

# DIVERSITY AND INCLUSION EDUCATION AND AWARENESS PROGRAM



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COMMANDANT INSTRUCTION 5360.1

Subj: DIVERSITY AND INCLUSION EDUCATION AND AWARENESS PROGRAM

Ref: (a) Government-wide Strategic Plan to Advance Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce, The White House, November 2021  
(b) DHS Inclusive Diversity Strategic Plan for Fiscal Years 2021 – 2024  
(c) Executive Order 14035: Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce, June 25, 2021  
(d) U.S. Coast Guard Diversity & Inclusion Action Plan (DIAP) (series)  
(e) Leadership and Diversity Councils, COMDTINST 5350.9 (series)  
(f) Accessible Systems and Technology Program; Section 508, COMDTINST 5230 (Series)

1. PURPOSE. This Instruction provides policy to guide the Coast Guard in strategic alignment with References (a) through (c). Additionally this Instruction specifically provides policy and guidance for the Coast Guard Diversity and Inclusion Education and Program (DIEAP) as described in References (d) and (e). Roles and responsibilities are described. Importantly, the DIEAP promotes and educates to improve awareness of diversity and inclusion (D&I) in the total workforce. This Instruction also outlines services designed to equip Coast Guard members with knowledge and the methods to assist with fostering a positive workplace climate supportive of progressing D&I in the Coast Guard.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chiefs of Headquarters directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. None.
5. BACKGROUND. The Coast Guard is committed to building a more diverse and inclusive workplace to deliver mission execution excellence to the American public. While efforts to do so are already in place, expanding the availability of D&I training so that federal personnel are both supported, and have the tools to promote respectful and inclusive workplaces is a key priority of the Government-wide Strategic Plan to Advance Diversity and Inclusion in the Federal Workforce. The Coast Guard is committed to taking action to

satisfy this priority and to achieve the mission to Advance D&I in the Federal Workforce, as described in Reference (d).

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. None.
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publication references noted throughout this Instruction that are listed here: The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series); and, U.S. Coast Guard Civil Rights Manual, COMDTINST M5350 (series).
9. IMPACT ASSESSMENT. There is a slight impact to headquarters units for personnel and training. Additionally, the workforce will become familiar with diversity and inclusion concepts and practice.
  - a. Personnel Resources Required. Units with collateral duty D&I Change Agents must follow the requirements listed in Paragraph 14 of this Instruction.
  - b. Training. Training requirements for D&I Change Agents and other DIEAP educational efforts are issued by the Office of Diversity and Inclusion (CG-127). The workforce will have opportunities to take this training.
  - c. Funding. The Directorate of Civilian Human Resources, Diversity, and Leadership (CG-12) funds training and travel expenses for D&I Change Agents and other DIEAP headquarters based educational efforts.
10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records

retention schedules located on the Records Resource Center SharePoint Online site: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>

12. **DEFINITIONS.** The following are definitions and descriptions as applied by the Coast Guard:
- a. **Diversity.** The practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of the American people, including underserved communities.
  - b. **Inclusion.** The recognition, appreciation, and use of the talents and skills of employees of all backgrounds.
  - c. **Diversity Education and Awareness Program (DIEAP).** This program is responsible for developing and implementing D&I education and awareness initiatives, strategies, and services. Activities are provided and coordinated by D&I Change Agents or Office of Diversity and Inclusion (CG-127) personnel.
  - d. **DIEAP Services.** Education and awareness services that promote D&I and are provided by D&I Change Agents or Office of Diversity and Inclusion (CG-127) personnel. These services help ensure Coast Guard personnel are supported and have the tools to promote a respectful and inclusive workplace. Examples of DIEAP Services include D&I Training and D&I Empowerment Coaching.
  - e. **D&I Training.** Training on D&I topics provided by D&I Change Agents or Office of Diversity & Inclusion (CG-127) personnel. D&I Training is provided to Coast Guard personnel at all levels of the service.
  - f. **D&I Empowerment Coaching.** Coaching services provided on D&I topics by D&I Change Agents. D&I Empowerment Coaching is intended for Commanding Officers, Officers in Charge, Executive Officers, Deputies, and Program Managers. On a space-available basis, other personnel may request coaching to strengthen their D&I awareness and fluency within the total workforce. All coaching sessions are completed on an individual basis.
  - g. **D&I Change Agents.** D&I Change Agents are personnel selected by the Office of Diversity and Inclusion (CG-127) to serve in a collateral duty capacity to provide DIEAP Services. Examples of services provided include D&I Training and D&I Empowerment Coaching.
    - (1) **Diversity and Inclusion Foundations Course.** Consists of modules that enable all Coast Guard personnel access to tools needed to support D&I conversations, learning, and cross-cultural, cross-generational relationship building.
13. **PROGRAM POLICY.** The Coast Guard workforce will become aware of the Diversity and Inclusion Education and Awareness Program. Coast Guard members are to be provided with DIEAP Services and information on how to access DIEAP Services. Potential D&I Change Agents will complete a training/certification program and any refresher requirements as approved by the Office of Diversity and Inclusion (CG-127) to ensure their readiness and capability. The DIEAP reserves the right to appoint, and approve those acting on their behalf.

