DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO
NAVSUPINST 5300.5
NAVSUP N1/5

NAVSUP INSTRUCTION 5300.5

JUL 9 2015

From: Commander, Naval Supply Systems Command

Subj: NAVAL SUPPLY SYSTEMS COMMAND DIVERSITY AND INCLUSION

Ref: (a) DoD Directive 1020.02 of 5 Feb 2009
(b) SECNAVINST 5354.2
(c) Executive Order 13583
(d) OPM, Government-Wide Diversity and Inclusion Strategic Plan of 2011
(e) DoD Diversity and Inclusion Strategic Plan 2012-2017
(f) CNO Diversity and Inclusion Vision
(g) CNO WASHINGTON DC R 021339Z Feb 07 (NAVADMIN 025/07)
(h) CNO WASHINGTON DC R 141430Z Feb 06 (NAVADMIN 059/06)
(i) OPNAVINST 5350.6C
(j) OPNAVINST 5420.115
(k) SECNAV M-5214.1 of 1 Dec 2005

Encl: (1) Acronym Listing
(2) NAVSUP Diversity and Inclusion Strategic Plan
(3) Command Diversity and Inclusion Self-Assessment
(4) NAVSUP Engagement Event Summary Form

1. Purpose. To disseminate policy, assign responsibilities, and provide guidance on leveraging Diversity and Inclusion to recruit, promote, and retain the best and brightest in support of the Naval Supply Systems Command (NAVSUP) mission. Enclosure (1) is provided for information and clarification.

2. Cancellation. This instruction cancels the Diversity and Inclusion Plan, 2008.

3. Scope and Applicability. The provisions of this instruction apply to all NAVSUP military and civilian personnel. Subordinate activities to NAVSUP will utilize this instruction and, as applicable, references (a) through (k) as guidance to implement and manage Diversity and Inclusion program initiatives.

4. Definitions. These terms and their definitions are for the purpose of this instruction.

a. Diversity. Diversity goes beyond difference in race, religion, age, gender, or national origin. Diversity includes different characteristics and attributes of individual sailors and civilians that enhance the mission readiness of the Navy and are reflective of the nation we serve.

b. Inclusion. A culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.

c. Command Diversity and Inclusion Assessment. A tool for examining the Command's Diversity and Inclusion efforts which offers insight about the overall management of diversity and inclusion practices at NAVSUP.

d. Diversity Management Climate Survey. A tool developed by the Defense Equal Opportunity Management Institute (DEOMI). The DEOMI Diversity Management Climate Survey (DDMCS) is a confidential, command-requested organization development questionnaire that measures climate factors associated with Diversity and Inclusion and organizational effectiveness. Use of focus groups, personal interviews, record reviews, and captain's calls are encouraged to validate results. The DDMCS may be requested at www.deomi.org.

5. Background. Given the shifting demographic realities in the United States, there is a growing competition among the Services and corporate America for talented and diverse personnel. Diversity and Inclusion is a NAVSUP strategic imperative and critical to our mission accomplishment.

6. Information. References (a) and (b) establish Department of Defense (DoD) and the Department of the Navy's (DoN) policy, assign responsibilities, and provide an overarching framework for DoD Diversity and Inclusion, Military Equal Opportunity (EO), Civilian Equal Employment Opportunity (EEO) programs, and plans to prevent unlawful discrimination. Reference (c) outlines the President's initiative to promote Diversity and Inclusion in the federal workplace. References (d) and (e) outline the implementation of reference (c) within the Federal Government and the DoD. Reference (f) provides the Chief of Naval Operations' (CNO) vision and tasks all Navy leaders to

support a working environment of professionalism, personal development, and cultural competence. Reference (g) provides the CNO's policy on Diversity. It emphasizes DON's commitment to building and maintaining a high-quality workforce through Diversity. Reference (h) announces the Navy's Diversity Strategy. Reference (i) promotes a joint Navy and community effort to assist in the education and enrichment of America's youth and communities in revitalizing citizenry. Reference (j) develops an organizational structure for coordination and alignment of Navy programs and policies to achieve the goal of recruiting, retaining, and promoting the most talented individuals and fostering a Culture of Inclusiveness. Reference (k) is the Information Requirements (Reports) Management Manual.

