



DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST  
1220 PACIFIC HIGHWAY  
SAN DIEGO, CA 92132-6190

Canc: 30 September 2017

NAVFACSWNOTE 5354  
BD7

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NAVFAC SOUTHWEST NOTICE 5354

From: Commanding Officer, Naval Facilities Engineering Command, Southwest

Subj: NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST  
COMMAND ASSESSMENT TEAM (CAT)

Ref: (a) SECNAVINST 5354.2 of 26 Jan 09  
(b) OPNAVINST 5354.1F of 20 Sep 11  
(c) NAVFACLANCINST 12335.4A of 05 Aug 08  
(d) EEOC Management Directive (MD715)

Encl: (1) Appointment Letter for Command Assessment Team (CAT)  
(2) Nondisclosure Agreement

1. Authority. In accordance with references (a) through (d), and in conducting its affairs, the Naval Facilities Command Southwest (NAVFAC SW) Command Assessment Team (CAT) shall be governed by the spirit and intent of applicable Equal Employment Opportunity (EEO) policies and procedures. The Commanding Officer is the EEO Officer (EEOO), under whose authority the CAT functions.

2. Purposes

a. Defense Equal Opportunity Climate Survey (DEOCS). The CAT assists with the breakdown and interpretation of climate survey information on a yearly basis, working collaboratively with the EEO Office staff to generate a distilled report on the comments made by workers taking the survey, as well as interpreting charts and graphs generated by Defense Equal Opportunity Management Institute. The CAT assembles the results into presentations for the DEEOO.

b. Management Directive (MD715). The CAT represents the workforce in completing Barrier Analyses for underrepresented groups at NAVFAC SW, generating solutions to address situations in the Command, which may be impeding free and open competition for applicants and employees. The CAT also, under the guidance of the co-chairs' designee, prepares portions of the MD715 for submission up the Chain of Command.

c. Voice of the Workforce. The CAT serves as an EEO "sounding board", working collaboratively with the Deputy EEO Officer (DEEOO), Command Management Equal Opportunity (CMEO) Manager and/or designee to advise the EEOO of EEO-related issues affecting the workforce. The CAT establishes informal, two-way lines of communication between employees and management and vice versa, through which employees' views on

systemic EEO issues may be brought to the attention of management, and management perspectives on systemic issues can be informally communicated, via the command climate survey through the DEEOO, to employees.

d. Awareness and Special Emphasis. The CAT activities promote awareness of EEO and cultural diversity in the workforce and community. Multicultural day (MCD) is a prime example. The CAT works to assemble resources, plans, executes events for MCD, and assists in preparation and cleanup. Alternatively, the CAT may, with the concurrence of the co-chairs, host monthly observance events in lieu of MCD.

e. EEO Representative. Members of the CAT may serve as a non-voting EEO Representative member of the Advisory Selection Boards (ASB) during the hiring selection panels interviewing candidates, in accordance with reference (c) and merit principles for the selection panel. The EEO Representative must have been trained in EEO matters and designated in writing (enclosure (1)) by the DEEOO and/or designee to serve as a non-voting EEO Representative of an ASB. Only civilian career or career-conditional volunteer employees may volunteer as EEO Representatives and must be assigned to NAVFAC SW.

3. Duties and Responsibilities. In addition to those listed above, the duties and responsibilities of the CAT are limited to the following:

a. Advisory. To serve in an advisory capacity to the DEEOO on EEO issues, and to make EEO-related recommendations to the DEEOO and propose new EEO-related approaches for consideration.

b. Communication. To assist in increasing awareness among all managers, supervisors, and employees of the purpose of EEO policies and programs, and in distributing information to employees concerning the Command's EEO policies, Special Emphasis educational programs, or other EEO activities. In support of this effort, the CAT may share information periodically with the approval of the DEEOO, using various communication mediums, and may present information periodically in any forum authorized by the DEEOO/CMEO.

c. Representation/Community Outreach. To represent the Command at special events and community meetings and on Command teams or task forces to address issues impacting EEO at NAVFAC SW when assigned by the DEEOO, CMEO and/or designee.