DIEAP Services, such as D&I Training and D&I empowerment coaching services may be provided by D&I Change Agents as approved by the Office of Diversity and Inclusion (CG-127). Ultimately it is the policy and purpose for the DIEAP to develop and implement D&I education and awareness initiatives, strategies, and services designed to equip Coast Guard members with knowledge and awareness to assist the Coast Guard in fostering a positive workplace climate supportive of D&I.

14. **ROLES AND RESPONSIBILITIES**. As a unified effort, the Coast Guard workforce will improve diversity and inclusion. The following are roles and responsibilities within the Coast Guard.
- a. The Assistant Commandant for Human Resources (CG-1). Establishes policy and guidance regarding the DIEAP.
  - b. Director, The Civilian Human Resources, Diversity, and Leadership Directorate (CG-12). Oversees the diversity management programs that create and support an organizational structure that achieves, values, and maximizes the benefits derived from a diverse total workforce.
  - c. Director, The Office of Diversity and Inclusion (CG-127). Provides programmatic oversight of the DIEAP and ensures the Coast Guard fulfills its responsibilities set forth under this Instruction and all other Coast Guard-published operating procedures and technical guidance. This includes the following:
    - (1) Providing periodic review of the DIEAP to ensure program effectiveness. Publishes standard operating procedures and technical guidance for the DIEAP.
    - (2) Leads and manages the DIEAP, maintains program elements and materials, and ensures effectiveness through periodic review.
    - (3) Serves as the primary Coast Guard point of contact for all D&I Change Agents, units, and LDACs on matters of general applicability for the DIEAP Educational Efforts and process approval issues.
    - (4) Manages collateral duty D&I Change Agents including the solicitation process, education, training, certification, revocation of certification, and assignment of competencies.
    - (5) Helps facilitate Coast Guard resources when authorized and applicable in support of the DIEAP.
    - (6) Develops standardized briefing materials to facilitate education on diversity & inclusion issues for senior Coast Guard leaders and relevant personnel including unit commanders.
    - (7) Supports the development of standardized training program materials for the Diversity and Inclusion Foundations Course.
    - (8) Develops DIEAP Educational Efforts as necessary to meet the needs of the total workforce in a changing environment.
    - (9) Provides advice and support to the ILEAD Council and LDACs on DIEAP programs, in accordance with Reference (e).
    - (10) Prepares reports and maintains data regarding the DIEAP programs.
    - (11) Approves DIEA Competencies at the program level.

- d. Headquarters, Area, District, and Sector Commanders, Commanding Officers, and Officers in Charge. Will support the DIEAP for their respective organizations, support D&I Change Agents, and support ample appropriate collateral duty time for appointed D&I Change Agents at their commands/staffs to complete DIEAP services. Area, District, and Sector Commanders, Commanding Officers, and Officers in Charge should when possible:
- (1) Request D&I Training be provided by D&I Agents for their units on an annual or biennial basis.
  - (2) Explore D&I Empowerment Coaching opportunities and encourage Executive Officers, Deputies, and Program Managers at their units to explore D&I Empowerment Coaching opportunities.
- e. Coast Guard Collateral Duty D&I Change Agents must:
- (1) Complete all training, certification, and re-certification requirements published by the Office of Diversity and Inclusion (CG-127) and the DIEAP.
  - (2) Conduct DIEAP Services, such as D&I Training, D&I Empowerment Coaching, and support activities to unit leaders and LDACs.
  - (3) Review, be familiar with, and comply with all published guidance from Office of Diversity and Inclusion (CG-127) and the DIEAP.
  - (4) Complete reports and course evaluations requested by the Office of Diversity and Inclusion (CG-127) and the DIEAP.
- f. The Individual (employees). Coast Guard Personnel are encouraged to attend D&I training with supervisory, chain-of-command approval. Individuals should apply the best practices learned for diversity and inclusion.
- g. Federal Component, Section 508 Program Manager, Commandant (CG-612). Coordinates and manages the Coast Guard's Accessible Systems and Technology Program (ASTP); Section 508 on behalf of the Coast Guard CIO.

15. FORMS/REPORTS. None.

16. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at [Section.508@uscg.mil](mailto:Section.508@uscg.mil).

17. REQUEST FOR CHANGES. Units and individuals may recommend changes through their chain of command using Coast Guard memorandum to the Office of Diversity and Inclusion (CG-127) at [HQS-SMB-CG-127-DIEAP@uscg.mil](mailto:HQS-SMB-CG-127-DIEAP@uscg.mil). Comments and suggestions from users of this Instruction are welcomed. All such correspondence may be emailed to Commandant (CG-127) at: [HQS-SMB-CG-127-DIEAP@uscg.mil](mailto:HQS-SMB-CG-127-DIEAP@uscg.mil).

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