7. Policy. NAVSUP is committed to attracting, developing, and retaining a diverse and inclusive workforce whose contributions are valued and respected. This policy serves as the foundation for a NAVSUP Diversity and Inclusion Policy Statement. NAVSUP Commands shall:

a. Attract a highly skilled pool of diverse candidates that recognizes NAVSUP as an employer of choice. Promote community outreach at both military and civilian events, Science, Technology, Engineering, and Mathematics (STEM) programs and strategic marketing;

b. Support a culture of professional and personal development that mentors, trains, and educates military and civilian personnel, ensuring every individual is enabled and inspired to reach his or her full potential in support of our mission;

c. Retain our diverse workforce through a wide variety of career opportunities, which prioritize quality of life, and meaningful work in a high quality work environment; and

d. Hold leadership accountable, at all levels, for fostering an environment that values and respects individual differences while supporting teamwork, camaraderie, personal and professional growth, and promotion of the NAVSUP mission.

8. Responsibilities and Actions. NAVSUP will actively foster work environments where people are valued, respected, and provided the opportunity to reach their full personal and professional potential.

a. Commander, NAVSUP will actively participate in the development and implementation of the NAVSUP Diversity and Inclusion Program strategic and annual plans, incorporating Diversity and Inclusion into personnel management;

b. NAVSUP Diversity & Inclusion Officer will be the NAVSUP N1/N5 Assistant Commander (ACOM) for Corporate Operations. The NAVSUP Diversity and Inclusion Officer is responsible for executing the NAVSUP Diversity and Inclusion program on behalf of the NAVSUP Commander. The NAVSUP Diversity and Inclusion Officer may appoint a Diversity and Inclusion program manager for civilian personnel;

c. The Chief of the Supply Corps shall appoint the Navy Supply Corps Diversity & Inclusion Program Manager. The Program Manager will assess the Navy Supply Community Diversity & Inclusion program implementation, progress, and improvements as they apply to active duty Supply Corps officers, reserve component Supply Corps officers, and active and reserve Supply enlisted personnel;

d. NAVSUP Diversity and Inclusion Council Members will be appointed in writing and consist of the NAVSUP Chief of Staff, NAVSUP ACOM for Corporate Operations and their appointee, Supply Corps Diversity and Inclusion Program Manager, NAVSUP HQ Corporate Culture Champion, Command Deputy Equal Employment Opportunity Officer (CDEEOO), Command Master Chief, and appropriate subject matter experts. The Diversity Council shall:

(1) Convene quarterly to ensure the Command's Diversity and Inclusion program meets standards set forth by references (a) through (l);

(2) Use enclosure (2) as guidance to develop long range plans and initiatives, to include metrics and measures of performance;

(3) Monitor Enterprise-wide Diversity and Inclusion efforts throughout the year and focus on the link between Diversity and Inclusion education, community outreach and mission readiness;

(4) Use enclosures (2) through (4) and other tools needed to provide actionable measurements of performance and metrics post Diversity and Inclusion events;

(5) Propose Flag/SES participation at National Events; and

(6) Review and revise reporting requirements as necessary.

e. NAVSUP N1/N5 serves as a central POC for Diversity and Inclusion awards announcement and nomination procedures;

f. Office of Corporate Communications will ensure widest distribution, through established and emerging communication channels, of information about enterprise-wide policy guidance, as well as ongoing efforts at NAVSUP Commands that highlight the NAVSUP Diversity and Inclusion program;

g. NAVSUP CDEEOO and NAVSUP Command Managed Equal Opportunity Advisor will ensure Diversity and Inclusion program cohesion with the Command EEO Program and the Command EO Program;

h. Echelon III/IV Commands will actively support the NAVSUP Diversity and Inclusion Program, engage their commands in appropriate Diversity and Inclusion activities, and ensure successful direction within their respective areas of responsibility. The NAVSUP Enterprise shall:

