

Navy Transgender Service Members Policy Briefing Guide



October 2016

REV1

UNCLASSIFIED//FOUO – Not for Distribution//Draft Deliberative Document

DRAFT

Navy Transgender Service Members Policy

Overview

This guide is designed to prepare command senior leadership to inform Sailors about the Department of the Navy (DON) Transgender Service Members Policy. The presentation is required to be delivered to all Navy personnel. All Commanders are charged with ensuring this information is delivered with the utmost quality and professionalism.

Goals

Changes to Department of Defense (DOD) entrance and service criteria now permit open service and, effective 1 July 2017, accession, by transgender personnel. In support of these new criteria, the Navy, and all Services, have created supporting Service-specific policy to account for unique Service needs and Service differences.

This brief is informative in nature. It is meant to bring Service members up-to-speed on the implementation of the Transgender Service Member Policy, its effect on current DOD policies, and how these changes may affect you, your organization, and the Navy community.

This brief is NOT an attempt to change anyone's opinion about the subject of transgender individuals.

Format

This brief consists of a fully narrated text-based presentation with breaks for presenter-led explanations of predetermined scenarios. Briefers have the option to accept questions during the breaks. The brief is designed to be delivered in 60-90 minutes.

The briefers' guide is made up of four parts:

- Briefer activities with briefing directions, suggested scripts, and technical cues for the presentation
- Screen number
- Text that will be shown on screen
- Pre-recorded script

DRAFT

Navy Transgender Service Members Policy

When possible, the Triad should brief wardroom and senior enlisted personnel before conducting the all-hands briefing.

This briefing package includes the following available on DVD or through NKO download:

- US Navy Transgender Service Members Policy briefer's guide with instructions, activities, scripts, references, and resources
- US Navy Transgender Service Members Policy electronic presentation
- Read ahead materials including, but not limited to:
 - Directive-type Memorandum (DTM) 16-005 "Military Service of Transgender Service Members"
 - DOD Instruction 1300.28 "In-Service Transition for Transgender Service Members"
 - U.S. Secretary of Defense Ash Carter, "Statement by Secretary of Defense Ash Carter on DOD Transgender Policy," Washington, June 20, 2016
 - SECNAVINST 1000.11
 - Transgender Service Members Policy Implementation Fact Sheet
 - "Transgender Service In the US Military: An Implementation Handbook," 30 September 2016
 - "US Navy Transgender and Gender Transition - Commanding Officer's Toolkit" (*this may not be the final version*)

Briefers

The Command Triad is expected to knowledgeably lead this brief, be prepared to respond accurately to questions, and provide correct unit-level guidance based on predetermined scenarios. This is an informative brief that is NOT intended to be a facilitated discussion.

DRAFT

Navy Transgender Service Members Policy

Size of Briefing Audience

This brief is designed to accommodate small, medium, and large groups. It is recommended that if you are presenting to a medium or large group and want to allow questions, make arrangements to mitigate space and noise conditions.

Set-Up and Equipment Needs

All training locations must have audiovisual equipment to play the course video (data DVD), including:

- laptop or desktop computer with a DVD drive
- projector (that can be connected to the computer)
- projection screen or surface
- speakers/audio system
- classroom in which lights can be dimmed or turned off for maximum visibility

Preparation

Use the documents provided in your package to answer questions and to provide explanations on how the scenarios would be handled at your command.

Presentation

To locate the presentation, open the DVD.

- Locate and open the folder named “Navy Transgender Service Member Brief”
- Locate and open the folder named “Navy Transgender Service Member Presentation”
- Locate and open the folder named “ Navy Transgender Service Member Lesson”

DRAFT

Navy Transgender Service Members Policy

- Locate and double click on the file named “startLesson.htm”

The first presentation screen is a static display of the DON seal. After your personal welcome and introduction, you will begin the fully narrated presentation by navigating through each of the screens by clicking the “NEXT” button and then launching the narrated sequence with the “PLAY” button.

- Introduction (Optional: Question-and-Answer Activity)
- Key Features
- Military Readiness (Scenario Activity)
- Gender Transition Process (Scenario Activity)
- Respectful and Professional Behaviors (Scenario Activity)
- Summary (Optional: Question-and-Answer Activity)

Following the Summary, close the presentation.

End the brief with personal remarks that emphasize the take-away words of Leadership, Professionalism, Dignity, and Respect.

“Do’s and Don’ts”

- **Do** read all the references and resources provided to ensure thorough understanding of the new policy and how existing policies may or may not be affected by the new policy.
- **Do** read the scripts and accompanying FAQs and scenarios thoroughly at least a day **before** the brief to become familiar with the content and function of the presentation.
- **Do** launch and run through the brief on the presentation computer at least 15 to 20 minutes prior to presenting the material. During this preparation, check your sound, the lighting, and the focus of your projector.

DRAFT

Navy Transgender Service Members Policy

- **Do** identify and find contact information for all local personnel resources that have expertise in this content area. Know who your Medical Officer and Legal Officer are as they can assist in understanding potential policy nuances.
- **Do** walk through the brief with your briefing team to prepare for the lesson.
- **Do** ensure that everyone in the room can hear the discussion; repeat questions and comments that may have been spoken too quietly for others to hear.
- **Do** be alert to statements that reveal misperceptions about military service of transgender service members. **Correct these statements.**
- **Do not** allow only a few participants to dominate conversation.
- **Do not** let conversation stray off topic. Keep it focused on policy and not personal feelings.
- **Do not** attempt to guess if you do not know how to answer a question. Refer to the “Transgender Service In the US Military: An Implementation Handbook,” 30 September 2016.
- **Do not discuss your personal opinions about the topic.**

