Equal Opportunity in the Navy

NAVEDTRA 14082A

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PREFACE

About this course:

This is a self-study course. By studying this course, you can improve your professional/military knowledge, as well as prepare for the Navy-wide advancement-in-rate examination. It contains subject matter about day-to-day occupational knowledge and skill requirements and includes text, tables, and illustrations to help you understand the information.

An additional important feature of this course is its references to useful information to be found in other publications. The well-prepared Sailor will take the time to look up the additional information.

Text: The text for this course, Equal Opportunity Policy, OPNAV Instruction 5354.1F, is not supplied and must be obtained by the student at: http://doni.daps.dla.mil.

History of the course:
April 2003: Admin update released.
October 2012: Admin update released.
IN ANSWERING QUESTIONS 1-1 THROUGH 1-8, SELECT THE TERM FROM THE CHOICES GIVEN THAT MATCHES THE DEFINITION IN THE QUESTION.

1-1. The right of all persons to participate in, and benefit from, programs and activities for which they are qualified.
   1. Equal Opportunity
   2. Sexual Politics
   3. Discrimination
   4. Demographics

1-2. Representatives assigned by the commander to ensure that complainant, accused, and witness in an equal opportunity/sexual harassment case are informed of the EO/SH complaint process and advised of available support and counseling services.
   1. CMEO Manager
   2. Legal Officer
   3. Advocate
   4. Equal Opportunity Advisor

1-3. A division of human beings identified by the possession of traits that are transmissible by descent and that are sufficient to characterize persons possessing these traits as a distinctive human genotype.
   1. Race
   2. Ethnicity
   3. National origin
   4. Minority group

1-4. Determining the “health” and functioning effectiveness of an organization by examining such factors as moral, teamwork, and communication.
   1. Site visit
   2. Quality of life inspection
   3. Climate assessment
   4. Mission Capability assessment

1-5. American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, and White for DOD reporting are defined as:
   1. Demographics
   2. Ethnic and racial categories
   3. Heritage
   4. National origin

1-6. An allegation of unlawful discrimination or sexual harassment (SH).
   1. Complaint
   2. Fact finding
   3. Hearing
   4. Mast

1-7. Who is responsible to ensure the establishment of a Command Training Team and that members attend CPPD’s Command Training Team Indoctrination training course?
   1. Local EOA’s
   2. CMEO Managers
   3. CPPD
   4. Commanders
1-8. A review of an investigation into a formal complaint of unlawful discrimination or sexual harassment (SH) is called a:
   1. Climate Assessment
   2. Legal Sufficiency Review
   3. Military Equal Opportunity Review
   4. Informal Resolution

1-9. What enclosure of the Navy Equal Opportunity (EO) Policy provides the definition of EO terms?
   1. Enclosure (1)
   2. Enclosure (2)
   3. Enclosure (3)
   4. Enclosure (4)

1-10. What is the objective of the Navy’s Command Managed Equal Opportunity Manager (CMEO)?
   1. To promote protection for minorities
   2. To provide an environment in which all personnel can perform to their maximum ability
   3. To promote positive command morale and Quality of Life
   4. Both 2 and 3 above
   5. Both 1 and 3 above

1-11. The Navy EO Policy discusses issues relating to which of the following?
   1. EO and SH only
   2. Supremacist activity
   3. Fraternization
   4. All of the above

1-12. Performance evaluations and fitness reports should be based on which of the following factors?
   1. Superior resource management
   2. Individual merit, fitness, and capability
   3. Demonstrated performance only
   4. Both 2 and 3 above

1-13. Establishment of a Command Assessment Team (CAT) is required by all commands?
   1. True
   2. False

1-14. Which of the following basic directives give commanders guidance on prohibited participation in organizations that support supremacist causes?
   1. OPNAVINST 5355.3
   2. Navy Regulations Article 1167
   3. Both 1 and 2 above
   4. None of the above

1-15. Which of the following basic directives gives commanders guidance and outlines specific policies concerning sexual harassment for civilian personnel?
   1. SECNAVINST 5300.26
   2. SECNAVINST 12720.5
   3. NAVPERS 15620
   4. SECNAVINST 5212.5
1-16. Who has the authority and responsibility to ensure that Navy Core Values are integrated into our daily business?
   1. Commander
   2. Department Head
   3. Immediate Supervisors
   4. All of the above

1-17. According to Navy policy, individuals in the Navy organization are prohibited from which of the following actions?
   1. Take reprisal against a person
   2. Knowingly make a false accusation of unlawful discrimination or sexual harassment
   3. While in a supervisory or command position, condone or ignore unlawful discrimination or sexual harassment
   4. All of the above