(1) Use enclosure (3) to ensure command efforts align with the NAVSUP Diversity and Inclusion program;

(2) Ensure a command Diversity and Inclusion officer is designated in writing and appointed to the NAVSUP Diversity and Inclusion Council;

(3) Establish regional engagement teams inclusive of officers, enlisted and civilian personnel to support diversity outreach events at colleges and universities;

(4) Support Fleet activities and other Navy-sponsored events that raise Diversity and Inclusion awareness to include the monthly observances, e.g., Black History Month, Hispanic Heritage Month, Women's History Month, etc.;

(5) Ensure leadership, e.g., Flag/SES, and senior officer and enlisted personnel) participation in Diversity and Inclusion outreach events;

(6) Promote an inclusive mentoring culture;

(7) Report quarterly on outreach participation, regional recruiting efforts and other related Diversity and Inclusion events;

(8) Solicit command support and encourage participation in Navy-endorsed mentoring organizations; and

(9) Submit articles and photos, quarterly, for the Supply Corps Newsletter, Navy News and OPNAV N134 Public Affairs Officer.

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1.

10. Reports

a. Echelon III and IV Event Summaries shall be forwarded via email to the NAVSUP Diversity and Inclusion Program Manager after event engagements, see enclosure (4);

b. NAVSUP N1/N5 shall provide to Commander, NAVSUP an annual community self-assessment and executive summary; and

c. The NAVSUP Diversity and Inclusion Council will provide the Commander, NAVSUP a quarterly executive summary, which highlights Diversity and Inclusion efforts at all levels.

J. A. YUEN

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ACRONYM LISTING

CNO	Chief of Naval Operations
DEOMI	Defense Equal Opportunity Management Institute
DDMCS	DEOMI Diversity and Inclusion Management Client Survey
DOD	Department of Defense
DON	Department of the Navy
EO	Equal Opportunity
EEO	Equal Employment Opportunity
MOU	Memorandum of Understanding
OPM	Office of Personnel Management
PAO	Public Affairs Office
POA&M	Plan of Action and Milestones
STEM	Science, Technology, Engineering, and Mathematics
TAD	Temporary Additional Duty