DRAFT
Navy Transgender Service Members Policy

BRIEFING INSTRUCTION		
SCREEN 1 TITLE SCREEN	Title Screen: Navy Transgender Service Members Policy and Navy Seal	
Briefer Activity: Triad Introductions of self and topic (Expected duration: 5 to 10 minutes)		
<p>➡ ACTION: Introduce yourselves as you would in any briefing to the command.</p> <p>◆ Suggested Transition Statement: <i>This brief is meant to bring all Service members up-to-speed on the implementation of the Transgender Service Members Policy. It is informative in nature and its purpose is in support of the professional workplace. The presentation includes narrated screens and briefer-led scenarios. The expectation during this brief is professional conduct.</i></p> <p><i>Understand that at no point during this brief will personal beliefs on the subject of transgender individuals be discussed.</i></p> <p><i>This brief is NOT an attempt to change anyone's opinion about the subject of transgender individuals. Our intention is to inform you of the policy change and reinforce our commitment to Navy Core Values and treating all people with dignity and respect.</i></p> <p>➡ ACTION: When you are ready to begin the presentation, click the NEXT button.</p> <p>➡ ACTION: When you are ready to begin the narration for Screen 2, click the PLAY button.</p>		

DRAFT
Navy Transgender Service Members Policy

SCREEN 2 INTRODUCTION	PRESENTATION TEXT	NARRATED SCRIPT
	<p>INTRODUCTION TO POLICY</p> <p>Transgender individuals can now serve in the US military.</p> <p>Secretary of the Navy is committed to providing all qualified individuals the opportunity to serve.</p> <p>Changes to Department of Defense (DOD) criteria now permit open service by transgender personnel and will begin permitting accessions effective 1 July 2017.</p> <p>Healthcare benefits provided for transgender Service members:</p> <ul style="list-style-type: none"> • Active Component – including Full-Time Support (FTS): Military Health System to provide all medically necessary care related to gender transition • Reserve Component: <ul style="list-style-type: none"> ▪ Civilian primary insurance ▪ Military Health System on a space available or case-by-case basis 	<p>INTRODUCTION TO POLICY</p> <p>The Secretary of Defense has made the decision to allow transgender individuals to serve their nation in the military, and the Secretary of the Navy is committed to ensuring all qualified personnel have the opportunity to do so.</p> <p>Changes to Department of Defense entrance and service criteria now permit open service by transgender personnel and will begin permitting accessions effective 1 July 2017.</p> <p>The military’s new Transgender Service Members Policy provides a framework in which Service members may transition gender and receive the associated medically necessary care.</p> <p>In support of these policy changes, the Military Health System will be required to provide Active Component transgender Service members (including FTS) with all medically necessary care related to gender transition, based on DOD Health Affairs guidance issued in October 2016.</p> <p>Reserve Component transgender Service members will primarily receive medically necessary care through their civilian insurance but will be required to validate their diagnosis and medical treatment plan through the Military Health System.</p>

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 2 INTRODUCTION (CONT.)</p>	<p style="text-align: center;">KEY TERMS AND DEFINITIONS</p> <p>Sex—State of being male or female, which is typically assigned at birth on the basis of an individual’s reproductive organs and structures</p> <p>Gender Identity—Self-identification as male or female; an important part of a person’s identity</p> <p>Gender Dysphoria—Distress that some transgender individuals experience due to a mismatch between their birth gender and their sex and that may cause them difficulty in functioning in their social or work environment</p> <p>Transgender Service Member—A Service member who has received a medical diagnosis of gender dysphoria indicating that gender transition is medically necessary</p> <p>Gender Transition—The process of changing the physical appearance of an individual to align with their preferred gender identity</p>	<p>Here are some key terms and definitions that will help clarify this new policy.</p> <p style="text-align: center;">KEY TERMS AND DEFINITIONS</p> <p><u>Sex</u> is the state of being male or female, which is typically assigned at birth on the basis of an individual’s reproductive organs and structures.</p> <p><u>Gender Identity</u> is the self-identification as male or female and is an important part of a person’s identity.</p> <p><u>Gender Dysphoria</u> is defined as a medical diagnosis that refers to distress that some transgender individuals experience due to a mismatch between their birth gender and their sex and that may cause them difficulty in functioning in their social or work environment.</p> <p>A <u>Transgender Service Member</u> is a service member who has received a medical diagnosis of gender dysphoria indicating that gender transition is medically necessary, including any Service member who intends to begin transition, is undergoing transition, or has completed transition and is stable in the preferred gender.</p> <p><u>Gender Transition</u> is the process of changing the physical appearance of an individual to align with their preferred gender identity. Gender transition in</p>
---	---	--

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 2 INTRODUCTION (CONT.)</p>	<p>Male-to-Female (MtF)—Individual who was assigned as male at birth, but identifies as a female</p> <p>Female-to-Male (FtM)—Individual who was assigned as female at birth, but identifies as male</p> <p>Preferred Gender—Gender in which a transgender Service member will be recognized when that member’s gender marker in Defense Enrollment Eligibility Reporting System (DEERS) is changed</p> <p>Real Life Experience (RLE)—Phase in the gender transition process when the individual commences living socially in the gender role consistent with their preferred gender</p> <p>Gender Marker—Data element in DEERS that identifies a Service member’s gender</p>	<p>the military begins when a Service member receives a diagnosis from a military medical provider indicating that gender transition is medically necessary and concludes when their gender marker in the Defense Enrollment Eligibility Reporting System or DEERS is changed.</p> <p><u>Male-to-Female</u> or MtF refers to an individual who was assigned as male at birth, but identifies as female.</p> <p><u>Female-to-Male</u> or FtM refers to an individual who was assigned as female at birth, but identifies as male.</p> <p><u>Preferred Gender</u> is the gender in which a transgender Service member will be recognized when that member’s gender marker in DEERS is changed.</p> <p><u>Real Life Experience</u> or RLE is the phase in the gender transition process when the individual begins living socially in the gender role consistent with their preferred gender.</p> <p><u>A Gender Marker</u> is a data element in DEERS that identifies a Service member’s gender.</p>
---	---	--

DRAFT

Navy Transgender Service Members Policy

Briefer Activity: Optional Question-and-Answer Period (Expected duration: 3 to 5 Minutes)

Use FAQs to provide additional information for your unit.

➔ **ACTION:** If you choose to conduct an optional question-and-answer period it should be related only to the Policy Introduction and Key Definitions.

