFLT/CINCLANTFLTINST 5354.1

Encl: (1) CMEO Program Assignments

1. Purpose. This instruction implements the CMEO Program within Personnel Support Activity, San Diego and all assigned detachments and customer service desks.

2. Cancellation. PERSUPPACTSANDIEGOINST 5354.2E

3. Background. References (a) and (b) establish policies to ensure equal opportunity exists and is perpetrated in the Navy. Using the full extent of the chain of command, each commanding officer is responsible to monitor and identify problem areas in his/her command.

4. Discussion. The CMEO program within the Personnel Support Activity (PSA), San Diego network is managed by a designated Command Assessment Team (CAT) and Command Training Team (CTT). The Executive Officer (N01) is assigned as program manager and chairman of the CAT.

a. Enclosure (1) also designates the CAT, a group of individuals trained to plan and conduct command assessments as well as analyze the data collected. Membership and training criteria for CAT members is detailed in reference (a). Guidance for the CAT is provided in references (a) and (b).

b. Enclosure (1) also designates the Command Training Team (CTT), a trained group of individuals responsible for conducting Navy Rights and Responsibilities (NR&R) training as required by refresher training. The CTT will consist of at least one individual from each detachment. Members must meet the membership criteria specified in reference (a).

5. Action

a. Command CMEO Officer ensures all requirements of the CMEO Program are met, and serves as an advisor to the Commanding Officer on CMEO matters.

b. Command Assessment Team (CAT)

(1) The CAT will conduct an annual command EO assessment in April, or more often if a particular incident indicates the need for a special assignment.

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(2) The assessment shall take into account all materials provided annually by detachments documenting demographics, retention, advancement and discipline, as well as command records, interviews of command members, surveys, etc.

c. Command Training Team

(1) Each detachment must designate a minimum of one E-6 or above member to be assigned to the CTT. Upon receiving notice of transfer of the trained member, the detachment will designate a relief to be trained prior to departure of the current CTT member. Names of designees and replacements will be forwarded to the Command CMEO Officer to schedule training as appropriate prior to them assuming responsibility for conducting NR&R training.

(2) The senior member of the CTT will act as liaison between PSA and the CTT, and will schedule training for prospective CTT members.

(3) The PSA Command Master Chief is responsible for scheduling NR&R training for newly reporting personnel (southern detachments only) in conjunction with the command Welcome Aboard, and will notify all southern detachments and the senior member of the CTT of the date, place and time of the training. The senior member of the CTT will assign personnel from the team to conduct the training on the given date(s). Northern detachments shall use host training opportunities or their own CTT members to conduct NR&R training for their newly reporting personnel.

(4) Detachments will ensure that completion of NR&R training is recorded on a Page 13 entry in each member's service record.

(5) Members of the CTT will conduct annual all hands NR&R workshops in October for their respective detachment, covering the topics addressed in reference (a). Training is to be documented in local training records. Notify the Command CMEO Officer when training has been completed. PSA Staff personnel will receive annual refresher training by selected members of the CTT.

6. Reports

a. Each detachment will prepare and submit demographic data to the CAT by 30 September each year for use in conducting a command assessment. Per reference (b), this information is not required to be submitted to CINCPACFLT, but must be retained for use at the command level.

b. The following information will be prepared by each detachment and forwarded to the CAT by 30 September each year.

(1) Unit punishment information - detachment shall ensure the Unit Punishment Book includes sex/race and rate for each individual entry.

(2) Retention statistics - detachment shall ensure an entry for race is included on each transaction and reported on the Quarterly Retention Report and annual Golden Anchor Retention Report.

(3) Advancement data - this data is to be recorded and reported by TIR eligible/not eligible, and by race and sex.

(4) Awards - this data is to be recorded and reported by type/race/sex/rate.



J. H. GAZE

Distribution:
PERSUPPACTSANDIEGOINST 5216.1H, List II

CMEO PROGRAM ASSIGNMENTS

COMMAND ASSESSMENT TEAM ASSIGNMENTS

<u>Assignments</u>	<u>NAMES</u>	<u>Billets</u>
Chairman	LCDR T. W. Stites	PSA Staff Code (N01)
Member	CWO4 M. L. O'Hara	PSA Staff (Code N1)
Member	DP1 D. L. Rall	PSA Staff (Code N611)
Member	CWO4 C. E. Jones	OIC PSD Coronado
Member	PNCM(SW) R. J. Woodin	PSA Staff (Code N002)
Member	PNC R. Greer	PSA Staff (Code N325)

COMMAND TRAINING TEAM ASSIGNMENTS

<u>Detachment</u>	<u>Names</u>
Balboa	PN1 A. P. Espiritu (P) PN1 P. Lewis-Thornton (A)
Camp Pendleton	PNC(SW) I. N. Monta (P) PNC(AW) K. A. Young (A)
ASW	PN1 J. F. Abuan (P)
Miramar	PN1 D. J. Mihalko (P)
NAVSTA San Diego	DK1 C. M. Terry (P) PNC R. V. Ramirez (A)
North Island	PNC N. M. Hall (P) PNC R. W. Thompson (A)
Point Loma	DKC C. L. Obana (P)
Coronado	PNC D. E. Slemons (P) PN1 L. L. Horvath (A)