NAVSUP DIVERSITY AND INCLUSION STRATEGIC PLAN JUL 9 2015

GOALS	OBJECTIVES	APPLICABILITY
1. Accountability, Commitment, and Sustainability	Ensure leadership commitment and accountability to Diversity and Inclusion (D&I) at all levels of the NAVSUP Enterprise.	
	Priorities	
1.1	Review, assess and modify, D&I accountability structures.	MIL/CIL
1.2	Create an integrated NAVSUP D&I Strategic Communications framework.	MIL/CIV
1.3	Develop, assess and review policies and instructions to ensure D&I is an institutional priority.	MIL/CIV
1.4	Establish D&I Reporting Requirements process	MIL/CIV
2. Outreach and Recruitment	Institutionalize recruitment strategies to attract and recruit from a diverse talent pool of highly qualified applicants reflective of the nation we serve.	
	Priorities	
2.1	Develop and implement a comprehensive communication plan that addresses barriers and gaps to recruit a workforce full of diverse talents and perspectives.	MIL/CIV
2.2	Create integrated outreach, engagement, recruiting, budgeting and execution strategies to maximize the reach for diverse talent.	MIL/CIV
2.3	Monitor and assess hiring of talent in underrepresented groups.	MIL/CIV
2.4	Promote the use of special hiring authorities for people with disabilities and veterans (Schedule A, etc.).	CIV
2.5	Establish partnerships to support and assist diversity efforts in recruiting a NAVSUP workforce full of diverse talents and perspectives.	MIL/CIV
3. Train, Develop, Promote, and Retain	Establish and design retention and training programs to increase cultural awareness that promotes inclusion of all in the workforce.	
	Priorities	
3.1	Leverage, document and share D&I training and development best practices in order to advance the development of diverse talent.	MIL/CIV
3.2	Establish partnerships that support and assist NAVSUP efforts in recruiting, retaining, and training a workforce full of diverse talents and perspectives.	MIL/CIV
3.3	Establish a framework and create tools that encourage and recognize successful mentoring programs.	MIL/CIV
3.4	Assess, review and update existing inclusion training, development and retention programs to expand opportunities to our diverse and talented workforce.	MIL/CIV
4. Culture and Inclusion	Create an environment that cultivates a culture that encourages collaboration and fairness to enable all individuals to contribute to their full potential.	
	Priorities	
4.1	Review and assess organizational culture to identify barriers to achieving an inclusive environment.	MIL/CIV
4.2	Leverage and maximize the use of surveys and other management tools to identify gaps and barriers that impact recruitment and retention of a diverse and talented workforce.	MIL/CIV
4.3	Fully and timely comply with all Federal laws, regulations, Executive Orders, management directives, and policies related to promoting diversity and inclusion in the Federal workforce.	CIV
4.6	Establish and promote employee engagement groups to support and promote a culture of inclusion NAVSUP-wide.	MIL/CIV
4.7	Be a champion of dignity and respect, which are crucial elements to building and sustaining an inclusive environment wherein all individuals feel included, valued and appreciated.	MIL/CIV

NAVSUP DIVERSITY AND INCLUSION SELF-ASSESSMENT

Diversity and Inclusion is a critical component of Continuous Process Improvement to enhance mission readiness. The following, at a minimum, shall be accomplished:

1. Command Diversity and Inclusion council members appointed in writing?

[ ] Yes [ ] No

2. All hands Diversity and Inclusion training conducted annually?

[ ] Yes [ ] No

3. Regional school partnerships for Diversity and Inclusion pipeline and outreach efforts?

[ ] Yes [ ] No

4. DEOMI DEOCS and DDMCS completed within 90 days of change of command?

[ ] Yes [ ] No

5. Follow-on DDMCS conducted annually?

[ ] Yes [ ] No

6. DDMCS issues included as action items in the command Diversity and Inclusion POA&M?

[ ] Yes [ ] No

7. NAVSUP personnel regularly debriefed on of DDMCS action items, e.g., Town Hall)?

[ ] Yes [ ] No

8. NAVSUPSYSCOM and Subordinate Commands recognize and support Heritage Month celebrations and/or observances?

[ ] Yes [ ] No

9. NAVSUP formal and/or informal mentor program(s)?

[ ] Yes [ ] No

Describe:

10. Command Diversity and Inclusion program aligns with NAVSUP Diversity and Inclusion goals?

[ ] Yes [ ] No

11. NAVSUP participation in a STEM program geared towards grades K-12?

[ ] Yes [ ] No

NAVSUP ENGAGEMENT EVENT SUMMARY FORM

EVENT NAME _____

ORGANIZATION _____

ORG. POC _____

TITLE _____

TEL _____ **E-MAIL** _____

LOCATION _____

LEAD TM _____

TM _____ **TM** _____

SENIOR SC LEADERSHIP ATTENDING

EVENT NOTES

EVENTS RESOURCE GROUP PARTICIPANTS: _____

Fill out this sheet after the event, combine it with the contact roster or cards, and fax or scan to Diversity and Inclusion Program Manager. Don't forget to take and forward photos. Retain all for records.

NAME_____TEL_____

EMAIL_____ADDRESS (OPTIONAL)

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NAME_____TEL_____

EMAIL_____ADDRESS (OPTIONAL)

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NAME_____TEL_____

EMAIL_____ADDRESS (OPTIONAL)

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