NOTE: Use “Transgender Service in the US Military: An Implementation Handbook,” AKA “Handbook,” as the basis to answer any questions.

➔ **ACTION:** Click the **NEXT** button to advance to Screen 3.

◆ **Suggested Transition Statement:** *All right, now let’s look at some key facts of the new policy.*

➔ **ACTION:** When you are ready to begin the narration for this screen, click the **PLAY** button.

SCREEN 3 KEY FACTS	PRESENTATION TEXT	NARRATED SCRIPT
	<p>OPEN SERVICE IS EFFECTIVE IMMEDIATELY</p> <p>Transgender Service members may serve openly.</p> <p>Being a transgender individual is no longer a reason for:</p> <ul style="list-style-type: none"> • Involuntary separation • Discharge • Denial of reenlistment or continuation of service 	<p>OPEN SERVICE IS EFFECTIVE IMMEDIATELY</p> <p>Now that you have a better idea of why the military is implementing this policy, and what being transgender is, we will move on to some key facts.</p> <p>Transgender Service members may now serve openly, and they can no longer be involuntarily separated, discharged, or denied reenlistment or continuation of service solely for being transgender individuals.</p>

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 3 KEY FACTS (CONT.)</p>	<p>Roughly 0.3% of the US population. Military population estimates range from several thousand to 13,000.</p> <p>Gender identity is a person’s personal sense of being male or female – regardless of the sex characteristics with which he or she was born.</p> <p>In many cases, individuals do not fully realize they are transgender until their early 20’s.</p> <p>Gender dysphoria is a treatable medical condition.</p> <p>Not all transgender individuals undergo full sex-reassignment surgery.</p>	<p>The transgender issue is new to the military and it is important for all of us to more fully understand it.</p> <p>While it’s a difficult number to confirm due to lack of survey data, it is estimated that roughly 0.3% of the US population considers themselves to be transgender.</p> <p>Gender identity is a person’s personal sense of being male or female. Generally our anatomy, our hormones and our brain chemistry align with one sex. But this is not the case in some individuals.</p> <p>This preference is generally not experienced until someone is in their early 20’s when these relationships become socially, and developmentally, important. This is when someone might realize they don’t feel comfortable fitting in with expected social roles and norms.</p> <p>The diagnosis of Gender Dysphoria is a treatable medical condition. Once an individual has identified a preferred gender that differs from their birth characteristics, they can receive medical assistance in transitioning to that gender. This can include hormone therapy, living in the preferred gender and, in some cases, surgery.</p> <p>Not all transgender individuals will undergo full sex reassignment surgery due to the relatively low success rate. The average transgender individual does not make the decision to seek a medical diagnosis in order to attract attention. On the</p>
--	---	---

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 3 KEY FACTS (CONT.)</p>	<p>Individuals who make these very personal and private decisions should be treated with respect and compassion.</p> <p>MAINTAINING MISSION READINESS</p> <p>During Transition Transgender transition requires careful planning so as not to affect mission readiness.</p> <p>Commanding Officers (COs):</p> <ul style="list-style-type: none"> • Must be notified of a Service member’s diagnosis and review the medical treatment plan • Develop and approve a transition plan with the military medical provider and the transitioning Service member • May adjust the timing of medical procedures 	<p>contrary, these are very personal and private decisions and need to be treated with respect and compassion.</p> <p>MAINTAINING MISSION READINESS</p> <p>With our shipmates’ well being in mind, we must always remember we are a sea-going force where operational requirements and mission come first. In order to maintain the Navy’s mission readiness, the transition process requires thoughtful planning by the transitioning Service member, the military medical provider, and the Commanding Officer.</p> <p>The transition process begins when transitioning Service members notify their COs of a diagnosis that gender transition is medically necessary. COs, having the responsibility to maintain mission readiness while promoting the health of their crews, play a significant role in the transition process. COs will work with the transitioning Service member and military medical provider to develop and approve a transition plan.</p> <p>While COs may not disapprove medically necessary care, they may adjust the timing of medical procedures that are not medically urgent to minimize operational impacts on the command. Although surgical procedures in pursuit of gender change may be medically necessary, they are typically not medically urgent.</p>
--	--	---

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 3 KEY FACTS (CONT.)</p>	<ul style="list-style-type: none"> • Provide written authorization to change a Service member's gender marker in DEERS <p>Accession and Recruiting</p> <p>Gender identity will not be a barrier to any military accession program starting 1 July 2017.</p> <p>Transgender applicants applying to join the Service:</p> <ul style="list-style-type: none"> • May compete as any other applicant • Must meet military standards for accession • Must have completed any necessary medical treatment • Must have been stable in their preferred gender, as certified by a doctor, for 18 months 	<p>COs provide written authority for Service members to change the gender marker in DEERS when the Service member has completed transition, is stable, can meet the standards of the preferred gender, and has the requisite State or Federal legal documentation indicating gender transition is complete.</p> <p>These are the changes that have already taken effect, and are only for those who are currently serving.</p> <p>Accession and Recruiting</p> <p>Beginning 1 July 2017, the gender identity of an otherwise qualified individual will not bar them from accessing into the military.</p> <p>Transgender applicants may compete just like any other applicant for entry into the military as long as they meet military standards for accession.</p> <p>Initial accession policy requires transgender individuals undergoing transition to have completed any medical treatment that their doctor determined necessary and to have been stable in their preferred gender for 18 months, as certified by their doctor, before they can enter the military.</p>
--	---	--

Briefer Activity: Continue to next screen.

DRAFT

Navy Transgender Service Members Policy

➡ **ACTION:** Click the **NEXT** button to advance to Screen 4.

◆ **Suggested Transition Statement:** *As you can see in these key policy features, rigorous individual standards paired with clear planning and communication will continue to ensure all members maintain a high level of mission readiness.*

➡ **ACTION:** When you are ready to continue the narration, click the **PLAY** button.

