



**NONRESIDENT
TRAINING
COURSE**



August 2001

Equal Opportunity in the Navy

NAVEDTRA 14082

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this NRTC, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following topics: sexual harassment guidelines and range of behaviors; Navy guidelines for submitting, handling, and reporting Equal Opportunity (EO) complaints; sample situation reports; guidelines for the personal advocate; EO resources; and EO Advisor roles and responsibilities.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. If you are studying and discover a reference in the text to another publication for further information, look it up.

SPECIAL INFORMATION: The text for this course, Equal Opportunity Manual, OPNAV Instruction 5354.1E, is NOT supplied and must be obtained by the student at <http://ned.s.nebt.daps.mil>.

*2001 Edition Prepared by
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Sailor's Creed

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text for this course is the Navy Equal Opportunity Manual, OPNAVINST 5354.1E. The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion

confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: cnet.cmeo@cnet.navy.mil
Phone: Comm: (850) 452-8092/3866
DSN: 922-8092/3866
FAX: (850) 452-2510
(Do not fax answer sheets.)
Address: CHIEF OF NAVAL EDUCATION
AND TRAINING
LEAD DIVISION 1411
250 DALLAS STREET
PENSACOLA FL 32508

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 3 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Equal Opportunity in the Navy

NAVEDTRA: 14082 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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NETPDTC 1550/41 (Rev 4-00)

ASSIGNMENT 1

Textbook Assignment:

Navy Equal Opportunity Manual, OPNAVINST 5354.1E (Basic Instruction); Appendix A "Definition of Terms"; Section I, "Equal Opportunity Responsibilities of Commanders"; Section II, "Additional Equal Opportunity Responsibilities of Shore Commanders"; Section III, "Command Managed Equal Opportunity (CMEO)"; and Section IV, "Prevention of Sexual Harassment."

**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 case are informed of the EO 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) based on race, ethnicity, national origin, sex, or religion.

1. Complaint
2. Fact finding
3. Hearing
4. Mast

1-7. An annual report to DOD that includes data on the number of formal EO complaints, both submitted and substantiated, categorized by race and gender of the complainant.

1. Military Equal Opportunity Assessment
2. Navy Equal Opportunity/Sexual Harassment
3. Discrimination and Sexual Harassment
4. Legal Sufficiency Review

1-8. Processes, activities, and systems designed to prevent, identify, and eliminate unlawful discriminatory treatment as it affects recruitment, training, assignment, utilization, promotion, and retention of military personnel.

1. Affirmative action
2. Informal resolution system
3. Climate assessment
4. Assessment tools

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 purpose of the Navy's Command Managed Equal Opportunity Program?
1. To promote protection for minorities
 2. To promote 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
- 1-11. The Navy EO Policy discusses issues relating to which of the following?
1. EO only
 2. Supremacist activity
 3. Fraternalization
 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. Which of the following basic directives gives commanders guidance and outlines specific policies concerning fraternization?
1. SECNAVINST 1610.5
 2. SECNAVINST 5355.1
 3. OPNAVINST 5370.2
 4. OPNAVINST 5354.8
- 1-14. Which of the following basic directives gives commanders guidance on prohibited participation in organizations that support supremacist causes?
1. Navy Regulations Article 1167
 2. DOD 1325.6
 3. Both 1 and 2 above
 4. OPNAVINST 5355.3
- 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 toward 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 N1J/Pers-00J
 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. Assistant Commander Navy Personnel Command (Pers 6)
 3. Office of the Judge Advocate General
 4. Secretary of the Navy
- 1-22. The Chief of Naval Education and Training 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 NAVPERSCOM (Pers 61) and DEOMI to develop Navy specific training for DEOMI EOA graduates
 4. Ensure general military training includes annual EO/SH training and grievance procedures
- 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 officer
 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 procedures
 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. Questionnaires
 2. Military Equal Opportunity Climate Survey
 3. Interviews
 4. All of the above
- 1-26. Which of the following basic directives gives commanders guidance on how often they should conduct a climate assessment?
1. OPNAVINST 5354.3
 2. SECNAVINST 5350.16
 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 training as directed by CNET
 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 executives 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. Court-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
 2. Screen prospective EOAs
 3. Conduct CNET-authorized EO training
 4. All of the above

