



## On Deck

A Publication of the U.S Coast Guard Office of Civil Rights, Washington DC 20593 202-267-1562 Fax 202-267-4282, [www.uscg.mil/hq/g-cr](http://www.uscg.mil/hq/g-cr)

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### NUMBERS

**22** – Goal for number of Equal Opportunity (EO) Reviews the civil rights office will conduct of Coast Guard units, FY 2006. Planned reviews will cover units employing more than 2,300 personnel.

### IN COAST GUARD HISTORY

This year marks the 30 Year Commemoration of Women at the Coast Guard Academy.

### PRE-EMPLOYMENT ADVICE

#### Illegal Question to Civilian Job Applicant:

“Do you have children or dependents?” or other inquiries concerning spouse, spouse’s employment, spouse’s salary, or childcare arrangements. **Legal Question:** “Can you meet the work schedule and travel requirements?”

### OFFICE OF CIVIL RIGHTS

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[www.uscg.mil/hq/g-cr](http://www.uscg.mil/hq/g-cr)  
Contact HQ to obtain a list of all USCG Civil Rights Service Providers.

**Best Practices, Photos to share?** Send to Civil Rights on Deck, 2100 Second St, SW Suite 2400, Washington DC 20593, ☎202-267-1562 Fax 202-267-4282 or by e-mail, [dgant@comdt.uscg.mil](mailto:dgant@comdt.uscg.mil)

### CIVIL RIGHTS TOOLBOX

#### *It's July ... Have You Completed Your Mandatory Training?*

**What is E-SHP?** Sexual Harassment Prevention Training is now at your desktop. The web-based program, E-SHP, offers narrated sequences, and scenarios aimed at educating all Coast Guard employees as to behaviors that constitute sexual harassment, and actions each can and must take toward its prevention. A two-phase course, the first consists of the interactive, online, self-test module undertaken individually, requiring 45 minutes. In the second phase, all hands attend a discussion led by the unit’s command cadre. Units may complete the training at any time during the FY; personnel within the same unit must do so within an established thirty (30) day period followed by the facilitated discussion no more than 15 days later, to reinforce learning. Large units or those with multiple watch schedules may hold follow-up discussions in multiple sessions (see “How We Did It,” below). Cutters or units without support for web-based programs, contact the local civil rights service provider to schedule instructor led, training.

All Coast Guard personnel (active, reserve and civilian including non-appropriated funds employees) must receive Sexual Harassment Prevention Training annually. Units may access the program and facilitator’s guide at <http://learning.uscg.mil>. Performance Technology Center, Yorktown assisted mightily with the production of E-SHP. To date 22,673 have completed E-SHP this FY.

#### *One Unit's Advice ... Make it Interactive!*

**How We Did It:** Jamie Belouskas, an EEO counselor, for ISC Seattle relates how they offered E-SHP. **Advance Prep:** “We produced and distributed a handout packet, including: Sexual Harassment, and Equal Opportunity policy statements; EEOC definition of Sexual Harassment; list of local EO Advisors and the Civil Rights Officer; pages 2-4 of the E-SHP facilitators guide, text of the dialogue from 2 scenarios offered in the facilitator’s guide; and flow charts from the *EO Manual* depicting military and civilian pre-complaint processes.”

**The Set:** “We held facilitated discussions in groups of 6 to 20 people, and arranged face-to-face seating for each to encourage conversation. Each session included a mix of junior and senior personnel. Captain Belmondo, the CO, presented the policies, definitions, list of available personnel, and stated the session’s objectives. The time he devoted to each session exemplified the importance he placed on it, and was key to getting everyone on board. He referenced the scenes in the online modules, to keep all engaged. Because of the size of the unit, some 12 branches, several employees facilitated break-out small-group discussions. Each group discussed a scenario, and focused on allowing participants to talk; facilitators raised the comfort level by making certain no one personalized the discussions.”

**The Result:** “We expected the meetings to last 45 minutes max, but they were rich and fruitful, lasting an hour or more.” **The Future:** “Next year, we might go back to the classroom training and offer E-SHP on alternate years, to keep it dynamic.” **Best Practices:** “It was great to have the junior personnel see the supervisors have buy-in on the training and hear their insights about harassment. In the discussions, we also sometimes modified circumstances to learn even more about handling situations.”

## The Coast Guard Salutes Its Winners!

**Kudos!** The Federal Asian Pacific Council (FAPAC) cited Captain Jeffrey S. Lee, Chief of Command and Operations School in the Leadership and Development Center at the USCG Academy, New London, CT for outstanding leadership and contributions to the Asian Pacific community. Captain Lee founded the cadet Asian Pacific American (APA) club, the first in Academy history. The goals, purposes and aims of the club transcend racial barriers, and attract many non-Asian Pacific American members. Among commendable actions, Captain Lee enabled member delegations to attend Asian American conferences at Tufts University and Smith College, fostering relationships with civilian peers, and arranged cultural exchange trips, for example viewing the National Acrobats of Taiwan, and celebrating Chinese New Year in New York City. These and other activities provided opportunities for club members to develop deeper knowledge and understanding of the Asian Pacific culture. Pictured at the awards ceremony, May 10, Honolulu: (left to right) Honorable David S.C. Chu, Undersecretary of Defense, Department of Defense, Captain Lee, Captain Paul F. Zukunft, Acting Commander, U.S. Coast Guard District 14, Ms. Linda Miller, President and Chief Executive Officer, FAPAC.



**Salute to Achiever:** IMAGE, Inc. presented the Meritorious Service Award to Lieutenant Michelle Bas on May 18 at its annual Training Conference and Expo in Phoenix, Arizona. IMAGE, Inc. cited LT Bas for outstanding achievement while in the Prevention Department at Sector Los Angeles-Long Beach where she initiated and revitalized the Human Relations Council, advocated promotion of the Commandant's Policy on Diversity and Sexual Harassment Prevention to every incoming member, and organized Human Relations Awareness and Sexual Harassment Prevention training for more than 200 members. IMAGE, Inc., also cited her service and accomplishments outside her official duty, among them promoting Coast Guard policy and regulatory enforcement to an audience of mostly Hispanic, Vietnamese and Italian fishermen at a Safety and Stability forum, and assisting a Vietnamese National displaced to the Port of Los Angeles by Hurricane Katrina. Pictured: (left to right) Mr. John Griego, Chairman and Chief Executive Officer, National IMAGE Inc.; LT Bas, Award recipient.

**True Partners.** ISC Seattle won the Collaborative Partnership in Education (PIE) Program for its positive effect on students, faculty, and staff of its partner school, Hawthorne Elementary in the Seattle School District. The partnership dates back to 1992, and supports formal mentoring, tutoring, medical screening assistance, and classroom instruction. The school attributes achievements including higher scores on standardized tests to the Coast Guard's participation. Pictured: (back row) FS1 Ahren Weingarten, SN Jaysen Aumick, LCDR James O'Connell, YN2 Jeremy Bruner, FSC Eric Grantham; (front row) CAPT John Odell, CAPT William Belmondo, Ms. Terri Dickerson, CDR Daryl Garvin, Ms. Tina Calvert, and students grades K-5. Ms. Dickerson, USCG Director for Civil Rights, presented the award on behalf of the Commandant in the school's library on June 20; Ms. Tina Calvert, Chief, Compliance & Liaison Division (G-CR), manages the service-wide PIE program for USCG. For information, contact Ms. Calvert at (202) 267-0044.