SCREEN 4 MILITARY READINESS	PRESENTATION TEXT	NARRATED SCRIPT
	<p>OPEN SERVICE AND MILITARY READINESS</p> <p>Open service by transgender Service members who meet standards is consistent with military readiness.</p> <ul style="list-style-type: none"> • Medical fitness for duty • Physical fitness • Uniform and grooming • Deployability • Retention <p>Decisions for Transitioning Service Members</p> <p>Transitioning Sailors may transition while in their current unit OR upon arrival at a new unit. Each choice may offer advantages and disadvantages.</p>	<p>OPEN SERVICE AND MILITARY READINESS</p> <p>So how does this impact policy and readiness?</p> <p>Open service by transgender Service members is consistent with military readiness, as long as transgender Service members are held to the same standards with regard to medical fitness for duty, physical fitness, uniform and grooming, deployability, and retention as all Service members.</p> <p>Transitioning Sailors will face some key decisions in how best to manage their transition. For example, transitioning Service members may transition while in their current unit or upon arrival</p>

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 4 MILITARY READINESS (CONT.)</p>	<p>Assignment Considerations:</p> <ul style="list-style-type: none"> • Specialized care may not be available at all duty locations • Changing locations means potentially leaving a stable environment • Duty locations may influence when/how Real Life Experience (RLE) occurs • Certain OCONUS locations and shipboard duty assignments will not be able to support a gender transition <p>Medical Care and Individual Readiness</p> <p>Medical care for gender transition:</p> <ul style="list-style-type: none"> • Is temporary • Can be managed like many other medical conditions <p>Transitioning Service members:</p> <ul style="list-style-type: none"> • Are responsible for informing leadership 	<p>at a new unit, but each choice has its advantages and disadvantages. For instance...</p> <ul style="list-style-type: none"> • Specialized care may not be available at all duty locations. Specifically, OCONUS and more remote CONUS locations may not be able to provide the specialized care needed by a transitioning Service member. • Changing locations means potentially leaving a stable environment, including medical specialists and social support. • Duty locations may influence decisions about when to commence “Real Life Experience” in the preferred gender. • Certain OCONUS locations and shipboard duty assignments will not be able to support a gender transition. Individuals who wish to transition shipboard must maintain standards up to and through the legal change. <p>Medical Care and Individual Readiness</p> <p>Medical care for gender transition is temporary and is managed in the same way as numerous other medical conditions unrelated to gender identity.</p> <p>It is the responsibility of the transitioning Service member to inform leadership regarding medical conditions that may cause them to become non-</p>
---	--	--

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 4 MILITARY READINESS (CONT.)</p>	<p>when a medical condition causes the member to be or to become non-deployable</p> <ul style="list-style-type: none"> • May need to transfer to a shore unit • Should discuss the transition with their CO in terms of career planning <p>Physical Fitness Assessment (PFA)</p> <ul style="list-style-type: none"> • Service members are required to meet the Physical Readiness Training (PRT) standards based upon their gender marker in DEERS • Temporary waivers may be given if the medical provider deems necessary and in accordance with OPNAVINST 6110.1 (series) <p>Privacy</p> <p>All Service members are expected to consider their personal privacy and the privacy needs of others in accordance with changes being implemented to the Standard Organization and Regulations Manual (SORM), Chapter 5.</p> <p>Privacy standards include, but are not limited to:</p>	<p>deployable.</p> <p>Service members may need to be transferred to a shore unit, depending on how their transition affects their readiness and the operational schedule of their unit. This should be a discussion point with the CO to minimize any potential impact on career planning.</p> <p>Physical Fitness Assessment</p> <p>The Physical Fitness Assessment, or PFA, is a fundamental requirement of service. Members are required to meet the PRT standards based upon their gender marker in DEERS. While temporary waivers may be granted, once the gender marker is changed in DEERS, transgender Service members will be held to the same PRT standards as those in their preferred gender.</p> <p>Privacy</p> <p>Service members will need to consider both personal privacy and the privacy needs of others. In accordance with changes being implemented to Chapter 5 of the SORM, all Sailors are required to maintain a minimum standard of coverage in shared facilities out of courtesy for others.</p> <p>This includes, but is not limited to, maintaining personal privacy in locker rooms, showers, and living quarters. For instance, wearing physical</p>
---	--	--

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 4 MILITARY READINESS (CONT.)</p>	<ul style="list-style-type: none"> • Maintaining a minimum standard of coverage in shared facilities • Not disclosing a person’s transgender status to others against the person’s wishes • Respecting the individual’s transgender status regardless of anatomical features <p>Urinalysis Processes</p> <ul style="list-style-type: none"> • Military members have no expectation of privacy in the urine collection process • Military members may expect that observers are of their same gender 	<p>training gear or bathrobes to transit to and from the showers provides an appropriate level of privacy for all.</p> <p>An individual’s transgender status is a personal and private matter and should not be disclosed to others against the person’s wishes.</p> <p>It is important to remember that some transgender Service members may still retain their birth-gender anatomy. Respect and privacy must be maintained at all times, regardless of one’s physical features. If privacy concerns arise, discuss them with the chain of command.</p> <p>Urinalysis Processes</p> <p>In the military drug-abuse testing program there is no expectation of privacy when providing a urine sample. As stated in the Navy’s Alcohol and Drug Abuse Prevention and Control Instruction, “Commanders, commanding officers, and OICs shall conduct the urinalysis program tailored as necessary to meet unique unit and local situations.” The expectation is that observers will be the same gender as the Sailor being observed, regardless of whether it is their birth gender prior to transition or preferred gender following transition. It is up to the UPC and the CO to ensure the observer is comfortable with the observation task in order to maintain the integrity of the urinalysis program requirements for positive visibility.</p>
--	---	---

