



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5354.1D  
N00C  
21 Oct 2019

COMNAVRESFORCOM INSTRUCTION 5354.1D

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND CULTURAL  
DIVERSITY EDUCATION TEAM

Encl: (1) Base Access Letter Template

1. Purpose. To promote understanding and cooperation through shared experience and education, enhancing mission effectiveness and individual morale. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. COMNAVRESFORCOMINST 5354.1C.
3. Cultural Diversity Education Team Chairman. Responsible for ensuring compliance with governing instructions and documents during meetings and events. The Chairman will act as a liaison between the Cultural Diversity Education Team (CDET), the Admiral, Chief of Staff (COS), Executive Director (ED), Command Master Chief (CMD CM), and the CDET Advisor. Will request event and date approval for the command. After the event approval, any concerns should be directed to the CMD CM.
4. Command Climate Specialist (CCS). Will work closely with the CDET and CDET Advisor to ensure equal opportunity compliance.
5. CDET Advisor. Represents Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) leadership and is responsible for ensuring the team develops special emphasis projects per equal opportunity policies from the Department of Defense (DoD), Department of the Navy, and COMNAVRESFORCOM. Serves as a liaison with the Wardroom and Chief's Mess and ensures adherence to Public Affairs Office (PAO) protocol.
6. COMNAVRESFORCOM CDET. Functions as a task oriented body. Responsible for developing programs to recognize the various DoD sponsored cultural observances and develop other programs within the command to promote diversity awareness. CDET meets to plan activities and to recommend resources, timelines, and projects to recognize various cultures. CDET activities should stimulate awareness and acceptance of different cultural and personal contributions.

7. Membership. Open to all military personnel and DoD civilians. The CDET must include, when possible, various ethnic groups representing the broad command demographics. Fees are not required for membership.

8. Officials. Forum consists of the President, Vice President, Secretary, Decorations Chairperson, Events Planner/Coordinator, Food Chair, Publicity Chair, Recruitment/Civilian Chair, and Supply Petty Officer. Each committee will also have an appointed assistant.

a. Duties of each official will be:

(1) President

(a) Accountable for the supervision and control of the affairs and business of the team, keep the chairman and CCS apprised of activities.

(b) Prepare agenda for all meetings.

(c) Review and sign all meeting minutes.

(d) Forward all meeting minutes to chairman, CCS, and CMDCM for review and approval.

(e) In November, prepare a list of the newly appointed officials, the Annual Team Accomplishments Summarization, all on-going projects, and areas of concern. This report will be routed to the COS, via the CDET Advisor and the CMDCM by the oncoming President.

(2) Vice President

(a) Assist the President, and in the absence of the President, perform the duties of the President.

(b) Head the Planning Committee.

(c) Prior to turn-over, review, and or update the by-laws.

(3) Secretary

(a) Record attendance at all meetings.

(b) Take accurate notes at all meetings.

(c) Assist the President in the preparation of the agenda for all meetings.

(d) Submit meeting minutes to the President within two business days for approval.

(e) Write and distribute memoranda (admin), bulletins, pamphlets, and other written information for CDET activities.

(f) Respectfully request the attendance of the Admiral, COS, ED, and CMDCM three weeks prior to each event via the Flag Aide and or Flag Writer.

(g) Responsible for all administrative duties (i.e. awards, plaque completions, and certificates) to be completed one week prior to the event.

(h) Prepare a list of personnel eligible for assignments in October.

(4) Decorations Chairperson

(a) Responsible for organizing display case items for the various celebrations as required.

(b) Set-up and breakdown decorations for the event and display cases for the various monthly observances.

(c) Maintain inventory of all decorations for future use.

(5) Events Planner/Coordinator

(a) Responsible for coordinating equipment set-up and audio/visual checks/verifications.

(b) Locate, reserve, and verify adequate seating at the location for the presentation.

(c) Coordinate activities/speaker requirements with the Protocol Committee.

(d) Draft the budget for the year.

(e) Schedule the arrival of the guest speaker, submit a base access request using enclosure (1), escort all guests for each event, and address any special requests pertaining to the event.

(f) Responsible for reserving the location and/or coordinating any necessary changes for scheduled events. Will order, maintain, and distribute items requested via supply.

(g) Route the guest speaker's biography and schedule the greeting with the Executive Office.

(h) Draft and route 5060 to COS via CDET Advisor and CMDCM at least 90 days prior to event date. Any task that includes expenditure of funds must be routed through supply and legal prior to commitment.

(6) Food Chairperson

(a) Coordinate with the Morale, Welfare, and Recreation committee to plan food events for CDET programs.

(b) Communicate with code representatives to confirm food donations and set-up.

(c) Head the Luncheon Committee. Organize food set-up and location using command resources. Request funding up to \$50 from one of three COMNAVRESFORCOM private messes, via formal request, and at least 90 days prior to the event date. Messes include the Wardroom, Chief Petty Officer Association, and First Class Petty Officer Association.

(d) Communicate status of plans to the President.

(e) Responsible for the proper distribution of all food in a sanitary manner.

(7) Publicity Chairperson

(a) Schedule a photographer from the PAO for each planned observance at least 90 days prior to the event date. If PAO is not available, take the pictures for the event.

(b) Maintain the COMNAVRESFORCOM CDET SharePoint page.

(c) Create an article for The Navy Reserve magazine once a quarter and route to the PAO via the CDET Advisor and CMDCM at least 60 days before submission.

(d) Responsible for keeping information posted on SharePoint, and Facebook, regarding the Diversity Team activities and opportunities.

