



COMDTNOTE 3502  
JUN 17 1997

COMMANDANT NOTICE 3502

CANCELLED 16 1998

Subj: SEXUAL HARASSMENT PREVENTION TRAINING PROGRAM AND  
TRACKING REQUIREMENTS

Ref: (a) U. S. Coast Guard Sexual Harassment Prevention System, COMDTINST 5350.30A  
(b) Civilian Equal Employment Opportunity Program Manual, COMDTINST  
M12713.7  
(c) Auxiliary Manual, COMDTINST M16790.1

1. PURPOSE. This Notice establishes the tracking and reporting procedures for personnel receiving the Coast Guard's Sexual Harassment Prevention training in calendar 1997.
2. ACTION. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of Headquarters Units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. NONE.
4. APPLICABILITY. This Notice applies to all Coast Guard military personnel, including both Regular and Reserve; civilian employees including non-appropriated fund employees; Cadets of the Coast Guard Academy; Reserve personnel when performing active or inactive duty for training, or engaging in any activity directly related to performance of a Coast Guard duty or function; members of the Coast Guard Auxiliary when under orders or engaged in an activity directly related to the mission of the Auxiliary; and members of other branches of the Armed Forces and the United States Public Health Service serving with the Coast Guard.

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5. BACKGROUND.

- a. Highly publicized recent events have focused attention on the issues of sexual harassment. As the Coast Guard is a part of the larger society in which this problem exists, our organization has not been able to escape the detrimental effects of sexual harassment. Traditionally, the Coast Guard has been in the forefront among organizations attempting to deal with difficult civil rights issues, including sexual harassment. Nevertheless, the Coast Guard Diversity Cultural Audit and the Defense Manpower Data Center (DMDC) survey conducted in 1995, each confirmed that sexual harassment continues to be a problem in our Service and that more needs to be done to prevent it. More recent steps have been the creation of the Generation II facilitated prevention of sexual harassment video and a Coast Guard Elimination of Sexual Harassment Quality Action Team (QAT), chartered in October 1996 to identify strengths, shortcomings, goals, and requirements to manage and direct the Coast Guard towards the prevention of sexual harassment in all portions of the Coast Guard workforce.
- b. Studies have indicated a decline in sexual harassment incidents as training is increased. This is a continued result we envision by increasing our sexual harassment prevention efforts.
- c. Not all sexual harassment prevention training is currently recorded by Coast Guard systems.

6. DISCUSSION. This Notice provides guidance for procedures to input data into the tracking systems for personnel who receive sexual harassment prevention training during CY97. It explains the responsibility of the Commanding Officer, supervisor, training facilitator, and unit PERSRU. It addresses all elements of Team Coast Guard.

7. POLICY. The Coast Guard is committed to training Team Coast Guard in the prevention of sexual harassment during calendar 1997. Assessing our progress and success is vital and requires a system to capture this training data. All sexual harassment prevention training conducted between 1 Feb 97 and 31 Dec 97 shall be recorded as follows:

- a. Active and Reserve Military Personnel. The training facilitator is responsible for providing a list of active and reserve duty attendee names and social security numbers to the unit Personnel Reporting Unit (PERSRU). The unit PERSRU will then complete a PMIS/JUMPS transaction. **The Training Completion Code for the two (2) hour training session is # 400469. If this two hour module is included in the eight (8) hour Military Civil Rights Training (Completion Code #500201), the #400469 code must also be entered to identify Sexual Harassment Prevention training.** Questions and concerns about PMIS should be directed to G-WR-3 at (202) 267-6976.
- b. Civilians. The training facilitator shall list separately by name and social security number civilians who attended training, then forward the list to the Assistant Commandant for Civil Rights, Military and Civilian Internal Programs Directorate (G-HI). Commandant (G-HI) is responsible for having data entered in the CPMIS system.

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- c. Auxiliary. The Auxiliary Civil Rights Counselors (CRCs) when trained will be responsible for training all flotilla members. The CRC shall ensure AUXMIS data entries for course completion are done. Questions and concerns on AUXMIS should be directed to Commandant (G-OCX-1) at (202) 267-1006.

8. ACCOUNTABILITY.

- a. Training and data input to PMIS, AUXMIS, and submitting civilian data to Commandant (G-HI) for CPMIS entry is mandatory.
- b. Data will be tracked monthly by Commandant (G-HI) to assess progress toward training goal accomplishments.

9. RESPONSIBILITY. Commanding Officers, Flotilla Commanders and supervisors are responsible for ensuring their personnel receive sexual harassment prevention training and that proper data is entered in the tracking systems described in this Notice.



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