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 4 MILITARY READINESS (CONT.)</p>	<ul style="list-style-type: none"> • Transgender Sailors should discuss their specific situation with command leadership • Observers should be honest regarding ability to observe a person who may be anatomically different • All Service members are required to maintain the personal privacy of Service members undergoing testing <p>Military Records</p> <ul style="list-style-type: none"> • Records generated prior to the DEERS gender-marker change are historical and will not be changed • Service records generated after the DEERs marker change will reflect any legal name change and the preferred gender <p>Military Equal Opportunity</p>	<p>If you are a transgender Sailor, you should discuss your circumstances with command leadership upon reporting, or as part of a transition plan, in order to provide your command the ability to adjust as necessary to reach your desired comfort level and the comfort level of the observer.</p> <p>Service members should be honest with their chain of command about their ability to observe a person who may be anatomically different. All Service members are required to maintain the personal privacy of other Service members undergoing testing.</p> <p>Military Records</p> <p>Service records such as awards and performance evaluations are historical and will not be changed. However, all records generated after the DEERS gender marker is changed will reflect any legal name change and the preferred gender.</p> <p>Military Equal Opportunity</p> <p>This policy change recognizes that the most valuable components of our national defense are the men and women in uniform who make up America’s all-volunteer force.</p>
--	--	---

DRAFT

Navy Transgender Service Members Policy

<p>SCREEN 4 MILITARY READINESS (CONT.)</p>	<p>All Service members are entitled to equal opportunity in an environment free from harassment and unlawful discrimination. Unlawful discrimination based on gender identity is a form of sex discrimination.</p> <p>The Military Equal Opportunity (MEO) Policy:</p> <ul style="list-style-type: none"> • Promotes an environment free from personal, social, or institutional barriers • Ensures that Service members are evaluated “only on individual merit, fitness, and capability” • Prohibits unlawful discrimination, harassment, or abuse based on gender • Expects all Service members to treat one another with dignity and respect, regardless of gender <p>Example:</p> <ul style="list-style-type: none"> • Use legal name • If DEERS gender marker is female=she, her, or hers • If DEERS gender marker is male=he, him, or his • Rank titles are always appropriate 	<p>All Service members are entitled to equal opportunity in an environment free from harassment and unlawful discrimination on the basis of race, color, national origin, religion, sex, or sexual orientation. It is the position of the Department of Defense, consistent with the U.S. Attorney General's opinion, that unlawful discrimination based on gender identity is a form of sex discrimination.</p> <p>The military equal opportunity policy promotes an environment free from personal, social, or institutional barriers that prevent Service members from rising to the highest level of responsibility possible, and Service members are evaluated “only on individual merit, fitness, and capability.”</p> <p>Unlawful discrimination, harassment, or abuse based on gender are unacceptable and prohibited. All Service members are to treat one another with dignity and respect, regardless of gender.</p> <p>As an example, in the case of our transgendered Shipmates, always use their legal name and preferred pronouns, based on their gender marker in DEERS unless the Service member has an exception to policy for alternate uniform, grooming and appearance standards. Use of the former name or gender pronoun for a transitioned Service member is disrespectful and offensive. It is always appropriate to use rank titles such as Petty Officer, Chief, Lieutenant, etc.</p>
---	---	--

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 4 MILITARY READINESS (CONT.)</p>	<p>Enforcing the New Policy</p> <p>Service members are expected to uphold and maintain the dignity and high standards of the Military Services.</p> <p>Standards of personal and professional conduct shall apply uniformly without regard to gender.</p> <p>Compliance with professional standards of conduct:</p> <ul style="list-style-type: none"> • Fosters respect among fellow Service members • Helps resolve concerns about the policy change and our personal privacy <p><i>Urinalysis Scenario</i></p> <p>A transgender Service member is randomly selected to undergo a urinalysis test at their new command.</p>	<p>Enforcing the New Policy</p> <p>As Service members, you occupy a unique position in society and are direct representatives of the military.</p> <p>This special status brings with it a responsibility to uphold and maintain the dignity and high standards of the Military Services at all times and in all places.</p> <p>These standards regulate many aspects of our personal lives that generally are NOT regulated in civilian society. The unique nature of military service requires regulation of behavior that brings discredit on the Military Services, adversely affects good order and discipline, or is inconsistent with military customs, traditions, and decorum.</p> <p>Compliance with professional standards of conduct is essential to fostering respect among fellow Service members in accordance with our Navy Core Values and Navy Ethos.</p>
---	---	--

DRAFT

Navy Transgender Service Members Policy

Briefer Activity: Urinalysis Scenario (Expected duration: 3 to 5 minutes)

➡ **ACTION:** Read or paraphrase Scenario 12, “Urinalysis,” from the Handbook. Members of the Triad should explain how the scenario would be handled at their command.

Scenario 12: Urinalysis

The Urinalysis scenario is intended to emphasize that all Service members are required to participate in the Navy’s Alcohol and Drug Abuse Prevention program, but that COs may take steps to alleviate discomfort on the part of observers and sample providers, while ensuring rigorous adherence to the collection process.

Key takeaway(s)

- This scenario illustrates the importance of open lines of communication between the Service member and the CO.
- The commander must adhere to procedures outlined in the Navy Drug and Alcohol Program Prevention and Control (OPNAVINST 5350.4D)

Service member responsibilities

- Discuss your circumstances with command leadership during sign-in period to determine your options and allow the commander the ability to adjust as required/desired for your comfort and the comfort level of the observer, particularly if you have not undergone full surgical change.

Commander responsibilities

- Depending on Service regulations, you may consider alternate observation options if a request from a transgender Service member or an observer is made. Options could include observation by a different observer or medical personnel.
- You have discretion to take additional steps to promote privacy, provided those steps do not undermine the integrity of the program. However, all collections must be directly observed.
- Consult with the Service Central Coordination Cell (SCCC); if unable to make special accommodation, spend time discussing with both the observer and the Service member.
- Ensure your observers are properly trained.

DRAFT

Navy Transgender Service Members Policy

◆ **Suggested Transition Statement:** *All right, we've mentioned the transition process for a transgender service member. Now let's take a closer look at how the Navy expects this process to work.*

➔ **ACTION:** Click the **NEXT** button to advance to Screen 5.

➔ **ACTION:** When you are ready to begin the narration for this screen, click the **PLAY** button.

