



FLAG VOICE #580

Pride Inclusivity

13 June 2022

Leading into Pride month, I would like to highlight a few basic ways that we can demonstrate greater inclusivity in the workplace. Each recommendation listed below is a D&I best practice and an opportunity to build organizational competency in inclusivity. Implementing these recommendations requires relatively simple changes, yet they can have significant positive impacts.

- 1) Utilize gender-neutral greetings when addressing groups of people. Choose from a variety of greetings to replace gendered introductions like *ladies and gentlemen* which can alienate people who identify differently. Options can include: *everyone*, *shipmates*, *colleagues* and *team*.
- 2) At the start of meetings and events, allow time for staff to introduce themselves by sharing their name, title and pronouns.
 - When introducing yourself, you can take the lead in introducing yourself with your own name and pronouns, if desired, to set the stage for employees to share their own preferred pronoun.
 - Inviting people to share their pronouns is an important best practice. However, an individual's choice whether or not to share pronouns is optional.
- 3) Increase awareness that civilian employees may elect to identify their pronouns, in individual email signature blocks to ensure clear and effective digital communication, but it is up to the employee's discretion if they choose to do so. Military members' pronouns must align with the member's gender marker in DEERS. The process for changing DEERS gender markers is found within the Coast Guard's Military Transgender Service [Manual](#). Civilian employees and auxiliary volunteers may use gender neutral pronouns. Pronouns are typically placed immediately after the name in parentheses or on separate lines within the signature block. DHS has also approved pronoun usage in business cards and correspondence.
- 4) Highlight that when employees select honorifics, the option Mx. (pronounced "mix"), the gender-neutral honorific used by members of the gender-expansive community has been approved in The Coast Guard Correspondence Manual (COMDTINST M5216.4D) for use on USCG business cards, official USCG email signatures, and correspondence. The Coast Guard is the first military service to authorize the use of Mx.

If you'd like to access a local resource for more in-depth inclusivity best practices, the Diversity and Inclusion Education and Awareness Program (DIEAP) supports the total workforce, consistent with the Commandant's Guiding Principles and the D&I Action Plan 2019-2023. Change Agent personnel who can directly support local commands, LDACs, and our workforce through diversity and inclusion education and awareness and coaching support. DIEAP services, including D&I Change Agent training and support can be requested through SharePoint site at: <https://uscg.sharepoint-mil.us/sites/DIEAProgram>

If you or anyone within your organization have specific questions, please do not hesitate to reach out to my Office Chief for Diversity & Inclusion, Ms. Hope Balamani or her team at HQS-SMB-CG-127-Info@uscg.mil.

A handwritten signature in blue ink that reads "Dr. D. Mitchell Navarro".

Dr. D. Mitchell Navarro,

Senior Executive Service, U.S. Coast Guard
Acting Assistant Commandant for Human Resources