- 1-31. A CMEO Manager is responsible for which of the following functions?
1. Ensure the poster, "Navy Procedures for Processing SH/Discrimination Complaints for Military Personnel," is permanently and prominently displayed in the command
 2. Function as the single point of contact when practicable for EO issues
 3. Coordinate with local EOA's
 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. Provide EO counseling and advice to command members
 2. Treat others with dignity and respect
 3. Hold others 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. Welcomed
 2. Unwelcomed
 3. Solicited
 4. Unsolicited
- 1-34. Which enclosure of the Navy Equal Opportunity Policy provides guidelines on Sexual Harassment?
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 possible 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
 4. Behaviors that are offensive to a few people
- 1-38. What is "Yellow Zone" sexual harassment?
1. Acceptable behavior
 2. Unacceptable behavior to most
 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 counselor'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. Complimenting a co-worker on their performance

1-43. Which of the following behaviors constitutes sexual harassment?

1. Behavior that is unwelcomed
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 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

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 sexual harassed is based on their perceptions.

1. True
2. False

ASSIGNMENT 2

Textbook Assignment: *Navy Equal Opportunity Manual*, OPNAVINST 5354.1E (Basic Instruction); Section V, "Navy Complaint Procedures (Informal and Formal)"; Section VI, "Incident Handling and Reporting (A Commander's Guide)"; Section VII, "Navy Equal Opportunity Training"; "Section VIII, "Equal Opportunity Issues"; Appendix B "Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form NAVPERS 5354/2"; Appendix C, "Discrimination/Sexual Harassment Message Reporting Guidelines"; Appendix D, "Equal Opportunity Assistants (EOAs) Duties and Responsibilities"; Appendix E, "CMEO Officer Duties and Responsibilities"; Appendix G, "Equal Opportunity (EO) Checklist"; Appendix I, "Sample Plan of the Day Notes"; and Appendix J, "Guidelines for the Command Investigating Officer (IO)."

2-1. A complaint may be initiated by only a commissioned officer or an enlisted person in the Navy.

1. True
2. False

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 IRS skills booklet provides step-by-step guidance for resolving not only sexual harassment issues, but also work place conflicts.

1. True
2. False

2-4. The Navy EO or SH Formal Complaint Form is for which of the following personnel?

1. Civilian personnel only
2. Commissioned officers only
3. Enlisted personnel only
4. Both 2 and 3 above

2-5. You are a complainant using the informal complaint procedure. Your first attempt at resolving the complaint should be with which of the following individuals?

1. With the EO officer
2. With your commander
3. With the person(s) involved
4. With your immediate supervisor

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. A person on active duty may directly communicate with the commanding officer using which of the following publications?
1. UCMJ, Article 134
 2. NAVREGS, Article 1151
 3. NAVREGS, Article 1152
 4. UCMJ, Article 91
- 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 complainants 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 a minor incident occurs, the person should be referred to which of the areas of assistance to resolve the incident?
1. CO's request mast
 2. A specific UCMJ article
 3. The Informal Resolution System
 4. A private meeting between the division officer and the violator
- 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 normally be obtained?
1. The CMEO manager
 2. NAVPERSCOM's Professional Relationships website
 3. Both 1 and 2 above
 4. Legal office
- 2-16. Which of the following officers is responsible for Navy EO training and strategies?
1. Commanders of various NTTCs
 2. Chief of Naval Technical Training
 3. Chief of Naval Education and Training
 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 Court Martial Authority
 4. All of the above
- 2-18. In the text of the situation report, Command Data information includes which of the following?
1. Local incident number
 2. Date time group of previous messages(s)
 3. Echelon II command
 4. All of the above
- 2-19. In the text of the situation report, Complainant 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. Paygrade
 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. Command data
 2. Investigation details
 3. Incident description
 4. Complainant data
- 2-22. Where in the text of the situation report would you find information pertaining to corrective action taken/punishment awarded?
1. Investigation details
 2. Miscellaneous remarks
 3. Alleged offender
 4. Command data