SCREEN 5 GENDER TRANSITION PROCESS	PRESENTATION TEXT	NARRATED SCRIPT
	<p>Diagnosis and Medical Treatment Plan</p> <ul style="list-style-type: none"> • A medical diagnosis and medical treatment plan are secured from a military medical provider • If the diagnosis and medical treatment plan are received from a civilian medical provider, the member is required to notify a military medical provider <ul style="list-style-type: none"> ○ Active Component (including Full Time Support) members must bring the care into the military health system ○ Reserve Component must have the civilian-provider diagnosis and treatment plan reviewed and approved through: 	<p>Diagnosis and the Medical Treatment Plan</p> <p>In the Navy, the gender-transition process begins when a medical diagnosis and medical treatment plan are secured from a military medical provider in coordination with the Regional Transgender Care Team.</p> <p>If the diagnosis and medical treatment plan are initially received from a civilian medical provider, the member is required to notify a military medical provider at the earliest opportunity and Active Component members, including FTS, <u>must</u> bring the care into the military health system.</p> <p>Reserve Component members who receive a diagnosis and treatment plan from a civilian medical provider must have the diagnosis and treatment plan reviewed and approved by the NOSC Medical CO and the Force Surgeon, in coordination with the Regional Multi-Disciplinary Transgender Care Teams.</p>

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 5 GENDER TRANSITION PROCESS (CONT.)</p>	<ul style="list-style-type: none"> ▪ Navy Operational Support Center (NOSC) CO and Force Surgeon in coordination with Regional Multi-Disciplinary Transgender Care Teams <p>Gender Transition Plan</p> <ul style="list-style-type: none"> • The transition process begins when a Service member notifies the CO of a diagnosis that gender transition is medically necessary • The diagnosis is the sole Service requirement for the medical treatment plan which is individually developed with the military medical provider and Regional Transgender Care Team • Develop transition plan with CO and medical provider that includes a timeline and estimated conclusion date • The Service member must notify the CO of any changes to: <ul style="list-style-type: none"> ○ The medical treatment plan ○ Projected timeline for treatment ○ Estimated conclusion date 	<p>Plans should be submitted via the Unit CO to the NOSC CO.</p> <p>The transition process begins when the member notifies the CO of a diagnosis that indicates that gender transition is medically necessary. This diagnosis is the sole Service requirement for the medical treatment plan.</p> <p>The medical treatment plan portion of a transition plan may include a spectrum of treatments and each plan will be developed on a case-by-case basis.</p> <p>Following the diagnosis, the Service member must then work with both the CO and medical provider to develop a transition plan that includes a timeline for treatment and an estimated conclusion date.</p> <p>A typical transition period is 18 months maximum, but waivers can be obtained to allow for 24 months. As treatment progresses, the Service member must notify the CO of any change to the medical treatment plan or to the projected timeline for treatment and estimated conclusion. The medical provider and the transitioning service member will determine medically necessary care.</p>
--	---	--

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 5 GENDER TRANSITION PROCESS (CONT.)</p>	<ul style="list-style-type: none"> • The medical provider and transitioning Service member will determine medically necessary care that may include any of the following treatments: <ul style="list-style-type: none"> ○ Mental health counseling ○ Cross-sex hormone therapy ○ Real Life Experience ○ Surgical options <p>Updated documentation reflecting the preferred gender may include:</p> <ul style="list-style-type: none"> • Certified State birth certificate • A certified true copy of a court order • A U.S. passport <p>The gender marker is changed in DEERS when:</p> <ul style="list-style-type: none"> • Transitioning Service member provides required documentation • CO approves in writing • Paperwork is submitted to the member's personnel administrative office <p>Once the gender marker is changed in DEERS, the Service member:</p>	<p>Treatments considered medically necessary to complete transition may include any of the following: mental health counseling; cross-sex hormone therapy; Real Life Experience, or RLE; and/or surgical options.</p> <p>After concluding medical treatment, the transitioning Service member must obtain documentation certifying a legal change of gender. Appropriate documents, reflecting the preferred gender, include a certified state birth certificate, a certified true copy of a court order, or a U.S passport.</p> <p>Once the Service member has provided all the required documentation and the CO has given written approval to obtain the gender-marker change, paperwork should be submitted to the member's personnel administrative office in accordance with Navy policy. In accordance with Military Personnel Manual (MILPERSMAN) 1000-131, transition concludes when the gender-marker change is completed in DEERS.</p> <p>Once the gender marker is changed in DEERS, the Service member is responsible for meeting all applicable military standards in the preferred gender, including personal fitness and uniform and</p>
--	--	--

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 5 GENDER TRANSITION PROCESS (CONT.)</p>	<ul style="list-style-type: none"> • Is responsible for meeting all applicable military standards in preferred gender • Uses berthing, bathroom, and shower facilities for preferred gender <p>Real Life Experience</p> <p>When transgender individual begins living in preferred gender role.</p> <ul style="list-style-type: none"> • Normally occurs only off-duty prior to the change of gender marker in DEERS • Is part of an approved transition plan • Requires maintenance of good order and discipline • Official command functions, either on base or off, are considered on-duty status <p>Four Categories of Real Life Experience During Off-Duty Status</p> <p>Stationed Overseas When in foreign nations with restrictions consult:</p> <ul style="list-style-type: none"> • Travel warnings • State Department’s country-specific website • DOD Foreign Clearance Guide 	<p>grooming standards. The Service member will use berthing, bathroom, and shower facilities associated with the preferred gender.</p> <p>Real Life Experience</p> <p>Real Life Experience or RLE is the phase in the gender-transition process during which the transgender individual begins living socially in the gender role consistent with their preferred gender. For Service members, this will normally occur only at ashore duty and in an off-duty status prior to the change of their gender marker in DEERS and according to an approved transition plan. Maintaining good order and discipline is expected at all times. Service members will be considered to be in an on-duty status at all official command functions.</p> <p>There are four categories in which RLE might take place, each with its own situational restrictions:</p> <p>If Stationed Overseas If the transitioning Service member is stationed overseas, commands need to be cognizant of RLE in an off-duty status in foreign nations with restrictions. Travel warnings, the State Department’s country-specific website, and the DOD Foreign Clearance Guide should be taken into</p>
--	---	---

