

SPECIALIZED EEO TRAINING

The EEO Division works with commands to tailor EEO training to the needs of the command. Contact the CNRJ EEO Officials to request specialized EEO-related on-site training for your command.

DEFENSE COLLABORATION SERVICES (DCS) ONLINE TRAINING

Commands located outside the Yokosuka area may contact the CNRJ EEO Office for assistance in scheduling Defense Collaboration Services (DCS) online training. DCS is formally known as Defense Connect Online (DCO).

DOCUMENTATION OF TRAINING

Documentation of training should be maintained by the command.



Research Sources

Code of Federal Regulations, U.S. Code, Supreme Court Decisions.
<http://www.access.gpo.gov/nara/cfr/waisidx/cfr-table-search.html>

The U.S. Equal Employment Opportunity Commission (EEOC) home page: <http://www.eeoc.gov/>

U.S. Merit Systems Protection Board decisions:
<http://www.mspb.gov/decisions/decisions.htm>

U.S. Office of Personnel Management (OPM) home page:
<http://www.opm.gov/index.asp>

OPM/Employee Relations: <http://www.opm.gov/er/index.asp>

OPM/Significant cases: <http://www.opm.gov/lmr/sc/scarchives.asp>



EEO TRAINING REQUIREMENTS
FOR
SUPERVISORS
MANAGEMENT OFFICIALS
U.S. Civilian Employees Served by
Regional HRO Yokosuka

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MANDATORY EEO TRAINING

Provided below is a list of mandatory EEO training for U.S. civilian employees:

Note: Federal and Navy regulations require that New Employee to complete within the first **90 days** of reporting to the command.

I. PREVENTION OF SEXUAL HARASSMENT (All Employees)

SECNAV Instruction 5300.26D; Subj: Department of the Navy Policy on Sexual Harassment; Para 5b: states "All DON personnel, military and civilian, will be educated and trained upon accession (within 90 days to the extent possible) and annually thereafter . . ."

II. FEDERAL EMPLOYEE ANTI-DISCRIMINATION AND RETALIATION ACT OF 2002 TRAINING (All Employees)

SECNAV Civilian Human Resources Manual Subchapter (CHRM)1613; Para 6b: "All employees, including military supervisors and managers of civilian employees . . . must be trained within 90 calendar days of appointment. . . thereafter, each command will ensure that all employees are trained on a training cycle of no longer than every two years."

ANNUAL EEO CLASSROOM TRAINING FOR SUPERVISORS

OPNAVINST 12720.4b DTD 11 JUL 1989 Paragraph 2(f) Head of Activities shall "Ensure that managers and supervisors receive EEO training annually".

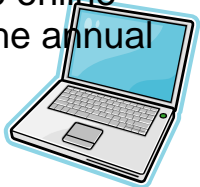
The CNRJ EEO Office offers Prevention of Sexual Harassment training and EEO Supervisory training on a quarterly basis for Supervisors/ Management Officials in the Yokosuka area.

The following topics to be covered during the Training:

- EEO Laws and Regulations
- EEO Roles and Responsibilities in the Workplace
- Federal EEO Complaint Process
- Model EEO Program Requirements and the Supervisor's Role
- Reasonable Accommodation
- Identifying and Eliminating Harassment (Sexual and non-sexual)
- Alternate Dispute Resolution Process
- NO-FEAR Act

ON-LINE TRAINING (CAC Required)

The following URLs provide online EEO trainings and satisfy the annual EEO training requirements.



1) Navy Knowledge Online (requires NKO account):

<https://www.nko.navy.mil/>

2) TOTAL WORKFORCE MANAGEMENT SERVICE (TWMS):

<https://twms.navy.mil/>

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