4. CAT Membership

a. Eligibility. Civilian career or career-conditional volunteer employees of the Command and Military Personnel (E4 to O5), with at least six months of experience at the activity, and with no

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formal disciplinary actions, or documented performance problems consisting of counseling, failure to pass a performance rating cycle, or performance improvement plans within the last two years are eligible for membership. The DEEOO/CMEOW will review civilian nominations, including contacts with an applicant's supervisor, to ensure these minimum eligibility requirements are met. The NAVFAC SW CMEOW will determine eligibility and selection process for military members. Members will be required to sign a non-disclosure agreement.

b. Composition. Membership shall reflect a diverse mix of competencies, geographic locale, ethnic groups, gender, supervisors and non-supervisors, wage grade and general schedule employees, and civilian and military members as much as is feasible. However, selection of CAT members will be contingent upon passage of interviews, supervisory recommendations, and interest in the process. The CAT will normally total no more than 15 (fifteen) appointed members, with the actual number determined at the discretion of the co-chairs (CMEOW/DEEOO) or designee.

c. Nomination, Selection and Appointment. Employees shall be notified annually of the opportunity to apply for service on the CAT. The announcement shall contain information on the CAT and instructions on applying for membership via self-nomination. Applications submitted during the announcement period will be maintained for one year. Following the close of the announcement period, there will be a timely evaluation, recommendation and selection process. The CMEOW/DEEOO and/or designee will convene a panel composed of Human Resources Director, Co-Chairs and/or Vice Chair, and/or other command members appointed by the DEEOO/CMEOW and/or designee, to review the nominations received, conduct interviews and offer recommendations based on the membership criteria. The panel will then refer all candidates to the DEEOO/CMEOW or designee with recommendations for appointment consideration: The CMEOW, DEEOO or designee will make the final determination on all appointments. Upon appointment, a Memorandum of Understanding addressing member roles and responsibilities shall be signed by the incoming member and the immediate supervisor (incoming members shall receive a timely orientation that clarifies their roles and responsibilities, and an orientation to EEO policies, procedures, roles and responsibilities).

d. Length of Appointment. The normal length of appointment of a CAT civilian member shall be for a one-year term. Interim civilian vacancies occurring between membership appointment and the beginning of the next nomination process may either remain vacant or be filled, at the discretion of the CMEOW/DEEOO or designee. If the designee desires to fill an interim civilian vacancy, it may be done by appointment from the list of non-appointed candidates on file, or by a notice of vacancy following an equivalent review and approval process. Members rotating off the CAT may apply for future vacancies using the same procedures as other prospective members.

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e. CAT Advisors. Legal Counsel serves as advisors and non-voting entities to the CAT as necessary. Additional ad hoc advisors may be consulted for purposes of event planning and execution.

5. Removal from the CAT. Only the EEOO or Executive Officer can remove a CAT member. A CAT member may be recommended for removal as identified below. Any member who has been recommended for removal may appeal to the EEOO or designee in writing.

a. A consensus of other members of the CAT may recommend removal of a member via the CMEO/DEEOO to the EEOO or designee based on documented behavior, which represents significant conflicts of interest with the CAT's mission. The CMEO/DEEOO will initiate discussion at the next CAT and an anonymous vote will be taken regarding retention or removal.

b. The CMEO/DEEOO may recommend to the EEOO or designee removal of any members who receive formal disciplinary actions, or documented performance problems consisting of counseling, documented performance discussions, failure to pass a performance rating cycle, or performance improvement plans, which represent significant conflicts of interest with the CAT's mission during their term.

c. Members may request their own removal via a personal resignation request, subject to CMEO/DEEOO or designee concurrence.

6. Subcommittees. Any subcommittee(s) shall be established by the DEEOO and/or Co-Chair for special projects on an as-needed basis. Subcommittees shall meet as required, and shall function efficiently and in accordance with this Charter, and within specific direction by the CMEO, DEEOO or designee. Subcommittee(s) shall make progress reports to the CAT as part of regularly scheduled business, or as directed by the CMEO/DEEOO.

