



Implementation of Confidential Reporting Option for Sexual Harassment Fact Sheet

POC: Navy Harassment and Military Equal Opportunity
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BLUF

NAVADMIN 022/24 announces implementation of a confidential reporting option for Sailors who experience instances of sexual harassment. Sailors can submit a confidential report **ONLY** to a Command Climate Specialist (CCS) and Command Managed Equal Opportunity (CMEO) program manager. A confidential report of sexual harassment allows Sailors to access support and referral services while maintaining the confidentiality they desire.

Who needs to know?

- Senior Leaders
- Leadership Triads
- Chief's Mess
- Command Climate Specialists (CCS)
- Command Managed Equal Opportunity (CMEO) program managers
- Sexual Assault Prevention and Response Victim Advocates (SAPR VA)
- Sexual Assault Response Coordinators (SARC)
- Sailors



What you need to know – key points

- Sailors may now file a confidential report if they experience sexual harassment.
- Sailors should be aware of the following when considering a confidential report:
 - Command Climate Specialists (CCSs) and Command Managed Equal Opportunity (CMEO) program managers are the **only** authorized recipients of confidential sexual harassment reports.
 - CCSs and CMEO program managers must inform the unit commander of a confidential report for sexual harassment within 24 hours of receipt; however, they will not disclose a Sailor's personally identifiable information when submitting the report.
 - Other reporting options for instances of sexual harassment include filing an informal, formal, or anonymous complaint.
 - If a Sailor has questions about the options for reporting, they should contact their CCS or CMEO program manager.
 - If a Sailor desires, they can always choose to change a confidential report of sexual harassment to an informal, formal, or anonymous complaint at any time.
 - A confidential report of sexual harassment will not result in an investigation or any disciplinary action.
 - A confidential report of sexual harassment allows Sailors to access support and referral services outlined in the Navy Harassment Prevention and Military Equal Opportunity Program Manual, OPNAVINST 5354.1H, while maintaining the confidentiality they desire.

Sample POD/POW Notes

- CONFIDENTIAL REPORTING FOR SEXUAL HARASSMENT – Sailors may now file a confidential report if they experience sexual harassment. Visit <https://www.mynavyhr.navy.mil/References/Messages/NAVADMIN-2024/> to learn more!



FAQ

Q1. What are the benefits of filing a confidential report for sexual harassment?

A1. With this reporting option, Sailors are eligible to access support and referral services, while maintaining their confidentiality they desire.

Q2. Where can Sailors find more information?

A2. Sailors should consult their CCSs and CMEO program managers if they need more information. Additionally, NAVADMIN 022/24 can be found at: <https://www.mynavyhr.navy.mil/References/Messages/NAVADMIN-2024/>

Q3. What is sexual harassment?

A3. Sexual harassment is conduct that involves unwelcome sexual advances, requests for sexual favors, deliberate offensive comments or gestures and other verbal or physical conduct of a sexual nature by any member of the Military Services or civilian employee of the DoD regardless of the means of communication (oral, written, e-mail, text messages, social media, etc.).

For additional information on sexual harassment, please contact your CCS, CMEO program manager or refer to the OPNAVINST 5354.1H.

Q4. What are the types of reports and who can receive those reports?

A4.

Type	Description	Submitted to
Informal	<ul style="list-style-type: none"> Resolved at lowest <u>appropriate</u> level No investigation No substantiation Not mandatory prior to a formal complaint 	<ul style="list-style-type: none"> Leading Petty Officer Leading Chief Petty Officer CCS CMEO Program Manager
Formal	<ul style="list-style-type: none"> Preferred Submission via NAVPERS 5354/2 Investigation required (accepted complaints) Performed by independent investigator 	<ul style="list-style-type: none"> CCS CMEO Program Manager Navy Inspector General Command Leadership
Anonymous	<ul style="list-style-type: none"> Sailors cannot identify themselves Commanders determine if there is enough information to investigate 	<ul style="list-style-type: none"> CCS CMEO Program Manager Command Leadership CO Suggestion box Harassment/Military Equal Opportunity Advice Line
Confidential	<ul style="list-style-type: none"> Provides access to support and referral services No investigation No disciplinary action Identity not disclosed to the command Sailors retain options to submit informal, formal, or anonymous complaint 	<ul style="list-style-type: none"> CCS CMEO Program Manager



What you can do if you're **Sexually Harassed**



Scan for more information.

- **Sailors can** submit a confidential report **ONLY** to a Command Climate Specialist (CCS) and Command Managed Equal Opportunity (CMEO) program manager. A confidential report of sexual harassment allows Sailors to access support and referral services while maintaining the confidentiality they desire.
- **Sailors should** contact their CCS or CMEO program manager to discuss all available reporting options.
- **A Sailor can** always choose to change a **confidential report** of sexual harassment to an **informal** or **formal complaint** at any time.
- A confidential report of sexual harassment will not result in an investigation or any disciplinary action.

INFORMAL COMPLAINT

- Resolved at lowest appropriate level
- No investigation
- No substantiation
- Not mandatory prior to a formal complaint

Submit to:

Leading Petty Officer
Leading Chief Petty Officer
CCS
CMEO Program Manager

FORMAL COMPLAINT

- Preferred Submission via NAVPERS 5354/2
- Investigation required (accepted complaints)
- Performed by independent investigator

Submit to:

CCS
CMEO Program Manager
Navy Inspector General
Command Leadership

ANONYMOUS

- Sailors cannot identify themselves
- Commanders determine if there is enough information to investigate

Submit to:

CCS
CMEO Program Manager
Command Leadership
CO Suggestion box
Harassment/Military Equal Opportunity Advice Line

CONFIDENTIAL

- Provides access to support and referral services
- No investigation
- CCS or CMEO Program Manager will not disclose identity to the command
- Identity not disclosed to the command
- Sailors retain options to submit informal or formal complaint

Submit to:

CCS
CMEO Program Manager