



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 5354.2A

N1

31 Aug 2012

From: Commander, Navy Installations Command

Subj: SPECIAL EMPHASIS PLANNING COMMITTEE FOR DIVERSITY EVENTS

Ref: (a) SECNAVINST 5354.2
(b) EEOC Management Directive 715

Encl: (1) Required Special Emphasis Observances and other
Celebrations

1. Purpose. To provide guidance for management of the Special Emphasis Planning Committee (SEPC) for Diversity Observances within Commander, Navy Installation Command (CNIC).

2. Cancellation. CNICINST 5354.2 dated 6 June 2006.

3. Background. This instruction along with references (a) and (b) and enclosure (1) establish guidance for the CNIC SEPC and the opportunities for celebrating mandatory and non-mandatory Diversity Observances.

4. Policy

a. This instruction applies to the planning and execution of all diversity events hosted by CNIC Headquarters personnel. Participation by military and civilian personnel in the planning of events is on a voluntary basis.

b. The funding process for diversity events is as follows:

(1) Develop menu to ensure all food items:

(a) Properly represent and reflect the cultural cuisine congruent with the specific diversity event;

(b) Ensure that portions meet criteria for "samples" and do not constitute a full meal.

(2) Obtain Administrative Findings:

(a) Signed by Deputy Equal Employment Opportunity Officer (DEE00).

(b) Chopped by Office of the General Counsel (OGC).

(3) Allow 45 days to coordinate with the CNIC Flag Mess or commercial vendor to ensure Government Purchase Card (GPC) contracting.

(4) Obtain a cost quote of food items being presented.

(5) Get Financial Policy or CNIC HQ Centrally Managed Programs (N85) review on the quote and menu from the Flag Mess or commercial vendor prior to submission.

(6) Submit a purchase card request via the funding requisition site on CNIC Gateway 2.0 (G2). Attach the Flag Mess or commercial vendor quote.

(7) Obtain N-Code/Special Assistant (SA) endorsement of purchase card request.

(8) Submit all documents to CNIC Chief of Staff (COS) for approval.

(9) Route approved documents to Command and Staff (N00C) for submission to CNIC HQ Norfolk GPC Branch.

(10) CNIC HQ Norfolk GPC Branch will take for action, contract with the Flag Mess or commercial vendor, and ensure payment prior to event.

5. Responsibilities

a. CNIC N-Codes/SAs are responsible for ensuring the SEPC Lead from their code is identified and supported to the fullest extent possible.

b. DEE00 is responsible for:

(1) Ensuring diversity events meet equal opportunity guidelines.

(2) Drafting and signing Agency Administrative Findings regarding the expenditure of appropriated funds for food or

refreshment items served in conjunction with the diversity event.

c. Command Managed Equal Opportunity (CMEO) Officer is responsible for managing the SEPC program for diversity events.

d. SEPC Lead is responsible for planning and executing the diversity event they volunteered for during the annual June Planning meeting.

e. SEPC Menu Planner is responsible for researching the food sampling items to be included for educational purposes in the diversity event.

f. SEPC Public Affairs Officer is responsible for managing publicity associated with the diversity event.

g. SEPC Logistics Officer is responsible for coordination of all logistics associated with the diversity event.

h. SEPC Scribe is responsible for managing all correspondence associated with the diversity event.

6. Actions

a. N-Codes/SAs shall:

(1) Designate a person to be SEPC Lead for Diversity Events in your code.

(2) Ensure your SEPC Lead and any other volunteers from your code are allotted time to complete all tasking for your assigned diversity event.

b. DEEO shall:

(1) Confirm OGC has verified all documents concerning diversity event, including any Agency Administrative Findings, and to ensure all legal requirements are met.

(2) Review any food sampling menu to ensure the food has an educational meaning for the diversity event.

c. CMEO shall:

(1) Preside over and ensure regular monthly meetings the first Thursday of every month, unless the scheduled meeting falls on a holiday.

(2) Oversee all SEPC's planning for diversity events.

(3) Work closely with the SEPC to ensure all timelines are met for diversity events.

(4) Lead the annual June planning meeting to identify the SEPC Leads for the following year. SEPC Leads shall come from the Command Assessment Team.

(5) Ensure that a rotation is established for every N-code to host a diversity event on a bi-annual basis.

(6) Post SEPC notes to the diversity events folder on the CMEO documents G2 webpage.
<https://g2.cnic.navy.mil/tscnichq/N1/EOA-EEO-CMEO/CMEO/Forms/AllItems.aspx>.