7. Officer Elections. The CAT membership shall elect a Recorder/Historian from its membership. Elections shall be held as needed. The election of officers will be done by closed ballot. The Co-Chairs or designee will administer the balloting process.

8. Officer Duties. The Co-Chairs or the designee will approve all CAT memberships, accordingly. The DEEOO, CMEO or designee will convene and preside over all general meetings; sign all official correspondence, make the final decision on unresolved issues; and provides direction to the CAT members and standing subcommittees. The duties and functions of the elected CAT officers are outlined below:

a. The Co-Chairpersons will be the DEEOO and the CMEO. The Designee shall lead preparation of the proposed meeting agenda for all general meetings, and provide the DEEOO/CMEO with the proposed agenda for advance briefing at least five working days in

advance of the proposed meeting date; prepare for distributing the planned agenda for regularly scheduled working meetings at least two working days in advance of the meeting; assign members to authorized subcommittees and to necessary tasks; act as primary spokesperson for the CAT team and for recommendations that may be presented to the DEEOO and/or CMEO, sharing communications from DEEOO/CMEO or designee with the CAT; and will carry out all other duties as assigned by the DEEOO/CMEO or designee.

b. The Designee shall assist the Co-Chairpersons in performing the above duties to the extent necessary, and act in the absence of the Co-Chairpersons. The Designee will also carry out all other duties as assigned by the DEEOO/CMEO.

c. The Recorder/Historian shall document meeting minutes and attendance records; ensure that meeting minutes, and applicable training information and appropriate informational materials are distributed to all members; maintain the current membership roster; prepare documentation; retain necessary CAT documentation, including useful information on special activities and events, precedents and lessons learned, until no longer required; serve as Historian; and ensure the CAT team portal submissions are kept current.

d. Collectively, the CAT Officers shall serve as an ad hoc steering CAT and leadership council for the CAT as a whole.

#### 9. Meetings

a. Scheduled CAT meetings with the DEEOO, CMEO or designee (referred to as the "general" meetings) shall be planned well in advance and held every other month, provided there is a sufficiently substantive agenda, or as otherwise scheduled by the DEEOO, CMEO or designee. Unless otherwise authorized, all general CAT meetings will be held in the Commanding Officer's conference room.

b. CAT "working meetings" shall be scheduled on a recurring basis and convened by one or both of the Co-Chairs or designee when appropriate, based on actual requirements and a substantive agenda. The EEOO or Executive Officer on their behalf, may choose to attend any working meetings as desired.

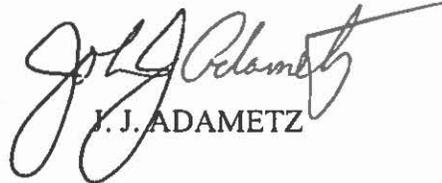
c. A quorum shall consist of a majority of the current CAT membership. Decisions and/or recommendations to be made by the CAT at any meeting where a quorum is not present must be approved by a majority of the CAT members at a subsequent meeting.

10. CAT Recommendations. The designee shall submit written recommendations that are approved by a majority vote to the DEEOO and CMEO for consideration.

11. Member and Supervisor Responsibilities. Both CAT members and their supervisors shall coordinate to balance a member's workload requirements with expected CAT responsibilities and duties. Supervisors are to document any unusual, short-term circumstances when they believe workload will not accommodate the member's CAT duties and responsibilities, ensuring that the CAT Co-Chairpersons are also notified. If the Supervisor believes, there is a continuing conflict between the members discharging their CAT duties and performing work assignments, the issue will go up through their chain of command. If unresolved at a lower level, the DEEOO/CMEO will together make the ultimate decision.

12. CAT Amendments. Recommendations for changes to the CAT must be submitted in writing to the DEEOO/CMEO and/or designee.