- 2-23. What enclosure of the Navy Equal Opportunity Policy provides a sample situation report?
1. Enclosure (1)
 2. Enclosure (3)
 3. Enclosure (4)
 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
- 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. Enclosure (7)
- 2-27. Which of the following basic documents contains guidance on a service member's right to always communicate individually with members of Congress?
1. NAVREGS 1155
 2. NAVREGS 1150
 3. NAVREGS 1151
 4. NAVPERS 15620
- 2-28. Promoting morale, discipline, and effectiveness of the command is the responsibility of which of 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 means of reporting sexual harassment or equal opportunity complaints?
1. NAVPERS 15620
 2. NAVEDTRA 7523
 3. NAVEDTRA 7540
 4. NAVPERS 5354/2
- 2-30. Normally, a formal complaint is 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. Complainant
 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 a 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 complainant
- 2-36. Commanders may not accept complaints received more than 60 days of 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. SITREP
 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. Command-designated Equal Opportunity Advisors are normally assigned to which type of commands?
1. Echelon 2
 2. Echelon 3 and 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 3 and 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 is responsible for assisting who?
1. Assigned military personnel
 2. Civilian workers
 3. Contractors
 4. All of the above
- 2-46. This individual provides guidance to CMEO Managers regarding processing of EO/SH complaints?
1. Command Master Chief
 2. Command Master at Arms
 3. Command Equal Opportunity Advisor
 4. Command Career Counselor
- 2-47. Training-designated Equal Opportunity Advisors are normally assigned to which type of commands?
1. Echelon 2
 2. DEOMI and CNET
 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 complainant 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

2-51. What enclosure of the Equal Opportunity Policy provides information on EO resources?

1. Enclosure (6)
2. Enclosure (7)
3. Enclosure (8)
4. Enclosure (9)

2-52. Which of the following available websites can provide information on Equal Opportunity Training?

1. www.pafb.af.mil/deomi/deomi.htm
2. www.cnet.navy.mil/eoindex.html
3. www.persnet.navy.mil/pers61
4. All of the above

2-53. Part I (first page) of the NAVPERS 5354/2 contains which of the following?

1. Command representative for assistance in filing a complaint
2. Nature of complaint
3. Name of the investigating officer
4. All of the above

2-54. What part of the NAVPERS 5354/2 would the complainant sign to acknowledge they have been advised of counseling/support services and was provided a copy of the complaint form?

1. Part I
2. Part II
3. Part III
4. Part IV

2-55. What part of the NAVPERS 5354/2 would the command representative acknowledge receipt of the complaint form?

1. Part I
2. Part II
3. Part III
4. Part IV

2-56. Which of the following data appear on Part II of the NAVPERS 5354/2?

1. Filing deadline
2. Nature of complaint
3. Requested remedy
4. All of the above

2-57. Resolution time standards/reporting appears where on the NAVPERS 5354/2?

1. Part I
2. Part II
3. Part III
4. Part IV

2-58. Which of the following data appear on Part III of the NAVPERS 5354/2?

1. Assignment of personal advocates
2. Name of investigating officer and date convened
3. Acknowledgment of receipt by Commander
4. All of the above

2-59. The accused's signature acknowledging notification of action taken to resolve the complaint appears where on the NAVPERS 5354/2?

1. Part III
2. Part IV
3. Part I
4. Part II

2-60. Notification of action taken by the reviewing authority appears where on the NAVPERS 5354/2?

1. Part III
2. Part IV
3. Part I
4. Part II