

ONI INSTRUCTION 5354.2

Subj: OFFICE OF NAVAL INTELLIGENCE (ONI) EQUAL EMPLOYMENT
OPPORTUNITY (EEO) AND EQUAL OPPORTUNITY (EO) COMMITTEE

Ref: (a) SECNAVINST 12720.5A
(b) OPNAVINST 12720.4B
(c) OPNAVINST 12720.8
(d) OPNAVINST 5354.1D

1. Purpose. To establish requirements and assign responsibilities for an EEO/EO Committee at ONI.

2. Discussion. Historically, the EEO office, EO Assistant (EOA), and Special Emphasis Program (SEP) have served as focal points for civilian and military related EEO/EO issues, overseeing planning and implementing programs and activities that enhanced the representation, awareness, and appreciation of the contributions of special emphasis groups. ONI's commitment to maintain an open line of communication, a sense of unity, and an appreciation of cultural backgrounds among all employees has resulted in the consolidation of these related functions into the ONI EEO/EO Committee. This committee has broad oversight for all EEO/EO/SEP and Command Assessment Team (CAT) responsibilities.

3. Policy

a. Consistent with references (a) through (d), it is the policy of ONI to establish and maintain an EEO/EO program which will ensure implementation of continuing programs designed to fully achieve EEO/EO for all persons. Every effort will be made to support and promote positive actions, and to identify and overcome any barriers to full equality of opportunity for all military and civilian personnel and applicants for employment. To achieve these goals, billets for EEO/EO personnel at ONI are administratively assigned to the Staff. Further:

(1) EEO personnel maintain direct access to Commander, ONI. However, in the conduct of routine day-to-day work they report to the Deputy Commander and Chief of Staff.

(2) The EOA maintains direct access to Commander, ONI. However, in the conduct of routine day-to-day work the EOA reports to the Deputy Commander and Chief of Staff through the Executive Officer. Additionally, the EOA is available to assist the ONI Inspector General's office in the inspection of subordinate elements.

b. All previous SEP Committee and CAT functions are consolidated into the ONI EEO/EO Committee. This consolidation strengthens and revitalizes these programs, creating a strong body to support ONI's mission.

c. The ONI EEO/EO Committee will be co-chaired by the Deputy Commander and Chief of Staff and the Executive Director. The committee membership is aligned to reflect the current ONI organizational structure and is under the immediate direction of the Deputy EEO Officer (DEE00) and the Executive Officer.

d. Committee membership is, to the extent possible, a cross-representation of the entire work force (military and civilian). Each directorate and the Staff have primary and alternate representatives assigned to this committee.

e. The EEO/EO Committee will be a working committee rather than solely an advisory committee, with duties as outlined below.

4. EEO/EO Committee Membership. In addition to the Co-Chairpersons, EEO/EO Committee Membership will include:

a. Civilian Membership:

(1) Deputy EEO

(2) EEO Specialist

(3) SEP Managers

(4) Additional membership to more completely reflect the demographics (i.e., grade, gender, race, ethnicity, and organizational level) of the command.

b. Military Membership:

(1) Executive Officer

(2) A department head

(3) Staff Judge Advocate

(4) Admin Officer

(5) Command Master Chief

(6) EOA/CMEO

(7) Command Career Counselor

(8) CTT Leader

(9) Additional membership to more completely reflect the demographics (i.e., paygrade, gender, race, ethnicity, and organizational level) of the command.

5. Responsibilities

a. The Deputy Commander and Chief of Staff and the Executive Director will:

(1) Provide policy guidance and oversight.

(2) Appoint SEP Managers for the following programs:

- (a) Federal Women's Program (FWP)
- (b) Hispanic Employment Program (HEP)
- (c) Handicapped Individuals Program (HIP)
- (d) Black Employment Program (BEP)

(3) Review EEO/EO Committee and SEP Manager recommendations for implementation.

(4) Appoint approved nominees in writing (FPM ltr 713-37 for civilians; appointment letter or page 13 entry for military).

b. ONI Directors will:

(1) Fully support the concept and principles of the EEO/EO Committee.

(2) Take an active role in the implementation of EEO/EO Committee goals and objectives.