(7) Review and update this instruction as needed.

d. SEPC Lead shall:

(1) Organize the diversity event committee to include:

(a) SEPC Menu Planner

(b) SEPC Public Affairs Officer

(c) SEPC Logistics Officer

(d) SEPC Scribe

(2) Ensure that SEPC membership for the planning of the diversity event is open to personnel from all N-codes.

(3) Ensure a Guest Speaker is chosen

(4) Identify a Master of Ceremonies.

(5) Check the availability of the front office (CNIC Commander, Deputy Commander, and Chief of Staff (COS)) for the diversity event.

(6) Obtain biography of guest speaker for CNIC Commander/Master of Ceremonies.

(7) Identify a Chaplain/Clergy for Invocation and Benediction.

(8) Notify all military participants what military uniform will be worn for the diversity event.

(9) Make an appointment to meet with COS, after conferring with OGC, DEEOO, and CMEO to have all Diversity Event festivities approved.

(10) Ensure the checklist and timeline for diversity events is followed and regular updates are given to the COS and CMEO. The checklist and timeline can be found on the G2 CMEO teamsite at: <https://g2.cnic.navy.mil/TSCNICHQ/N1/EOA-EEO-CMEO/default.aspx>.

(11) Ensure all bids and funding are provided to N00C for input into the funding requisition site on G2 in accordance with the funding process outlined in the Policy section of this directive.

e. SEPC Menu Planner shall:

(1) Work with the SEPC and DEEOO to choose a menu that is educational to the diversity event.

(2) Work with OGC, N00, and Financial Management (N8) to ensure the food sampling bid and paperwork is in order for payment.

(3) Provide a food sampling menu to OGC and DEEOO for review.

(4) Ensure a paragraph is posted next to every food sampling indicating its origin and what the relevance is to the diversity event.

f. SEPC Public Affairs Officer shall:

(1) Develop and print programs for the diversity event.

(2) Confirm PAO can take pictures or borrow a CNIC camera and ensure someone takes picture for the diversity event.

(3) Post the diversity event posters.

(4) Send notifications to the front office to advertise the diversity event in an All Hands email, G2 Announcements, and in the Plan of the Week.

g. SEPC Logistics Officer shall:

(1) Book the Atrium via the G2 Conference Room Manager (CRM) to ensure availability for the diversity event. The G2 CRM is located at:
<https://g2.cnic.navy.mil/solutions/HQCRM/default.aspx>.

(2) Ensure Navy Band provides someone to sing the National Anthem or have someone on the CNIC Staff or in the DC area to sing the National Anthem.

(3) Request the Ceremonial Guard to perform for the diversity event. If the Ceremonial Guard is not available for the diversity event, have the United States of America flag posted at the front of the stage.

(4) Reserve the Flag Conference Room for the day of the diversity event and have Flag Mess provide coffee and water.

(5) Ensure all audio/visual requirements are reserved as needed (identify if guest speaker has thumb drive, etc.).

(6) Confirm microphone is in working condition.

(7) Coordinate parking and gate access for special guests.

(8) Advise security of the date and time the diversity event is scheduled.

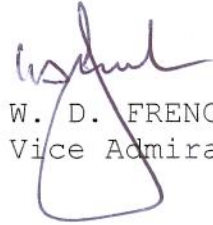
h. SEPC Scribe shall:

(1) Take notes at the SEPC meetings.

(2) Provide SEPC notes to CME0 for posting to G2.

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(3) Write invitation and thank you letters to Guest Speaker for Front Office signature. Sample invitation and thank you letters are available on the CNIC HQ G2 CMEO teamsite.



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<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.asp>

**REQUIRED SPECIAL EMPHASIS OBSERVANCES, OTHER CELEBRATIONS, AND
DAYS OF REMEMBRANCE**

Required Special Emphasis Observances

Observance	Date
African American History Month	1-28 February
Women's History Month	1-31 March
Asian Pacific American Heritage Month	1-31 May
Hispanic Heritage Month	15 September- 15 October
Native American Heritage Month	1-30 November

Other Celebrations

Martin Luther King Holiday	3 rd Monday in January
Women's Equality Day	26 August
Constitution Day	17 September
National Disability Employment Awareness Month	1-31 October

Days of Remembrance

Holocaust Remembrance Day	Varies
Pearl Harbor Remembrance Day	7 December