(e) Liaise with base newspaper in coordination with legal and PAO to publicize events and utilize the base marquee.

(f) Route all internal and external marketing materials to the PAO via the CDET Advisor.

(8) Recruitment/Civilian Chairperson

(a) Assist the Secretary with the creation of all flyers and pamphlets.

the year.

- (b) Promote command involvement through posted flyers and pamphlets throughout

- (c) Ensure personnel are aware of CDET initiatives.

- (d) Keep all civilian personnel informed and encourage attendance and input.

- (e) Submit all inputs to the official board.

- (f) Route marketing materials to the PAO via the CDET Advisor.

- (9) Supply Petty Officer

- (a) Order all necessary items for events.

- (b) Maintain an inventory of all CDET supplies.

9. Committees. Education, Luncheon, Planning, Protocol, and Publicity Committees will be headed by chair officials and will consist of:

- a. Education. Research, coordinate, and implement educational programs to increase the awareness of the historical and cultural accomplishments of the group being recognized and ensure any potential problems are identified and resolved as quickly as possible.

- b. Planning

- (1) Review and develop proposed agenda of upcoming events and activities and present in 5040 draft for submission to the CMDCM via the CDET Advisor at least 90 days prior to the event.

- (2) Identify potential guest speakers and confirm in writing at least 90 days prior to the event.

- (3) Present proposed agenda and suggest guest speakers to the COS for approval.

- c. Protocol

- (1) Support official requests of guest speakers.

- (2) Acquire a biography of the speaker for the Commander's information.

- (3) Provide talking points to the commander 24 hours prior to the event.



- (4) Upon arrival, present a tour of the installation/facilities to the speaker.
- (5) Escort and present speaker to dignitaries and others present at the event.
- (6) Escort speaker to the event.
- (7) Provide a certificate of recognition to the commander for presentation to the guest speaker upon conclusion of the event.
- (8) Escort speaker to departure point.

d. Publicity

- (1) Plan, develop, coordinate, and implement publicity programs to increase the awareness and achievements of the group during the scheduled observances.
- (2) Coordinate the events with other committees and PAO.
- (3) Prepare articles for publication to include interviews, photos, and other media outlets, coordinate with PAO and legal as needed.

10. Elections. The elected officials will include President, Vice President, Secretary, and Committee chairpersons.

a. Each nominee can be nominated for multiple offices, but can only hold one office at a time. Sequential terms are not authorized. A slate of nominees with alternates for each position must be accompanied by an endorsement from the member's Senior Enlisted Leader or Deputy Chief of Staff. The slate of nominations must be routed to the CMDCM via the CDET Advisor at least 60 days prior to November elections.

b. Nominees must be an active CDET member, participated in a minimum of two CDET meetings or functions, and in good standing in the command. If recently checked on board, must have participated in the CDET at their previous command with participation reflected on their evaluation or other official means.

c. Nominations and elections will be held in November. Voting will be open to all COMNAVRESFORCOM and Commander, Naval Air Force Reserve personnel. Board and committee turnover will be completed by 15 December. Elections and appointments are final upon CMDCM approval and receipt of designation letter (if required). Positions will be listed in Command Collateral Duties List.

d. Vacancies of elected officials will be filled by special election. In the event the President's position becomes vacant, the Vice President will become President and the position for Vice President will be filled by a special election.

NOTE: Board members can vote simple or super majority to discuss to have an officer dismissed for failure to meet the positional obligations as set forth in this instruction with the CCS's concurrence.

11. Meetings.

a. Held at least monthly and additionally as required by the committee. The President or Vice President may call special meetings. Meetings must be pre-scheduled for the year no later than 30 September for the next fiscal year on a standing day and a set time to allow for the most efficient scheduling for the team members.

b. Meeting minutes will be routed to the CMDCM via the CDET Advisor within three working days after the meeting.

c. Each sub-committee will hold special meetings as necessary. The Vice President must be informed of all meetings.

12. Order of Business. The order of business conducted at general meetings will be:

- a. Open in due form (President).
- b. Reading of the previous minutes (Secretary).
- c. Review lessons learned, as appropriate (President).
- d. Sub-committee reports (Vice President).
- e. Unfinished or old business (Vice President).
- f. Status of publicity and recruitment (Chairperson).
- g. Status of plans for the event (Chairperson).
- h. New business (President).
- i. Closing in due form (President).

12. Motion and Voting Procedures. CDET members will vote on motions that impact the staff. When the President calls for a vote, the order for presenting an item for vote is:

- a. Present it as a motion before the President and Vice President.
- b. Motion must be seconded.
- c. The floor will be opened for discussion.
- d. A vote will be conducted.
- e. The Secretary will record all motions and vote status in the minutes.

13. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

14. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM CMDRCM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.

  
J. A. SCHOMMER

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>



BASE ACCESS LETTER TEMPLATE

(LETTER HEAD)

5354  
Ser N01/

From: Commander, Navy Reserve Forces Command  
To: Commanding Officer, Navy Support Activity, Norfolk  
(Attn: Security Department)

Subj: BASE ACCESS REQUEST

1. The following individuals require base access on 7 October 2016 in order to attend the Hispanic American Heritage Month Ceremony at 1030 onboard Commander, Navy Reserve Forces Command, Building NH-32, Auditorium.

Mr. John Civilian  
Mrs. Jane Civilian

2. If you have any questions, please contact PO1 Go Navy at (757) 322-5636.

I. M. SAILOR  
Chief of Staff