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 5 GENDER TRANSITION PROCESS (CONT.)</p>	<ul style="list-style-type: none"> • U.S. Regional Military Command Directives for Foreign Locations <p>Deployed Abroad When pulling into foreign ports consult:</p> <ul style="list-style-type: none"> • Travel warnings • State Department’s country-specific website • DOD Foreign Clearance Guide • U.S. Regional Military Command Directives for Foreign Locations <p>Stationed in U.S., Shipboard</p> <ul style="list-style-type: none"> • All time onboard a ship is considered ON-DUTY status • RLE should take place away from working environment <p>Stationed in U.S., Ashore</p> <ul style="list-style-type: none"> • RLE should take place away from working environment • Command functions are considered ON-DUTY status 	<p>account when stationed overseas.</p> <p>If Deployed Abroad Being deployed abroad is similar to being stationed overseas, so commands need to be cognizant of travel warnings prior to arriving in foreign ports. There will be different expectations for different ports. Consult all relevant travel warnings, the State Department country-specific website, the DOD Foreign Clearance Guide, and U.S. Regional Military Command Directives for Foreign Locations. These resources are updated regularly with information on travel locations and situations that may not be favorable for transgender RLE.</p> <p>If Stationed in the U.S. onboard Ship When a Service member is stationed onboard a ship in the U.S., they will be considered in an on-duty status, even after working hours. RLE should take place away from the working environment.</p> <p>If Stationed in the U.S., ashore Service members stationed at a shore facility in the U.S. will execute their RLE away from the workplace, unless the command issues an exception to policy.</p>
--	---	---

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 5 GENDER TRANSITION PROCESS (CONT.)</p>	<p>Expectation Management</p> <ul style="list-style-type: none"> • Communication and patience are necessary throughout the process • Leadership is committed to the success of all Service members, but is also responsible for operational readiness • Transition timelines may not coincide with operational requirements • Transitioning Sailors are not expected to accept unfair treatment or disrespect from shipmates or friends • Transitioning Sailors should expect the acceptance process to take time <p>Reserve Component (RC) Service members on active duty orders will generally be precluded from beginning the gender transition process while on orders.</p> <p>RC Service members:</p> <ul style="list-style-type: none"> • Are brought in on active duty orders for a specific period of time and mission • May be released from active duty based on medical diagnosis requiring gender transition and medical treatment before the end of active service 	<p>Expectation Management</p> <p>It is important to keep the lines of communication open and exercise patience throughout the gender transition process. While leadership is committed to the success of all Service members, leaders have many priorities to manage, and transition timelines may not always coincide with operational requirements.</p> <p>And, while not accepting unfair treatment or disrespect of any kind, transitioning members are expected to understand that shipmates, friends, and even family members may have personal feelings about their transition. While transitioning members have had a lifetime to come to terms with their transgender status, it is fair to expect that the acceptance process may take time for others.</p> <p>Reserve Component Service members will generally be precluded from beginning the gender transition process while on active duty orders.</p> <p>Because RC Service members are brought in on active duty orders for a specific period of time, any initiation of a transition plan may interfere with the completion of the mission. RC Service members may be released from active duty if medical determination indicates the necessity to commence transition procedures prior to the completion of their active duty period. This will be determined on a case-by-case basis by the CO in coordination with the military medical provider.</p>
--	---	---

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 5 GENDER TRANSITION PROCESS (CONT.)</p>	<ul style="list-style-type: none"> • Must work with their CO and military medical provider <p>Reserve Policy Considerations</p> <p>RC Service members have the same DOD Transgender Policy requirements as Active Service members.</p> <p>RC Members:</p> <ul style="list-style-type: none"> • Typically receive health care through private civilian health insurance. • RC members with TRICARE Reserve Select: <ul style="list-style-type: none"> ▪ May be able to access mental health and hormone treatment through TRICARE ▪ Are eligible for care in Medical Treatment Facilities (MTFs) on a space-available basis ▪ Are encouraged to contact their civilian provider/TRICARE for eligibility benefits ▪ Must have the civilian-provider diagnosis and treatment plan reviewed and approved through: <ul style="list-style-type: none"> ▪ Navy Operational Support Center (NOSC) CO 	<p>Reserve Policy Considerations</p> <p>RC Service members have the same DOD Transgender Policy requirements as Active Service members.</p> <p>Because Reserve Component members typically receive health care through private civilian health insurance, those who want to undertake gender transition will typically follow a different health care process than their Active Component counterparts. Those enrolled in TRICARE Reserve Select may be able to access mental health and hormone treatment through TRICARE and are eligible for care in medical treatment facilities on a space-available basis. Service members are encouraged to contact their civilian provider and/or TRICARE for eligibility benefits.</p> <p>A civilian diagnosis and medical treatment plan must be submitted and approved by the member's unit CO and a military medical provider.</p>
--	---	---

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 5 GENDER TRANSITION PROCESS (CONT.)</p>	<ul style="list-style-type: none"> ▪ Force Surgeon in coordination with Regional Multi-Disciplinary Transgender Care Teams • Order restrictions lifted when gender marker is changed in DEERS <p><i>Physical Standards Scenario</i></p> <p>A Service member has completed their medical treatment plan and is requesting commander approval to change their gender marker in the Service personnel data system. The commander has concerns about the Service member's ability to meet height/weight (HT/WT) and physical readiness training (PRT) standards for the preferred gender.</p>	<p>Once the transition is complete and the gender marker is changed in DEERS, there will be no order restrictions.</p>
--	--	--

Briefer Activity: Physical Standards Scenario (Expected duration: 3 to 5 minutes)

➡ ACTION: Read or paraphrase Scenario 2, "Urinalysis," from the Handbook. Members of the Triad should explain how the scenario would be handled at their command.

Scenario 2: Physical Standards

The Physical Standards scenario is intended to emphasize that all Service members are required to meet the current standards and that Transgender Service members have specific guidance on how to meet those standards.

