



DEPARTMENT OF THE NAVY  
NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT  
PORTLAND, OREGON 97218-2813

NAVCUITDISTPORTLANDINST 5300.3J  
CMEO  
16 Oct 12

NAVCUITDIST PORTLAND INSTRUCTION 5300.3J

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)

Ref: (a) OPNAVINST 5354.1F  
(b) COMNAVCUITCOMINST 5354.1F

1. Purpose. To establish Navy Recruiting District Portland's Command Assessment Team (CAT) and Command Training Team (CTT) and delineate responsibilities within each program.

2. Cancellation. NAVCRUITDISTPORTLANDINST 5300.3H.

3. Discussion. Equal opportunity and sexual harassment are important issues which can directly impact command readiness and effectiveness. Within the framework of CMEO, the command can assess the work environment to ensure it provides equal opportunity and is free of sexual harassment. To that end, the Command Assessment Team and Command Training Team are instruments by which the command's Equal Opportunity program can be evaluated for effectiveness. References (a) and (b) outline the Navy's commitment and policy with regard to equal opportunity and sexual harassment through establishment of a CMEO program.

4. Discussion. The purpose of CMEO is to reemphasize the chain of command as the medium for identifying and resolving command equal opportunity and sexual harassment issues. CMEO requires that commanders have the capability to assess the command climate and initiate appropriate corrective action as necessary. The CAT provides the means to carry out this assessment. The CTT is used to reinforce an understanding within all personnel of their equal opportunity rights and responsibilities under Navy policies.

5. Requirements

a. Command Assessment Team (CAT). The CAT will be chaired by the Executive Officer and consist of the Command Master Chief, one Department Head, Command Career Counselor, Chief Administrator, Legal Officer, CTT Leader, CMEO Manager, one civilian, and one member from each division, at a minimum. The CAT will gather data to include racial/ethnic demographic information on command personnel and review it in reference to the categories of retention, advancement and discipline.

(1) Semi-annual CAT meetings will ensure the demographic data is reviewed per CMEO policies and guidelines. Should the data suggest that there are equal opportunity issues or operations which are not in line with Navy equal opportunity policy, the CAT must present the potential problems with recommended corrective actions to the Commanding Officer. Upon approval of a course of action, the CAT will initiate change and then monitor results until the situation is remedied. The CTT should be utilized if necessary.

(2) All CAT members will complete the Command Assessment Training Indoctrination Course (CNET 9210) from Navy Knowledge Online (NKO) and provide a completion certificate to the CMEO manager. Newly assigned members will receive Command Advocate training.

b. Command Training Team (CTT). A CTT, comprised of the Executive Officer, Command Master Chief, Chief Recruiter, Operations Officer, Command Trainer, and Command Managed Equal Opportunity Manager will be established to provide equal opportunity and sexual harassment prevention training through workshops and Plan of the Week notices, as required. The Executive Officer shall act as the senior member of the CTT. All hands will complete the monthly GMT topics on NKO which emphasize our core values of Honor, Courage, and Commitment.

6. Action. The CAT and CTT together will reflect the command's composition in terms of rank, race/ethnicity, and gender.

a. The CAT shall conduct an annual Command Assessment and indicate to the Commanding Officer any areas of concern, and any recommended actions. A plan should be proposed to accurately assess the overall climate and may use random survey methods.

b. Department Heads are responsible for ensuring that all of their personnel are trained in accordance with this instruction.

  
R. M. CANDILORO

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