1-18. Which official is responsible for monitoring the Navy’s progress towards accomplishing EO goals and a positive command climate?
   1. Navy Inspector General
   2. Secretary of the Navy
   3. Chief of Naval Operations
   4. Special Assistant for Minority Affairs

1-19. The Deputy Chief of Naval Operations is responsible for all of the following, except?
   1. Ensure all personnel may participate equally in all occupational areas and warfare specialties within legal bounds
   2. Ensure equitable assignment process and leadership opportunities exist for all personnel
   3. Sponsor the EO program for Navy military and civilian personnel
   4. Develop and monitor total force manpower and personnel policies and objectives

1-20. Which official is responsible for providing information, assessment, and status reports on minority affairs matters?
   1. CNO
   2. CNO N134
   3. Pers-6
   4. ISIC

1-21. Which official is responsible for maintaining an official toll-free EO/SH advice line?
   1. Navy Inspector General
   2. Navy EO Office
   3. Office of the Judge Advocate General
   4. Secretary of the Navy

1-22. The Center for Personal and Professional Development is responsible for all of the following except?
   1. Monitor the command climate of subordinate commands
   2. Function as Navy EO training manager
   3. Coordinate with Navy EO office and DEOMI to develop Navy specific training for DEOMI EOA graduates
   4. Ensure General Military Training includes annual EO/SH training and grievance procedures
ASSIGNMENT 1
Textbook Assignment: Equal Opportunity Manual, OPNAVINST 5354.1(series)

1-23. Which official is responsible for ensuring that all members of a command are familiar with their rights to submit a formal complaint?
   1. The division officer
   2. The CMEO Manager
   3. The legal officer
   4. The commander

1-24. Commanders should ensure which of the following are carried out?
   1. Promote a positive command climate through personal example
   2. Ensure unlawful discrimination is absent in administrative and disciplinary proceedings
   3. Provide annual EO training and grievance procedure instruction
   4. All of the above

1-25. The purpose of a climate assessment is to determine the health and mission effectiveness of the unit. Which tool can help assist the commander in accomplishing this task?
   1. Focus groups
   2. Observations
   3. Individual interviews
   4. All of the above

1-26. Which of the following gives commanders guidance on how often they should conduct a climate assessment?
   1. OPNAVINST 5354.1(series)
   2. SECNAVINST 5350.16(series)
   3. DOD 1350.2
   4. DOD 1325.6

1-27. Commanders must ensure CMEO Managers meet what criteria?
   1. Be designated in writing by the Commander
   2. Attend CPPD approved CMEO managers course
   3. Both 1 and 2 above
   4. Must be E-7 to E-9 or an officer with 6 or more years of service

1-28. Unlawful discrimination or sexual harassment complaints against Flag officers or senior executive service officials are required to be referred by the commander to which of the following officials?
   1. NAVINSGEN
   2. CNO
   3. SECNAV
   4. CHNAVPERS

1-29. Commanders shall ensure mandatory officer fitness report/enlisted performance evaluation entries are made for service members found guilty, at which of the following, based on commission of a criminal offense involving unlawful discrimination or sexual harassment?
   1. Courts-martial
   2. Non-judicial Punishment
   3. Other courts of competent jurisdiction
   4. All of the above

1-30. An Equal Opportunity Advisor is required to perform which of the following duties?
   1. Serve as advisors and subject matter experts to commanders on EO issues
ASSIGNMENT 1
Textbook Assignment: Equal Opportunity Manual, OPNAVINST 5354.1(series)

2. Screen prospective EOAs
3. Assist with conducting DEOCS surveys, command assessments, and focus groups
4. All of the above

1-31. A CMEO Manager is responsible for which of the following functions?
1. Ensure the poster; “Equal Opportunity Information” is permanently and prominently displayed in the command
2. Function as the single point of contact when practicable for EO issues
3. Coordinate and monitor all command EO training
4. All of the above

1-32. In accordance with EO policy, individual service members are required to perform which of the following functions?
1. Promote a positive command climate within the Navy through personal example
2. Treat others with dignity and respect
3. Be responsible and accountable for reporting acts of unlawful discrimination and sexual harassment
4. All of the above

1-33. Sexual harassment is a form of sex discrimination that involves sexual advances that are characterized by which of the following behaviors?
1. Welcome
2. Unwelcome
3. Solicited
4. Unsolicited