Key takeaway(s)

This scenario illustrates the importance of ongoing communication between Service member, commander, and the military medical provider (MMP), and the requirement for the commander to approve in writing all gender marker change requests. This communication will assist the commander in determining the timing of the gender marker change in the Service personnel data system.

- Part of your transition process should include a provision to meet new HT/WT and PRT standards and consider

DRAFT

Navy Transgender Service Members Policy

whether an ETP will be required as you progress through the medical treatment plan.

- Continue communicating with your commander and your MMP on your ability to meet HT/WT and PRT standards.

Commander responsibilities

- Part of the Service member's transition process should include a provision to meet new HT/WT and PRT standards as they progress through their medical treatment plan.
- Counsel Service member on HT/WT requirements and personal fitness and the potential negative outcomes should they fail to meet those requirements.
- Consult with the MMP on Service member's ability to meet standards.
- Consider two possible courses of action for gender marker change in Service personnel data system: (1) grant gender marker change with ETPs or (2) delay gender marker change until all standards of the preferred gender are met.
- Consult DoD and Service policy as well as the SCCC.

➡ **ACTION:** Click the **NEXT** button to advance to Screen 6.

➡ **ACTION:** When you are ready to play the narration for this screen, click the **PLAY** button.

SCREEN 6 PROFESSIONAL BEHAVIOR	PRESENTATION TEXT	NARRATED SCRIPT
	<p>Individual Rights and Responsibilities</p> <p>Existing policies regarding freedom of expression and the exercise of religion do not change.</p>	<p>Individual Rights and Responsibilities</p> <p>Although you currently serve with a diverse group of people, some of you may be uncertain about the prospect of serving with transgender Service members.</p> <p>Existing policies regarding freedom of expression and exercise of religion continue to apply.</p>

DRAFT
Navy Transgender Service Members Policy

<p>SCREEN 6 PROFESSIONAL BEHAVIOR (CONT.)</p>	<p>No one is expected to change personal, religious, or moral beliefs.</p> <p>Everyone is expected to treat others with dignity and respect.</p> <p><i>Privacy Scenario</i></p> <p>A transgender Service member has expressed privacy concerns regarding the open bay shower configuration. Similarly, several other non-transgender Service members have expressed discomfort when showering in these facilities with individuals who have different genitalia.</p>	<p>You are NOT expected to change your personal, religious, or moral beliefs; however, you ARE expected to treat all others with dignity and respect, consistent with the Core Values that already exist within the Navy.</p> <p>Our responsibility to treat others with dignity and respect is a keystone value of service in our armed forces and must guide our treatment of one another. This will not change.</p>
<p>Briefer Activity: Use of Shower Facilities Scenario (Expected duration: 3 to 5 minutes)</p>		
<p>➡ ACTION: Read or paraphrase Scenario 11, “Use of Shower Facilities Scenario,” from the Handbook. Members of the Triad should explain how the scenario would be handled at their command.</p>		

DRAFT

Navy Transgender Service Members Policy

Scenario 11: Use of Shower Facilities

The “Use of Shower Facilities” scenario is intended to emphasize that all Service members are required to maintain a level of modesty and privacy for their own comfort and that of their fellow Service members.

Key takeaway(s)

This scenario illustrates the importance of open lines of communication between the Service member and the commander. It also depicts steps a commander may take to permit privacy, based on Service policy.

Service member responsibilities

- If you have any concerns about privacy in an open bay shower setting, you should discuss this with your chain of command.
- Consider altering your shower hours.

Commander responsibilities

- You may employ reasonable accommodations when/if you have a Service member who voices concerns about privacy. This should be done with the intent of avoiding any stigmatizing impact to any Service member. If permitted by Service policies, some of these steps may include:
 - Facility modifications, such as installing shower curtains and placing towel and clothing hooks inside individual shower stalls.
 - In cases where accommodations are not practicable, you may authorize alternative measures to respect personal privacy, such as adjustments to timing of the use of shower or changing facilities.
 - Take proactive steps through the chain of command to ensure that expressions of discomfort don’t escalate into harassment or hazing.
 - Consult the SCCC for guidance on how to institute such measures.

➡ **ACTION:** Click the **NEXT** button to advance to Screen 7.

➡ **ACTION:** When you are ready to begin the narration for this screen, click the **PLAY** button.

DRAFT
Navy Transgender Service Members Policy

SCREEN 7 SUMMARY	PRESENTATION TEXT	NARRATED SCRIPT
	<p>Leadership – Professionalism – Dignity – Respect</p> <p>Available Resources</p> <ul style="list-style-type: none"> • Navy Transgender Service Central Coordination Cell (SCCC) Usn_navy_sccc@navy.mil • Navy 311 1-855-NAVY311 NAVY311@navy.mil US Navy LGBT Resources http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/lgbt/PPage/default.aspx • United States Navy Transgender and Gender Transition Commanding Officer’s Toolkit 	<p>This brief has provided information about the DON Transgender Service Member policy and its impact on other Navy policies.</p> <p>Through this brief, we have been reminded to maintain respect for one another based on job performance and adherence to standards.</p> <p>It is the DOD’s expectation and our obligation to live by high standards of conduct and our Navy Core Values.</p> <p>Your four take-away words are: Leadership ...Professionalism... Dignity...and Respect</p> <p>Available Resources</p> <p>The following resources are available to support your implementation of these policy changes. In the event you have questions you cannot address or an implementation situation that is not adequately explained in the policy please reach out for assistance.</p> <ul style="list-style-type: none"> • The Navy’s SCCC • Navy 311 • The US Navy’s LGBT Resources at the NPC Website • The Commanding Officer’s Toolkit • The DoD Transgender Service Implementation Handbook

DRAFT
Navy Transgender Service Members Policy

SCREEN 7 SUMMARY (CONT.)	<ul style="list-style-type: none">• United States Department of Defense Transgender Service in the U.S. Military: An Implementation Handbook	
Briefer Activity: Brief Question-and-Answer Period (Expected duration: 15 minutes) <i>Use FAQs to provide additional information for your unit.</i>		
➡ ACTION: Optional question-and-answer period related to the Policy, if desired.		