(3) Nominate primary and an alternate representatives annually to serve on the committee and afford them sufficient time to accomplish assigned tasks.

(4) Ensure members' participation is documented to assure that they receive proper credit and recognition for their committee duties and responsibilities.

c. EEO/EO staff will:

(1) Review candidates nominated for committee membership and recommend selections to the co-chairpersons.

(2) Provide the committee with goals and issues to be addressed. Advise and provide administrative support.

d. EEO/EO Committee members will:

(1) Assist the Commander, DEEEO, and EOA in addressing affirmative action, quality of life, and special observances issues, and provide feedback to the directorates and Staff members.

(2) Act as a "sounding board" for management and the general work force on issues that affect the well being of ONI personnel.

(3) Maintain awareness of the EEO/EO climate in ONI and advise the DEEEO of potential discriminatory practices and actions.

(4) Promote EEO/EO networking opportunities with other agencies and special interest groups by participating in

conferences, workshops, etc.

(5) Refer command personnel to EEO/EO personnel regarding EO/EEO formal complaints and grievances.

(6) Not attempt to process or advise command personnel on EEO/EO complaints.

e. SEP Group Managers:

(1) Are the principle staff advisors to the DEEOO on all EEO issues related to or impacting the status and treatment of their designated SEP group.

(2) Will focus on integrating recommendations and strategies into the command's EEO goals and objectives. Additionally, each SEP group manager will:

(a) Attend training in basic EEO functions. (These courses are available through Department of the Navy EEO courses or other sources.)

(b) Advise management of deficiencies in representation and recommend SEPs to assist in alleviating under-representation and remove barriers and practices that impede the employment of minorities, women, and disabled persons.

(c) Provide information on career opportunities.

(d) Identify education and training opportunities available through the activity, command, or community and provide this information to the work force.

(e) Maintain liaison with special interest groups for recruitment and information sharing purposes.

(f) Assist the DEEOO in monitoring the EEO Complaints Program and work with EEO counselors to determine problem areas indicated by complaints.

(g) Assist in the planning of recruitment efforts through participation and attendance at events such as Civil Rights Organization conferences and technical job fairs, and develop sources for recruitment, placement, and training in support of identified goals.

(h) Participate in internal personnel management evaluations and special studies of employment practices.

(i) Publicize programs.

f. CAT will:

(1) Function as a subcommittee of the EEO/EO Committee and will be comprised of the DEEOO or EEO assistant, civilian directorate representatives (per paragraph 6a(4)), and all military members as identified in paragraph 6b.

(2) In the normal course of their jobs, maintain an alertness to the command climate and bring any issues of concern to the EO/EEO Committee.

(3) Provide a conduit to feed back to all command personnel action taken to improve the command climate.

6. Action

a. Co-chairpersons will appoint EEO/EO Committee members in writing.

b. Directorate heads and the Staff will:

(1) Solicit volunteers and nominate motivated individuals who demonstrate the following qualities:

- (a) Commitment and empathy for EEO/EO programs
- (b) Ability to work as a member of diverse groups
- (c) Ability to communicate effectively.

(2) Forward nominations annually to the EEO Office (ONI-OCEO) by 31 March. Multiple nominations are requested to ensure cross-representation of the work force in the final selection of members.

c. EEO and EO staff will:

(1) Review candidates nominated for committee membership and provide recommendations to the Co-chairpersons.

(2) Notify selectees, directorate heads, the Staff, and all command personnel of final membership selections.

d. EEO/EO Committee will:

(1) Meet, at a minimum, on a quarterly basis.

(2) Attend required training.

(3) Complete the Navy's EO Correspondence Course (military members only).

e. Command Assessment Team will, in accordance with reference (d), conduct a Command Assessment annually and within 6 months of a change of command.

(1) Compile data on retention, discipline, and advancement.

(2) Conduct an attitudinal survey of a representative sample of the command, holding interviews and recording observations in order to form a full picture of the EEO/EO climate at the command.

(3) Report findings to the EEO/EO Committee,

Co-Chairpersons, and the Commander.

f. ONI-1 Human Resources will record command demographics by race/ethnic group/gender/military pay grade/civil service grade.

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