1-34. Which enclosure of the Navy Equal Opportunity Policy provides guideline on Sexual Harassment and ranges of behavior?
1. Enclosure (6)
2. Enclosure (1)
3. Enclosure (2)
4. Enclosure (3)

1-35. The “Reasonable Person” standard is identified in which of the following definitions?
1. A cheerful person used to determine if behavior meets the legal test for unlawful discrimination and sexual harassment
2. An understanding person used to determine if behavior meets the legal test for unlawful discrimination and sexual harassment
3. An objective test used to determine if behavior meets the legal test for unlawful discrimination and sexual harassment
4. A person in standard agreement with others

1-36. The Informal Resolution System was established for which of the following reasons?
1. To determine the severity of an offense
2. To resolve a complaint at the lowest appropriate level
3. To quickly resolve a complaint
4. None of the above

1-37. What is “Red Zone” sexual harassment?
1. Behaviors that are not sexual harassment
2. Unacceptable behaviors that could be sexual harassment
3. Behaviors that are always considered sexual harassment
ASSIGNMENT 1

Textbook Assignment: Equal Opportunity Manual, OPNAVINST 5354.1(series)

4. Behaviors that is offensive to a few people

1-38. What is “Yellow Zone” sexual harassment?
   1. Acceptable behavior
   2. Could be SH
   3. Unacceptable behavior to all
   4. Inappropriate behavior to all

1-39. “Green Zone” behavior is a form of sexual harassment that is offensive.
   1. True
   2. False

1-40. Under the IRS method, a recipient of sexual harassment may elect to resolve a complaint at what lowest possible level?
   1. Commander’s or councilor’s level
   2. Commander’s level only
   3. Directly with the offending person
   4. Captain’s Mast

1-41. The Latin term “quid pro quo” relates to which of the following terms?
   1. Something for nothing
   2. Offer nothing, receive nothing
   3. Work hard, play hard
   4. This for that

1-42. In terms of sexual harassment, which of the following may be considered as sexual in nature?
   1. Reading Navy Times
   2. Displaying sexually suggestive pictures
   3. Telling jokes that are not sexually explicit
   4. Complementing a co-worker on their performance

1-43. Which of the following behaviors constitutes sexual harassment?
   1. Behavior that is unwelcome
   2. Behavior that is sexual in nature
   3. Behavior that is connected in some way with a person’s job or work environment
   4. All of the above

1-44. When using the traffic light analogy to explain sexual harassment an example of green light behavior may be?
   1. Off-color jokes
   2. Questions about personal life
   3. Staring
   4. A polite compliment or friendly conversation

1-45. When using the traffic light analogy to explain sexual harassment, an example of a yellow light behavior may be?
   1. Counseling on military appearance
   2. Questions about personal life
   3. Sexual favors in return for employment rewards
   4. Using status to request dates
1-46. When using the traffic light analogy to explain sexual harassment, an example of red light behavior may be?
   1. Threats if sexual favors are not provided
   2. Sexually explicit pictures
   3. Sexually suggestive touching or gesturing
   4. Both 1 and 2 above
   5. Both 2 and 3 above

1-47. Unwelcome behavior is characterized as behavior that?
   1. A person does not ask for and considers undesirable
   2. A person considers defensive
   3. A person doesn’t knock before entering
   4. A person doesn’t say thank you

1-48. Sexual harassment is based on occurrences that involve only male to female incidents.
   1. True
   2. False

1-49. When an unwelcome sexual behavior produces a work atmosphere that is offensive, intimidating or abusive to another person, this creates a form of sexual harassment known as?
   1. Hostile environment
   2. Quid pro quo
   3. Sexual in nature
   4. Sexually oriented environment

1-50. Individuals who believe they are being sexually harassed is based on their perceptions.
   1. True
   2. False
ASSIGNMENT 2
Textbook Assignment: Equal Opportunity Manual, OPNAVINST 5354.1(series)

2-1. Who is the primary and preferred channel for identifying and correcting discriminatory practices?
   1. Chain of command
   2. Navy EO Office
   3. Inspector General (IG)
   4. None of the above

2-2. If the object of a complaint is toward the complainant’s immediate supervisor, what action should be taken?
   1. Request to meet with the equal opportunity officer
   2. Promptly communicate the incident through other available means
   3. Present the complaint to the department head
   4. Request Captain’s Mast

2-3. The Resolving Conflict Booklet serves as the model for informal complaint handling.
   1. True
   2. False

2-4. Personnel receiving a formal complaint shall submit the complaint to the commander or other designated authority within how many calendar days?
   1. 1
   2. 3
   3. 5
   4. 7

