



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
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NRDRICHINST 5354.1J
Code 01
25 Mar 11

NAVCUITDIST RICHMOND INSTRUCTION 5354.1J

From: Commanding Officer, Navy Recruiting District Richmond

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)

Ref: (a) OPNAVINST 5354.1F
(b) COMNAVCUITCOM 5354.1F
(c) COMNAVCUITCOM 5354.2A
(d) DOD Directive 1020.02

1. Purpose. To establish NRD Richmond Command Managed Equal Opportunity Program.

2. Cancellation. NRDRICHINST 5354.1I

3. Background. The Command Managed Equal Opportunity Program assessment is performed by the Command Assessment Team (CAT). Commands are trained to actively assess themselves as often as necessary to determine if any EO problems exist. If problems do exist, the CAT is able to problem solve and to develop their own plan of action to correct the problem. Assistance from external sources may be requested. CMEO addresses any issue involving unequal opportunity or treatment of personnel based upon sex, age, rank, rate, division, marital status, etc.

4. Definition. For the purpose of this instruction the term "CMEO Team" will refer to the Command Training Team (CTT) and Command Assessment Team (CAT) members.

5. Policy. This command's CMEO Team will support the chain of command by providing a means for improving communications and awareness. CMEO, implemented by reference (a), reemphasizes the chain of command as the medium for identifying and resolving command equal opportunity issues. Reference (b) promulgated the policy and information for implementation throughout the Navy Recruiting District.

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6. Action.

a. The CAT will:

- Collect and maintain retention, advancement and discipline data. Data will be broken down by the following demographics: race, sex, and rank.
- Conduct Command Assessment as directed by Commanding Officer.
- Interpret assessment to determine if a problem exists.
- Provide alternative solutions if a problem exists.
- Formulate Plans of Action and Milestone (POA&M) for implementing recommendations to be approved by the Commanding Officer.
- Monitor the environment.

b. The CTT will:

- Act as a resource for equal opportunity management planning, implementation and training.

c. Commanding Officer (CO) will:

- Be overall responsible for CMEO program.
- Appoint members to the CAT and CTT.

d. Command Master Chief will:

- Be responsible for day-to-day supervision of the CMEO program.
- Schedule bi-annual CAT meetings.
- Obtain training for prospective CAT and CTT members.

e. Legal Officer will:

- Maintain possession of the Unit Punishment Book and records on people who are brought into the military justice system at the command level. Whenever reports of the command military justice proceedings are compiled, data should be broken down by demographics showing the proportion of minorities put on report, screened by the XO, and sent to Captain's Mast. The types of punishments should be analyzed for disproportionate severity for similar offenses between race-ethnic groups.

f. Command Career Counselor will:

- Maintain retention figures for the command. Whenever command retention figures are compiled, the Command Career Counselor will calculate the demographic breakdown (raw numbers and percentages) for those who reenlist. For example, the counselor should calculate the percentage of blacks, women, etc., who reenlist and compare these figures to the percentage of whites. Separation data should be kept for in-depth analysis and feedback to the chain of command.

g. Department Heads will:

- Be responsible for encouraging, supporting and monitoring the advancement of the people in their departments. Much of this data is recorded in their training jackets. At least semi-annually, Department Heads should summarize the division's progress showing personnel in zone for advancement, status of Personnel Advancement Requirements (PARs), those who are recommended, and those who pass the test. These are all factors which are controlled at the command level. Department Heads will also keep records on people passed and advanced, and those passed and not advanced.

- CAT/CTT members are required to complete Command Assessment Training Indoctrination Course (CNET 9210) on NKO at a minimum.

7. Structure. The general membership of the CAT will be composed in accordance with the following breakdown:

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a. A fair representation from the field to include a cross section of the command as determined by the Commanding Officer. At a minimum, one representative from each Zone, NORS, MEPS Headquarters, a Civilian employee, an Officer and Chief Petty Officer.

8. Collection and Maintenance of Demographic Data. As a minimum, command specific demographic data will be maintained on the retention, advancement and discipline of the district. The data will be broken down accordingly to race, sex, rank, rating, and department and will be collected semi-annually.

9. Command Training Capability. The Command Training Team (CTT) members will be trained to deliver the Navy Rights and Responsibilities (NR&R) refresher training. Command-specific NR&R will be conducted at Command Indoctrination, and annually in conjunction with the All Hands Training and Awards Symposium.



WM. S. O'CONNOR

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List III