



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

CNIINST 5354.1  
CNI N00

**MAY 18 2005**

CNI INSTRUCTION 5354.1

From: Commander, Navy Installations Command

Subj: COMMANDER NAVY INSTALLATIONS COMMAND REGIONAL AND  
INSTALLATION EQUAL OPPORTUNITY ADVISOR GUIDANCE

Ref: (a) OPNAVINST 5354.1E

1. Purpose. To establish Commander, Navy Installations Command (CNI) regional and installation Equal Opportunity Advisor (EOA) responsibilities.

2. Background. Reference (a) provides responsibilities for all EOAs except for regional and installation EOAs.

3. Basic Guidelines

a. CNI regional and installation EOAs are only responsible for their claimant installations or commands. A CNI EOA can provide assistance to a Sailor from any other command; however, the CNI EOA must refer to an applicable Memorandum of Understanding (MOU) or other formal written agreement prior to providing assistance. Inform CNI Force EOA about all claimant equal opportunity/sexual harassment (EO/SH) complaints, issues and assistance provided to Sailors who assigned to commands other than CNI.

b. To ensure accurate command assessment data encourage Command Managed Equal Opportunity (CMEO) managers to utilize more than one assessment tool outlined in reference (a), paragraph 7k.

c. All EOAs shall meet quarterly with their CMEO managers to discuss trends, discrepancies, and conduct training. This meeting will be held after the quarterly training referenced below in paragraph 2k. Regional EOAs will meet monthly with their installation EOAs to assess the regional climate by reviewing formal and informal issues, SITREPS, and other pertinent tools.

4. Responsibilities

a. A regional EOA is an Echelon III and reports directly to CNI Force EOA on all EO matters and is the direct POC on all EO issues for CNI installations. Regional EOAs are the coordinators for their regional EO office and as such is

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responsible for the EOAs assigned to CNI installations. All CNI CMEO managers are ultimately responsible to the regional EOA. Regional EOAs shall:

- (1) Ensure all claimants conduct annual EO training.
- (2) Monitor all claimant EO, SH, and SAVI SITREPS.
- (3) Advise regional commander on all EO/SH policies and issues.
- (4) Conduct annual claimant EOA/CMEO manager symposium.
- (5) Maintain current POC listing of claimant EOAs and CMEO managers.
- (6) Liaison with other EOAs and CMEO managers in region.
- (7) Liaison and coordinate with civilian EEO personnel.
- (8) Liaison and coordinate with command and FFSC SAVI personnel.
- (9) Forward all claimant command assessment summaries to CNI EOA.
- (10) Ensure all claimant CMEO managers receive formal NETC training.
- (11) Provide quarterly EO training to claimant EOAs.
- (12) Review all EO and SH formal complaints and investigations.
- (13) Coordinate Mobile Training Team (MTT) training for the region.
- (14) Coordinate with staff judge advocate and inspector general.

b. An installation EOA reports all EO matters to their regional EOA. Installation EOAs are directly responsible for all EO matters that occur within their command and should be aware of EO matters that occur on their installations. Installation EOAs are responsible for their CNI CMEO managers. Installation EOAs shall:

- (1) Advise installation commander on EO/SH policies/issues.
- (2) Monitor command and installation EO, SH, and SAVI SITREPS.

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- (3) Review command investigations and formal complaints.
- (4) Liaison and coordinate with command SAVI personnel.
- (5) Liaison with other EOAs and CMEO managers on the installation.
- (6) Forward all command assessment summaries to regional EOA.
- (7) Liaison with civilian EEO personnel.

5. Action. Regional Commanders shall implement and enforce the provisions of this instruction throughout their installations.



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Distribution:  
All Regional Commanders