13. Exceptions. The EEOO reserves the right to make an exception to any provision of the CAT.



J. J. ADAMETZ

Distribution:  
Deputy, EEOO, NAVFAC SW  
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**DEPARTMENT OF THE NAVY**  
**NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST**  
**1220 PACIFIC HIGHWAY**  
**SAN DIEGO, CA 92132-5190**

5354  
BD7/

**From:** Commanding Officer, Naval Facilities Engineering Command  
Southwest

**To:** (Insert member's Name, Grade, Title/Rank, Branch, SSN/Designator)

**Subj:** APPOINTMENT LETTER FOR COMMAND ASSESSMENT TEAM (CAT)  
MEMBER

**Ref:** (a) SECNAVINST 5354.2  
(b) OPNAVINST 5354.1F  
(c) NAVFACSWNOTE 5354  
(d) NAVFACLANTINST 12335.4A

**Encl:** (1) Non-Disclosure Agreement for Command Assessment Team (CAT) Committee

1. Pursuant to references (a) and (b), you are hereby appointed to serve as a member of the Command Assessment Team (CAT) Committee at Naval Facilities Engineering Command, Southwest (NAVFAC SW). Per reference (c), you will serve in an advisory capacity under the guidance of NAVFAC SW's Deputy, Equal Employment Opportunity Officer (Deputy, EEOO). In addition, you will be responsible for assisting with the breakdown and interpretation of climate survey information, conduct barrier analysis assessments for underrepresented groups and promote diversity at NAVFAC SW, and assist with generating solutions to address triggers for Management Directive (MD) 715 reporting requirements.

2. You may also serve as an Equal Employment Opportunity (EEO) representative in advisory selection panels, provided you have received training on applicable laws, rules and regulations. You are responsible for using this training to ensure selections are made per established EEO principles and policies in accordance with references (d).

3. Since this appointment of authority is subject to revocation, it must be exercised carefully. Failure to abide by appropriate laws, policies, procedures or regulations governing the selection process, inclusive of merit principles, may be reasons for revoking this authority.

4. The authority of this appointment is effective immediately. The appointment will be rescinded upon vacancy of your current position, if you fail to execute this authority properly or adhere to enclosure (1) or if warranted by other extenuating circumstances.

Enclosure (1)

Subj: APPOINTMENT LETTER FOR COMMAND ASSESSMENT TEAM (CAT)  
MEMBER

5. Should you have any questions, you may contact Deputy, Equal Employment Opportunity Officer (DEEOO), Naval Facilities Engineering Command, Southwest, 1220 Pacific Highway, Code BD7, San Diego, CA 92132 at (619) 532-1620 or email: [cheryl.mcguire@navy.mil](mailto:cheryl.mcguire@navy.mil).

T. C. LIBERATORE  
By direction

SAMPLE

## Nondisclosure Agreement

As a member of the Naval Facilities Engineering Command Southwest (NAVFAC SW) Command Assessment Team (CAT), who has been granted access to data and information for NAVFAC SW, I understand that in performing my duties I may see and have access to sensitive and/or other personal identifiable information (PII) protected by the Privacy Act (hereafter "confidential information") or intended to be used For Official Use Only (FOUO).

\_\_\_\_(INT) I agree not to disclose, discuss or share information obtained in my official capacity with any unauthorized person, group or department. I will not copy, remove, or destroy PII, sensitive, or confidential information in any form (hard copy or electronic), except to the extent that I am given permission to do so by the CAT. I will not look at, examine, or retrieve any document(s), file or database, except those to which I am authorized to access and which are necessary for me to access in order to perform my duties as described by the CAT.

\_\_\_\_(INT) I agree to abide by basic obligations of public trust and to avoid any actions creating the appearance I am violating the law or the standards of ethical conduct set forth in federal regulation. Whether particular circumstances create an appearance that the law or the ethical standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

\_\_\_\_(INT) I understand that violation of this Nondisclosure Agreement may subject me to disciplinary action, including but not limited to removal, and/or to civil and criminal penalties should the Privacy Act be violated.

\_\_\_\_(INT) If I am ever uncertain whether a particular fact, matter, document(s), or file(s) are covered by this agreement, I will resolve all uncertainties in favor of preserving the confidentiality of that information, and I will seek clarification from the CAT [and/or the appropriate data steward] before engaging in any conduct that could jeopardize the confidentiality of the information.

\_\_\_\_(INT) These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

By signing and dating this agreement in the spaces below, I certify that I have read and understood this agreement.

<b>Signature:</b>
<b>Date:</b>