2-5. Copies of all NAFPERS 5354/2, Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Forms must be maintained in the CMEO record file for how long?
   1. 2 Years
   2. 3 Years
   3. 4 Years
   4. 5 Years

2-6. The complainant has which of the following responsibilities when it comes to resolving a complaint?
   1. File complaints in good faith
   2. To provide the command the opportunity to rectify or take the appropriate action
   3. Both 1 and 2 above
   4. To attempt to have the issue resolved at the highest level in the chain of command

2-7. Who is responsible to ensure DON procedures for processing EO complaints are permanently and prominently displayed?
   1. Your commander
   2. Your command legal advisor
   3. Your equal opportunity program specialist
   4. Your command managed equal opportunity training facilitator

2-8. Service members should be advised that they are required to attempt informal resolution prior to filing a formal complaint.
   1. True
   2. False
2-9. Persons who are subjected to or observe objectionable behavior shall promptly notify the chain of command if which of the following occurs?
   1. The situation is not resolved
   2. The objectionable behavior does not stop
   3. The behavior is clearly criminal in nature
   4. All of the above

2-10. The CMEO checklist is found in which enclosure?
   1. 2
   2. 3
   3. 4
   4. 5

2-11. When dealing with cases of reprisal, what statement best describes the policy that commanders must exercise?
   1. Tolerance will be based on the seriousness of the act
   2. Tolerance will be based on past violations
   3. Reprisals will be based on the complainant’s threshold
   4. Reprisals will not be tolerated

2-12. When filing a Navy Regulations Article 1150 or a Uniform Code of Military Justice 138, a service member should be advised to seek legal assistance.
   1. True
   2. False

2-13. When an incident occurs, the person should be advised of which of the areas of assistance to resolve the incident?
   1. Filing a formal complaint
   2. Other formal complaint options
   3. The Informal Resolution System
   4. All of the above

2-14. To assist members in resolving conflict, which pamphlet can you use?
   1. NAVPERS 10072
   2. NAVPERS 15620
   3. NAVPERS 15801
   4. NAVPERS 16003

2-15. The preferred method of filing an Equal Opportunity or Sexual harassment formal complaint is by submitting a NAVPERS 5354/2. Where can this form be obtained?
   1. The CMEO manager
   2. Navy’s EO official web site
   3. Equal Opportunity Advisor
   4. Both 1 and 2 above
   5. 1, 2 and 3 above

2-16. Which of the following offices are responsible for Navy EO training strategies?
   1. Commanders of various NTTCs
   2. Chief of Naval Technical Training
   3. Center for Personal and Professional Development
   4. NETPDTC
2-17. When drafting up a situation report, which of the following addressee(s) should appear on the TO line?
   1. The Echelon 2 commander
   2. CNO
   3. General Courts-Martial Authority
   4. All of the above

2-18. What enclosure of the Equal Opportunity Policy provides information on EO resources?
   1. Enclosure (6)
   2. Enclosure (7)
   3. Enclosure (4)
   4. Enclosure (9)

2-19. In the text of the situation report, Compliant Data information includes all of the following, except?
   1. Duty status
   2. Type of report
   3. Affiliation
   4. Gender

2-20. In the text of the situation report, Alleged Offender(s) Data includes which of the following?
   1. Pay grade
   2. Affiliation
   3. Relationship to complainant
   4. All of the above

2-21. Where in the text of the situation report would you find information pertaining to the method used to submit the complaint?
   1. Summary
   2. Victim or complainant
   3. Incident description
   4. None of the above

2-22. Where in the text of the situation report would you find information pertaining to corrective action taken/punishment awarded?
   1. Victim or complainant
   2. Miscellaneous remarks
   3. Alleged offender
   4. Summary

2-23. What enclosure of the Navy Equal Opportunity Policy provides a sample naval message?
   1. Enclosure (1)
   2. Enclosure (3)
   3. Enclosure (6)
   4. Enclosure (5)

2-24. A complainant has transferred to a new command. Who is responsible to file the close-out report?
   1. Command of initial filing
   2. The new command
   3. The complainant
   4. Both 1 and 2 above
ASSIGNMENT 2

Textbook Assignment: Equal Opportunity Manual, OPNAVINST 5354.1(series)

5. Both 1 and 3 above

2-25. Which of the following serves as the model for informal complaint handling?
1. SECNAVINST 5355.1
2. NAVPERS 7543
3. NAVPERS 15620
4. SECNAVINST 5350.32

