



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 5354.2
ASN(M&RA)
26 January 2009

SECNAV INSTRUCTION 5354.2

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY EQUAL OPPORTUNITY, EQUAL
EMPLOYMENT OPPORTUNITY, AND DIVERSITY OVERSIGHT

Ref: (a) SECNAVINST 5350.16A
(b) SECNAVINST 5300.26D
(c) EEOC Management Directive 715
(d) Department of the Navy Civilian Human Resource Manual
Subchapter 1601, 1606, 1613, 1614 (NOTAL)
(e) Force Management Oversight Council (FMOC) Charter

1. Purpose. To assign responsibility and authority for policy and oversight of Equal Opportunity (EO), Equal Employment Opportunity (EEO), and Diversity matters in the Department of the Navy (DON).

2. Scope and Applicability

a. The DON Human Capital Strategy states that people are the Department's most valuable asset. Further, it recognizes that different people bring different talents and abilities, any of which could prove decisive for victory. Adherence to the principles of inclusion, non-discrimination and equal opportunity contributes to readiness by promoting respect, trust and cohesion among members of the workforce. Diversity also enhances readiness by inviting new perspectives and improved ideas to solve problems. In embracing this philosophy, the Department of the Navy can truly claim that its strength lies in its diversity.

b. All members of the Department, military and civilian, at all levels, must be committed to ensuring EO/EEO. We are required to do so by EO and EEO legislation in order to achieve our vision of EO/EEO in employment and a workplace free of unlawful discrimination. In addition, we are committed to EO because of our dedication to our core values of Honor, Courage, and Commitment. These are values that all Naval personnel should live by, and they are supported by our sound DON EO, EEO and Diversity regulations and policies.

c. By supporting diversity, we also support readiness, thereby enabling us to meet the changing demands of current and future missions. These practices contribute to our ability to recruit and retain the best and the brightest across the Total Force.

d. In this instruction, the term EO and EEO refer to the set of all regulations and policies applicable to the Department of the Navy, including, but not limited to, references (a) through (d).

e. Additionally, the term "diversity" encompasses not only the familiar categories of race, religion, age, gender, and national origin, but also all the different characteristics and attributes of individuals that enhance the DON's capabilities and mission readiness.

3. Action

a. Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)) is hereby designated as the DON official authorized and responsible for policy and oversight relating to EO, EEO, and Diversity. ASN(M&RA) will, as necessary and appropriate:

(1) Provide relevant guidance and instructions applicable to all DON military and civilian employees.

(2) Coordinate the compilation of data and information from DON components and the submission, thereof, to other entities inside or outside the Department of Defense. Nothing in this activity will be construed to interfere with, or supersede any existing reporting requirements.

b. In supplement to other programmatic responsibilities, Navy, Marine Corps and DON Office of Civilian Human Resources (OCHR) will:

(1) Ensure widest possible distribution of the DON EO, EEO, and Diversity guidance and instructions.

(2) Provide timely, accurate and thorough reporting as required by the Force Management Oversight Council (FMOC), reference (e), for its semi-annual reviews.

(3) Develop and implement strategic diversity policies and plans consistent with overarching DON policies.

4. Records Management. Records created by this instruction, regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1.

5. Reports

a. ASN(M&RA) will require Navy, Marine Corps and DON OCHR to provide an annual diversity report and a semi-annual review to the FMOC, addressing the following subjects at a minimum:

(1) Current demographics of military and civilian personnel in the Department of the Navy.

(2) Assessment of changes in demographic data that occurred during the reporting period, including barrier and root cause analyses.

(3) Description and evaluation of pertinent aspects of military and civilian accession, training, development and retention programs.

(4) Application of lessons learned to planned initiatives and program improvements and adaptations.

b. Other information and data (i.e., statistics, charts, graphs, description, discussion of challenges, recognition of successful efforts) that contribute to the understanding of the DON EO, EEO and Diversity picture may also be reported, as necessary.

c. The intent of this instruction is not to establish new requirements for collection or formatting of data and information, but instead to ensure comprehensive collection and reporting of EO, EEO and Diversity related information while allowing Navy, Marine Corps, and DON OCHR to assemble existing data and information in the format(s) used for other purposes.

d. Based on the reports given to the FMOC, ASN(M&RA) will oversee the preparation of a DON Diversity Annual Report, to be published during the first quarter of each calendar year, with

SECNAVINST 5354.2
26 January 2009

reference to the previous year. The DON Diversity Annual Report will be made available in both printed and electronic form.



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