



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5354.6A
28/CMEO
14 Oct 2026

USNA INSTRUCTION 5354.6A

From: Superintendent, U.S. Naval Academy

Subj: MILITARY EQUAL OPPORTUNITY COMPLAINT GUIDELINES

Ref: (a) OPNAVINST 5354.1H
(b) ALNAV 024/22

1. Purpose. To establish U.S. Naval Academy (USNA) guidelines for Military Complaint documentation and retention to meet the requirements prescribed in references (a) and (b).
2. Cancellation. USNAINST 5354.6
3. Scope. This instruction applies to all Command Managed Equal Opportunity (CMEO) Program Managers and the Command Climate Specialist at USNA and Naval Academy Preparatory School (NAPS).
4. Military Equal Opportunity Complaint Standard Operating Procedure
 - a. Any Service Member including midshipmen who believe they have been subjected to any harassment or prohibited discrimination is encouraged to seek guidance, resolution, and support from Battalion Officers, Company Officers (CO), Senior Enlisted Leaders (SEL), CMEO representatives, and staff. Battalion Officers, COs, SELs, and Staff who assist in resolution of any alleged incidents of harassment or discrimination, outside of formal and informal process, shall inform the USNA Command Climate Specialist and CMEO Program Managers.
 - b. The USNA Command Climate Specialist (CCS) and CMEO Program Managers will document all Informal, Formal, and Anonymous harassment or prohibited discrimination complaints using the electronic form NAVPERS 5354/2.
 - c. The CCS and CMEO Program Managers will also document all confidential reports of sexual harassment using the electronic form NAVPERS 5354/2.
 - d. The CMEO Program Managers will forward the NAVPERS 5354/2 with all signatures either electronically signed or wet signature on the form within 72 hours of the complaint being made to the Chief of Staff for Faculty and Staff, Deputy Commandant for MIDSHIPMEN, NAPS Commanding Officer for MIDSHIPMEN Candidates, and CCS for review. If this is not possible, CMEO Program Manager will notify the CCS.

- e. The CCS will document all NAVPERS 5354/2 received from the CMEO Program Manager in the same Complaint tracker OPNAV N170C uses for reporting.
- f. The CCS will forward all NAVPERS 5354/2 to OPNAV N170C in line with references (a) and (b).
- g. On a quarterly basis the CCS will consult with OPNAV N170C to reconcile records between OPNAV N170C and USNA. Any inaccuracies or discrepancies should be fixed immediately and resubmitted to OPNAV N170C.
- h. On an annual basis in August prior to the submission of Academic Program Year YY-xx MSA Data Call the CCS will conduct a reconciliation of all complaints with the Chief Engagement Officer to ensure all complaints are readily available for review.
- i. There is no other authorized process for filing or resolving a complaint at USNA that does not comply with guidance as delineated in references (a) and (b).

5. Records Management

- a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
- b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the USNA CCS will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoW, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

7. Forms or Information Management Control. When a directive mandates the use of a form or contains an information collection requirement (reports), the form number and title of the form or the report control symbol and title of the information collection requirement, or both, must be identified in the last paragraph of the instruction. Also state where the forms may be obtained and how information should be submitted.



M. J. BORGSCHULTE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, <https://www.usna.edu/AdminSupport/Inst/>