



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

USNAINST 5354.1B  
CMEO  
12 Feb 2019

USNA INSTRUCTION 5354.1B

From: Superintendent, U.S. Naval Academy

Subj: COMMAND MANAGED EQUAL OPPORTUNITY PROGRAM

Ref: (a) OPNAVINST 5354.1G (EO)  
(b) OPNAVINST 5300.13 (SH)  
(c) DoD Directives 1020.03E

1. Purpose. To comply with references (a) through (c) and establish the Command Managed Equal Opportunity (CMEO) program at the U.S. Naval Academy (USNA) and U.S. Naval Academy Preparatory School (NAPS).
2. Cancellation. USNAINST 5354.1A
3. Applicability and Scope. This instruction applies to all personnel as outlined in references (a) and (b): military personnel, faculty and staff, and midshipmen.
4. Discussion. Integration of the Equal Opportunity (EO), Harassment, and Sexual Harassment (SH) programs are essential to the mission of USNA and NAPS. The Superintendent is fully committed to actively promoting equal opportunity and fair treatment to all personnel. This instruction and references (a) through (c) outline the objectives of the CMEO program. The CMEO program supports the principles of EO and SH and provides specific guidelines for creating and maintaining a positive command climate. The CMEO program manager reports to the chain of command as the medium for identifying, addressing and resolving command EO and SH issues and concerns. The CMEO program must be actively promoted at USNA and NAPS per references (a) through (c) in order to:
  - a. Create and maintain a positive EO/SH climate.
  - b. Identify, address and resolve reported EO/SH incidents or concerns.
  - c. Provide positive command climate and quality of life.
5. Definitions. Terms utilized in this instruction are defined in references (a) through (c).

6. Policy

a. As stated in references (a) through (c), SH or unlawful discrimination against persons or groups based on race, color, national origin, religion, sex (including gender identity) or sexual orientation is prohibited. Personnel shall be evaluated on individual merit, fitness, or capability.

b. All personnel are prohibited from participating in organizations that: espouse supremacist causes; attempt to create illegal discrimination based on race, color, religion, sex (including gender identity), national origin, or sexual orientation; advocate the use of force or violence against the U.S. government, government of any State, territory, district, or possession thereof, or the government of any subdivisions therein; or otherwise engage in efforts to deprive others of their civil rights.

c. Per references (a) and (b):

(1) No reprisals shall be taken against a person who provides information on an incident of alleged unlawful discrimination or SH.

(2) No assigned personnel shall knowingly make a false accusation of unlawful discrimination or SH.

(3) Supervisory personnel shall not condone nor ignore unlawful discrimination or SH.

d. Grievance Procedures.

(1) EO complaints of discrimination or SH must be evaluated and acted upon in a timely manner by the military and civilian chain of command, per references (a) and (b).

(2) Per references (a) and (b), a complainant should consider attempting to resolve the grievance with the individual(s) involved utilizing the Informal Resolution System (IRS) or at the lowest appropriate level in the chain of command. As stated above in references (a) and (b), any acts of reprisal against the complainant is prohibited.

7. Organization. USNA and NAPS CMEO program is organized as described below:

a. The Superintendent of the Naval Academy shall establish policies specific to military faculty and staff members.

b. The Commandant of Midshipmen shall establish policies specific to the Brigade of Midshipmen.

c. The Commanding Officer of NAPS shall establish policies specific to the NAPS Battalion and military staff.

d. Command Climate Specialist (CCS) with assigned Navy Enlisted Classification 9515. CCS reports to his or her designated chain of command and serves as the primary advisor and subject matter expert to CMEO managers, and provides assistance to other members of the chain of command on EO and SH issues and concerns. In this capacity, the CCS shall provide EO briefings, training, assist visits to NAPS, and assistance with conducting command climate surveys and command assessments.

e. CMEO Manager(s). NAPS and USNA CMEO Managers will be E7 and above, or a commissioned officer with eight or more years of service and have at least 24 months remaining in the command when appointed. CMEO program managers must serve in this position for a minimum of 24 months. Any deviations from this instruction for assignment of a CMEO program manager need to be approved, in writing, by the immediate superior in command (ISIC). The CMEO Manager(s) shall:

- (1) Report to applicable leadership and closely coordinate with assigned CCS.
- (2) Serve as the coordinator for any command survey and assessments.
- (3) Coordinate and monitor all command EO/SH training.
- (4) Ensure formal, informal, and anonymous complaints are submitted per established guidance and timelines as outlined in references (a) and (b).
- (5) Perform other EO related duties as assigned by the Superintendent, Commandant or NAPS Commanding Officer, as applicable.
- (6) Ensure personnel who manage the EO/SH complaint process (CCS/CMEO Managers) do not normally perform investigations into EO/SH issues, due to the possibility of conflict of interest.
- (7) Ensure EO and SH programs comply with all items cited in the CMEO checklist, per references (a) and (b).
- (8) Schedule training with all assigned personnel, as applicable, to meet the unique requirements of USNA and NAPS work environments.
- (9) Assist all personnel in processing grievances, as applicable.

f. Assistant CMEO Manager (ACMEO). ACMEO will be E-6 or above with a minimum of four years of service, trained and designated in writing, and will function as a point of contact when practical for EO/SH issues and concerns as directed by the CCS and CMEO.

g. Command Resilience Team (CRT). CRT members must be trained and designated in

writing, and use the Command Assessment Team Guide as a guide to conduct a climate assessment.

8. Action. All personnel shall take action and be held accountable for the implementation and enforcement of the provisions of this instruction.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/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 records manager or the DON/AA DRMD program office.

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



W. E. CARTER, JR  
Vice Admiral, U.S. Navy  
Superintendent

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