2-26. What enclosure of the Navy Equal Opportunity Policy contains a copy of the Navy EO/SH Formal Complaint form?
1. Enclosure (4)
2. Enclosure (5)
3. Enclosure (6)
4. Not included

2-27. Which of the following available websites can provide information on Equal Opportunity Programs?
1. www.netc.navy.mil
2. www.deomi.org
3. www.npc.navy.mil
4. All of the above

2-28. The responsibility to determine the “health” and mission readiness of a command lies with the following persons?
1. Command Indoctrination Team
2. Equal Opportunity Program Assistants
3. Commanders
4. All of the above

2-29. What is the preferred method of filing a formal complaint?
1. NAVPERS 15620
2. NAVPERS 7523
3. NAVPERS 7540
4. NAVPERS 5354/2

2-30. Normally, a formal complaint should be submitted within at least how many days of an EO or SH incident?
1. 90
2. 60
3. 45
4. 30

2-31. Within how many hours after a formal complaint has been received must an advocate be assigned?
1. 24 hours
2. 48 hours
3. 72 hours
4. 12 hours

2-32. An advocate must be assigned to whom after a formal complaint has been received?
1. Complaint
2. Alleged offender
3. Any witness
4. All of the above
2-33. After the submission of a formal complaint, an investigation begins within at least how many hours?
   1. 24 hours
   2. 48 hours
   3. 72 hours
   4. 96 hours

2-34. From notification of final resolution, how many days does the complainant have to request a higher level review?
   1. 14
   2. 12
   3. 10
   4. 7

2-35. An appointed command advocate should meet which of the following criteria?
   1. Not be principal in the alleged complaint
   2. Be equivalent or senior to the assigned member
   3. Both 1 and 2 above
   4. Be appointed to assist more than one complaint

2-36. Commanders may not accept complaints received more than 60 days after the offending incident.
   1. True
   2. False

2-37. An active duty discrimination or sexual harassment case not resolved within 20 days must be followed up by a report to the General Courts-Martial Authority (GCMA) by what means?
   1. A naval message
   2. A naval letter
   3. A standard complaint form
   4. A JAG Violation Form

2-38. The command is responsible for conducting a follow-up debrief of a NAVPERS 5354/2 formal complaint how many days after final action?
   1. 7-14 days
   2. 14-20 days
   3. 30-45 days
   4. 45-60 days

2-39. Which of the following will be included in the NAVPERS 5354/2 formal complaint follow-up debrief?
   1. A determination of complainant satisfaction
   2. The effectiveness of corrective action
   3. Present command climate
   4. All of the above

2-40. Under the appeal process of a complaint, the administrative findings may only be appealed by the complainant.
   1. True
   2. False

2-41. Equal Opportunity Advisor’s typically do not conduct EO investigations.
   1. True
   2. False
2-42. Installation Equal Opportunity Advisors (EOAs) are normally assigned to which type of commands?
   1. Echelon 2
   2. Echelon 4
   3. DEOMI and CNET
   4. All of the above

2-43. Staff-designated Equal Opportunity Advisors are normally assigned to which type of commands?
   1. Echelon 2
   2. Echelon 4
   3. DEOMI and CNET
   4. All of the above

2-44. To qualify for the command EOA, a person must possess what Navy Enlisted Classification?
   1. 9502
   2. 2612
   3. 9515
   4. 9501

2-45. An Equal Opportunity Advisor serves as primary advisors and subject matter experts to whom?
   1. Commanders
   2. CMEO Managers
   3. Other members in the chain of command
   4. All of the above

2-46. Who is required to maintain a current POC listing of subordinate commands EOA and CMEO Managers?
   1. Staff EOA - Echelon 3 and 4
   2. Regional EOA
   3. Staff EOA - Echelon 2
   4. All of the above

2-47. Training designated Equal Opportunity Advisors are normally assigned to which type of commands?
   1. Echelon 2
   2. DEOMI and CPPD
   3. Echelon 3 and 4
   4. All of the above

2-48. What is the most important support an advocate can give?
   1. Obsession
   2. Attitude
   3. Listening
   4. Prejudging

2-49. The function of a personal advocate or command representative includes which of the following?
   1. Ensure that the complaint in an EO case is informed about EO complaint processing
   2. Ensure that the accused in an EO case is advised of available support and counseling services
3. Ensure that the witness in an EO case is advised of available support and counseling services
4. All of the above

2-50. What must a personal advocate be familiar with?
1. NAVPERS 5354/2
2. All local support and counseling services
3. Aware of the possibility of reprisal against the individual to whom they are assigned
4. All of the above